

SPECIAL CALLED MEETING / WORK SESSION
All items are for discussion and possible action.
Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building
February 19, 2018
7:00 p.m.

- | | | |
|------|---|--|
| I. | Call to Order | |
| II. | Prayer & Pledge | |
| III. | Approval of Agenda | |
| IV. | Consent Agenda | |
| | | <i>(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)</i> |
| A. | Approval of Minutes: December 4, 2017 Regular Meeting & December 18, 2017 Special Called Meeting/Work Session & January 2, 2018 Regular Meeting & January 16, 2018 Work Session | |
| B. | Tax Release Approvals | |
| C. | Personnel Matters | |
| | | <ol style="list-style-type: none"> 1. Resignation: PT/FI Paramedic 2. Resignation: Board of Elections Supervisor 3. Resignation: Housekeeper 4. Resignation: F/T Paramedic 5. Resignation: EMS Shift Supervisor - Safety Officer 6. Resignation: PT/FI AEMT 7. Resignation: IMC II 8. Promotion: Board of Elections Supervisor 9. Appointment: PT/FI Paramedic (3) 10. Promotion: F/T Paramedics (2) 11. Appointment: PT/FI Non-Certified Telecommunicators (3) |
| D. | Step & Merit Increases | |
| | | <ol style="list-style-type: none"> 1. Social Services 2. Department Heads (2) |
| E. | Budget Amendments Nos. 19 - 20 | |
| F. | Janitorial Service Agreements | |
| | | <ol style="list-style-type: none"> 1. Social Services 2. Senior Citizens |
| G. | Fiscal Monitoring Reports for Trillium | |
| V. | Commissioner's Concerns/Committee Reports | |
| | | A. |
| | | B. |
| | | C. |
| VI. | Old Business | |
| | | A. Recreation Advisory Committee |
| | | B. Amendment to Animal Control Ordinance |
| VII. | New Business | |
| | | A. FY 2017-18 Audit Contract |
| | | B. Reduction in Sheriff's Salary After Election |
| | | C. ESFRLP Lead/Asbestos Contract |
| | | D. |
| | | E. |
| | | F. |

**ACTION
REQUIRED**

**NO ACTION
REQUIRED**

**ACTION
REQUIRED**

VIII. Public Comments

(If you wish to address the Board, please state your name for the record prior to speaking)

- A.
- B.
- C.

**ACTION
REQUIRED**

- IX. { **Closed Session: Per NCGS #143-318.11(3)(4) & Closed Session Minutes Approval**
- X. { **Adjournment of Special Called Meeting**
- XI. **Work Session**

FOR INFORMATION ONLY:

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DEPARTMENT HEAD REPORT:

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COMMITTEE WRITTEN REPORTS:

- Jan. 25, 2018 EMS Peer Review Meeting Minutes

.NOTES FROM THE COUNTY MANAGER

February 19, 2018

7:00 p.m.

- IV. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- VI.A. **Enclosures.** Kent White has missed too many meetings without valid reasons. Therefore, the Committee is requesting that we appoint another Recreation Advisory Committee – At Large member. At last month's meeting, County Manager Heath asked did any of the Commissioners know of someone interested in serving on this Committee. If so, they needed to get the application to him before tonight's meeting. We received no new applications. Currently, we have received the enclosed Statements of Interest to Serve. Board action is being requested.
- VI.B. **Enclosure.** In November, 2017, Mary Vidaurri presented a request to the Board to amend the current Animal Control Ordinance to include tethering of dogs. County Attorney High is working on the revised ordinance. County Manager Heath will update the Board on their progress.
- VII.A. **Enclosure.** County Manager Heath and Finance Officer, Tracy Mathews, are recommending the FY 2017-18 Audit Contract with Donna Winborne in the amount of \$35,000. Last year the cost was \$31,500. The extra \$3,500 is due to the increase in audit samples for Medicaid recipient files which are being selected by the State. Last year it was 91 but this year it may be 200 possibly more. Board action is being requested.
- VII.B. Whenever the Sheriff runs for office, the Board normally passes a similar motion as follows for two reasons: (1) filing fees and (2) if a new person actually is elected, they should come in with a lower salary since they are beginning in the position.

Pursuant to G.S. 153A-92, the Board of County Commissioners adopted this Resolution reducing the Sheriff's salary from \$64,338 (Grade 75, Step 12) to \$49,181 (Grade 75, Step 1) to become effective December 1, 2018. This action is taken in compliance with General Statute 153A-92 in reference to compensation of County officers in the General Election. A motion to approve the above was made by _____, seconded by _____. Motion unanimously passed.
- VII.C. **Enclosure.** The Perquimans County FY 2017 Essential Single-Family Rehabilitation Loan Pool Program has presented an Agreement for Lead Base Paint Hazard Reduction and Asbestos Inspection Services for Board consideration and Action.
- IX. **Enclosure.** Pursuant to NC General Statute 143-318.11(3)(4), the Board will need to go into Closed Session to discuss a matters relating to the location or expansion of industries or other businesses in the area served by the public body, to discuss a legal matter, and to approve Closed Session Minutes.

CONSENT AGENDA NOTES

(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Commissioner)

- A. **Enclosures:** Approval of Minutes for December 4, 2017 Regular Meeting & December 18, 2017 Special Called Meeting/ Work Session & January 2, 2018 Regular Meeting & January 16, 2018 Work Session.
- B. **Enclosures:** Tax Releases & Refund – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Jamar Whitaker	PT/FI Paramedic	Resignation			1/12/2018
Sydni Banks	Board of Elections Supervisor	Resignation			1/26/2018
Mamie Hurdle	Housekeeper	Resignation			1/31/2018
John vonRosenberg	F/T Paramedic	Resignation			1/26/2018
Dale Hunter	EMS Shift Supervisor - Safety Officer	Resignation			2/2/2018
Bryan Holland	PT/FI AEMT	Resignation			3/31/2018
Lauretta Powell	IMC II	Resignation			2/09/2018
Holly Hunter	Board of Elections Supervisor	Promotion	64/3	\$31,818	1/29/2018
Tyler Spruce	PT/FI Paramedic	Appointment	68/1	\$17.37/hr.	1/01/2018
Richard Thrasher	PT/FI Paramedic	Appointment	68/2	\$17.80/hr.	1/27/2018
John vonRosenberg	PT/FI Paramedic	Appointment	68/1	\$17.37/hr.	1/27/2018
Janice Brickhouse	F/T Paramedic	Promotion	68/2	\$37,042	3/01/2018
Jessica Velvin	F/T Paramedic	Promotion	68/1	\$36,137	3/01/2018
Lindsey Ford	PT/FI Noncertified Telecommunicator	Appointment	60/1	\$12.21/hr.	2/01/2018
Katie Speight	PT/FI Noncertified Telecommunicator	Appointment	60/1	\$12.21/hr.	2/01/2018
Amanda Ward	PT/FI Noncertified Telecommunicator	Appointment	60/1	\$12.21/hr.	2/01/2018

- D. **Enclosures:** During the Budget process, these merit increases was approved for the employee. The following individual is being recommended by their supervisor for merit increases:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Nicole Elliott	Accounting Tech IV	63/13	\$38,862	02/01/2018
Shelton White, Jr.	Sheriff	75/12	\$64,338	02/01/2018
Tracy Mathews	Finance Officer	72/10	\$53,692	02/01/2018

- E. **Enclosure:** Budget Amendment Nos. 19 – 20 are presented for Board action.
- F. **Enclosures:** With the retirement of Mamie Hurdle, Housekeeper at Social Services, and the opening of the new Library, the County needs to establish a contract to clean the Social Services Building and the Senior Citizens Building. Board is action is being requested.
- G. **Enclosure:** Trillium Health Resources is supposed to present their reports to the Board for Board approval. Their reports for period ending December 31, 2017 and six month period ending December 31, 2017 are presented for Board review and approval.

former library building as the site for the Boys & Girls Club in Perquimans County, rent free with the county providing building maintenance. The Board asked several questions.

HIGH SCHOOL ATHLETIC COMPLEX/SCHOOL FUNDING FORMULA

County Manager Heath reported that they have been having small informal committee meetings with Superintendent Cheeseman and Board of Education member, Army Spaug, Commissioner Nelson and himself. During those meetings, they discuss various issues. At the last meeting, they discussed a couple of items that he wanted to update the Board on:

High School Athletic Complex: Mr. Heath explained that Mr. Cheeseman would probably be coming to a Commissioners' meeting in December or January to provide a formal update on the High School Athletic Complex. Mr. Heath and Commissioner Nelson said that it was Mr. Cheeseman's desire to have the football field ready by next football season. At some point in time, they will come before the Board to request the money amount that has been saved up which is between \$350,000 and \$400,000.

School Funding Formula: The Board of Education also wants to know if we have an interest in discussing at the next Budget Work Sessions a funding formula. Some counties have one that is based on school population, average daily attendance with some performance bonuses included. If the Board is interested in this, they have a consultant that they use for matters like this and would be willing to have the consultant come talk with the Board to explain what a funding formula would mean. Commissioner Nelson made a few comments and feels that it would be beneficial to investigate this to learn more about how the funding formula works.

BOARD RETREAT

County Manager Heath explained that the Board usually holds a retreat to discuss the issues pertinent to Perquimans County for the next few years. It was the consensus of the Board to have County Manager Heath to proceed with contacting NCACC to obtain a facilitator for the meeting and to set up the date sometime in March, 2018.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 8:05 p.m. on motion made by Charles Woodard.

Corrected in December 4, 2017 Morning Minutes

Fondella A. Leigh, Vice Chair

Clerk to the Board

REGULAR MEETING

December 4, 2017
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, December 4, 2017, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT:** Kyle Jones, Chairman
Joseph W. Hoffer
Wallace E. Nelson
Fondella A. Leigh, Vice Chair
Edward R. Muzzulin
Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager/Deputy Clerk to the Board
Hackney High, County Attorney

After the Chairman called the meeting to order, Commissioner Leigh gave the invocation and the Chairman led the Pledge of Allegiance.

AGENDA

Fondella A. Leigh made a motion to approve the Agenda as amended. The motion was seconded by Charles Woodard. The Board voted unanimously to approve the Agenda as amended.

CONSENT AGENDA

Commissioner Nelson asked that the Minutes be removed for correction. On motion made by Wallace E. Nelson, seconded Fondella A. Leigh, the Board unanimously approved the Consent Agenda, less the Minutes listed. Chairman Jones said that the Minutes will be handled under New Business.

1. Approval of Minutes: November 5, 2017 Regular Meeting & November 20, 2017 Work Session.
2. Tax Release/Refund Approvals:

PERQUIMANS COUNTY TAX REFUNDS:

- Reed, Gary Bryan
Traded vehicle. Account No. 29472066. \$325.68
- Reed, Gary Bryan
Traded vehicle. Account No. 29472066. \$107.12

3. Personnel Matters:

Employee Name	Employer Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kiera Hinton	JMC II	Resignation			11/14/2017
Alex Copeland	JMC II	Appointment	6304	\$31,211	12/01/2017
Penny Trueblood	Senior Center Assistant Coordinator	Appointment	6206	\$28,717	12/13/2017
Shannon Howell	Social Worker I&B/T	FMLA			11/09/2017
Jessie Thomson	JMC II	Leave Without Pay			11/13-21 & 11/27/2017
David Mearry	Supervisor of SRC's	Promotion	5703	\$36,311	12/01/2017

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Jonathan Blanchard	Athletic Program Supervisor	6402	\$31,061	08/01/2017
Robert Ethou	Water Technician 1	5803	\$23,723	12/01/2017

5. Board Appointments: The following Board reappointments were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Funch, Brian	Chowan/Perquimans Multi-Course LEPC	Reappointment	1 yr.	01/01/2018
Banner, Greg	Chowan/Perquimans Multi-Course LEPC	Reappointment	1 yr.	01/01/2018

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Brinscham, Richard	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Cartwright, Michael	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Chaney, Susan	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Cole, Janice	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Copeland, Crystal	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Forlines, Craig	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Lafan, David	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Livorno, Gaudy	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Nixon, Jonathan	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Palmer, Cordell	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Parise, Tim	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Smith, Lewis	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Spaul, Mary	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Stoop, Ashley	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Valuc, Jason	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
VanDyke, T. Gwen	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Williams, Peter	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Wintrow, Jurre	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018

6. Budget Amendments:

BUDGET AMENDMENT NO. 14
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-033	State Grants - Senior Medicare		
10-615-146	SHIP Funds	197	
EXPLANATION: To budget the exact amount of SHIP Funds allocated for Perquimans for FY17/18.		197	

BUDGET AMENDMENT NO. 15
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-610-193	DSS - Emergency Assistance		
10-610-192	Child Intervention		1,713
EXPLANATION: To correct DSS budget expenditures to match the State funds allocated for Perquimans for FY17/18.		1,713	

7. Resolution: The following Resolution was unanimously approved by the Board:

> **Surplus Equipment:** The Board adopted the following Resolution requesting the Board to declare a Recreation vehicle as surplus equipment to be sold on GovDeals:

RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY

WHEREAS, the Perquimans County Board of Commissioners desires to dispose of certain surplus property of the County;

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners that:

1. The following described vehicles and other items are hereby declared to be surplus to the needs of the County:

YEAR MODEL	VEHICLE # MAKE
2001 Ford	2815 F-150 Truck

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale this surplus vehicle on GovDeals.

3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County's website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 4th day of December, 2017.

ATTEST:

T. Kyle Jones, Chairman

Mary P. Hunsicker, Clerk to the Board

INTRODUCTION OF NEW EMPLOYEES

The following employees were introduced to the Board:

1. **Frank Heath, County Manager:** Mr. Heath introduced Beverly Gregory, Senior Citizens Coordinator, who was appointed effective December 1, 2017.

2. **Susan Chaney, Social Services Director:** Ms. Chaney was unable to attend. She will introduce her staff in January.

Chairman Jones welcomed them to the County.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings was unable to be present.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney was unable to be present.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no Commissioner's Concerns/Committee Reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Albemarle Commission - Additional Space:** Mr. Heath explained that, as the Board was aware, the Albemarle Commission has been looking for additional space and they have proposed several options. One option was to construct an addition to the current building. Executive Director, Cathy Davison, wants to know that, if they do add on to the existing building, what the leasing rate would be. Currently, they are paying \$10.50 per square foot at the additional space that they are leasing at the Debris Street location and Mr. Heath feels that, in order to break even, we should tell her \$16.50 per square foot.
- > **Tier Status:** Each year, the NC Department of Commerce assigns the County a tier ranking. That is related to, out of the 100 counties, which ones are the distressed counties. The most distressed counties get some advantages with regard to grants that the State may give. For the year 2017, our tier ranking was Tier 2 and, for 2018, we will be considered a Tier 3 County because our poverty rate was above 19% and that is an automatic qualifier. In 2017, we were the 46th distressed county and, in 2018, we are the 38th distressed county.
- > **Library Project:** Mr. Heath presented a quick update on the Library Project. The original punch list with the architect was done today. On December 13th, he will do the final inspection. There are a few big items that they still need to complete. On the 13th, the architect will have final punch list done and request a Certificate of Occupancy and the building will then be turned over to us. He is hoping that the furniture will be delivered on December 19th through 22nd. The Regional Library System is in charge of their security, IT, data, and phone systems. They are hoping to have that completed by December 28th and 29th. Their plan is to move the books the first two weeks of January.
- > **Board Retreat:** Mr. Heath said that he had e-mailed the Board dates in March for the Board Retreat. He asked them to check their calendars and let him know what dates they were available and he will notify them of the final dates to schedule it.
- > **Solid Waste Fee:** For information purposes, Mr. Heath had talked to the Chairman about the fact that, every year, he receives several complaints from small businesses that are charged a Solid Waste fee of \$140 each year. In 2002-2003, the Board, at that time enacted a \$140 Solid Waste Fee for all businesses in Perquimans County. At this time, Mr. Heath does not have a solution for this problem but he is studying it to determine how to rectify the problem. He wanted the Board to be aware of the situation and let them know that he is working on it. He will have a recommendation in the future that would be acceptable to all small businesses. Commissioner Leigh asked if the complaints were that the fee was too high. Mr. Heath explained that the complaint is that, if you operate a small business out of your home and your paper from that business is mingled with your household trash, you are charged a \$140 fee for your home and for the business. Because the owner lists their residential property with the Tax Department, that owner has to pay the \$140 but he/she already pays the \$140 solid waste fee for his/her home. This may need to be studied during one of their upcoming Work Sessions.

ELECTION OF CHAIRMAN/VICE CHAIRMAN

Hackney High, County Attorney, acting as Temporary Chairman of the meeting, opened the floor for nominations for Chairman of the Board. Kyle Jones nominated Wallace E. Nelson as Chairman and moved to close the nominations for Chairman. Joseph W. Haffler seconded the nomination and motion. The Board unanimously approved the motion to close the nominations. Since there was only one nomination, Mr. High declared that we had an election of the New Chairman, Wallace E. Nelson, by acclamation. Mr. Nelson thanked the Board. Newly elected Chairman, Wallace E. Nelson, resumed the meeting and opened the floor for nominations for the office of Vice Chairman of the Board. Kyle Jones nominated Fondella A. Leigh and moved to close the nominations. Charles Woodard seconded the nomination of Fondella A. Leigh for Vice Chairman and to close the nominations. The motion to nominate Fondella A. Leigh for Vice Chairman was unanimously approved by the Board. Since there was only one nomination, Chairman Nelson declared that we had an election of the Vice Chairman, Fondella A. Leigh, by acclamation and congratulated her.

I-87 RESOLUTION

County Manager Heath presented the following draft Resolution that was approved by Pasquotank County Board of Commissioners:

DRAFT
Resolution Supporting the Routing of Future Interstate Highway 87
Along US Highway 17 As Originally Authorized By Congress

WHEREAS, the mission of the Elizabeth City Pasquotank County Economic Development Commission is to improve the economic well-being of the citizens of Elizabeth City and Pasquotank County by seeking business opportunities in our area to high-wage employers nationally and by helping interested companies, local as well as national, realize those opportunities; and

WHEREAS, the Elizabeth City Pasquotank County Economic Development Commission recognizes the significant role that transportation plays in the economic well-being of a community; and

WHEREAS, proximity to an Interstate Highway in particular plays a major role in the relocation and expansion decisions of manufacturers, distributors and other high wage employers; and

WHEREAS, Congress' recent designation of US Highway 17 as the future Interstate Highway 87 may well be Pasquotank County's most economically significant transportation project since the construction of the Dismal Swamp Canal; and

WHEREAS, the Interstate Highway 87 route authorized by Congress is further enhanced by the economic opportunities created by the Elizabeth City Pasquotank County Economic Development Commission's recent inclusion in the Port of Virginia's Foreign Trade Zone; and

WHEREAS, the primary transportation objective of constructing Interstate Highway 87 is to provide the most efficient transportation corridor possible between the metropolitan areas of Norfolk and Raleigh; and

WHEREAS, Segment 10 A, described as an alternative route to Segment 10, appeared October 26 on the North Carolina Department of Transportation's Interstate Highway 87 project update on the Department Web site; and

WHEREAS Segment 10 A appeared on this project update without the proper review by the District I Rural Planning Organization; and

WHEREAS, adoption of this alternative route would require Congressional action, delaying the project by at least a year and possibly longer; and

WHEREAS, Segment 10 A would add six miles to the more direct route down US 17 as authorized by Congress; and

WHEREAS, Segment 10 A would further route motorists through significantly more local traffic congestion than the route authorized by Congress; and

WHEREAS, the cost of right-of-way along this more congested route would significantly raise the project's cost; and

WHEREAS, substituting seven additional miles of new construction through swampy terrain rather than simply upgrading an existing four-lane highway as authorized by Congress would also significantly raise the project's construction costs;

NOW, THEREFORE BE IT RESOLVED that the Elizabeth City Pasquotank County Economic Development Commission strongly objects to the inclusion of Segment 10 A in the North Carolina Department of Transportation feasibility study for Interstate Highway 87 and supports moving ahead with the route along US Highway 17 as authorized by Congress.

Mr. Heath asked for the Board to direct him as to what they want to include in the Resolution, should they wish to adopt one. It was recommended by the Board to formulate a resolution based on the above Pasquotank County Resolution to start on the Virginia side and support a later connection for Currituck County. Mr. Heath will prepare a Resolution, and bring it to the January meeting for Board action.

BANK RESOLUTION & SIGNATURE STAMP

Due to a change in Chairman, the Board needs to approve the Resolution and Agreement for Deposit Account and Bank/Corporate Services to authorize new Chairman, Wallace E. Nelson, to sign checks for the PNC Checking Account and the Single-Family Rehab Account along with Tracy Mathews, Finance Officer, and Frank Heath, County Manager. Also included in the approval is the use of the Chair's stamp. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously authorized Chairman and County Staff to sign the Resolution and Agreement for PNC Bank and Single-Family Rehab accounts and the use of Chair's signature stamp when necessary.

PUBLIC SCHOOL BUILDING CAPITAL FUND NORTH CAROLINA EDUCATION LOTTERY

Superintendent Matthew Cheeseman and Board of Education Chair, Amy Spough, presented the Application for Lottery Funds which was approved by the Perquimans County Board of Education in the amount of \$274,771 for bleachers and press box for the Perquimans County High School Athletic Complex. Mr. Cheeseman presented some updated information: 1685 ADM sustained enrollment and he does not think that there will be any construction outside so they will not need the \$425,000 they originally asked for per HB13. Mr. Cheeseman answered several questions from Commissioner Jones with regard to completion of current capital projects and Chairman Nelson explained that they had received at least \$850,000 in gifts that cannot be used for anything else but for this project. Mr. Cheeseman also explained that the landowner, Mr. Nixon, has said that this is the last chance that they have to move forward with this project. Commissioner Hoffer made a few comments and said that he would support this. Commissioner Leigh said that she was not comfortable with making a decision at this time. Commissioner Woodard made several comments in support of the complex. Commissioner Jones asked what would stop the individual from donating the land. Mr. Cheeseman explained the history of the bequest. After making final comments and stating that he would provide the update on the status of their capital projects via e-mail, they asked the Board to take action on the following application:

APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY

Approved: _____
Date: _____

County: Perquimans Contact Person: Tracy Mathews
LEA: 210 Perquimans County Title: Perquimans County Finance Officer
Address: P.O. Box 49 Phone: (252) 426-8484

Project Title: Pushpins and install grandstand at new PCHS Athletic Complex
Location: South Edinboro Street, Hertford, NC
Type of Facility: Perquimans High School Athletic Complex

North Carolina General Statutes, Chapter 115C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-566.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.

Short Description of Construction Project: The intent of this project is to purchase and install a bleacher system and press box for the new Perquimans County High School Athletic Complex

Estimated Costs:

Purchase of Land	\$ _____
Planning and Design Services	_____
New Construction	_____ 274,771.00
Additions / Renovations	_____
Repair	_____
Debt Service / Bond Payment	_____
TOTAL	\$ _____ 274,771.00

Estimated Project Beginning Date: 11/28/2018 Est. Project Completion Date: 08/31/2019

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project. The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$274,771.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature - Chair, County Commissioners) 12/4/2017
(Date)
Amy G. Spough
(Signature - Chair, Board of Education) 11/27/17
(Date)

Joseph W. Hoffer, made a motion to approve the above Lottery Application for \$274,271 for this Athletic Complex. Charles Woodard seconded the motion. The motion was adopted by a vote of three (3) to two (2) with Kyle Jones and Fondella A. Leigh voting against the motion. Chairman Nelson cited the report from the State that he received at a recent NCACC meeting that showed that Perquimans County is the highest county in the State that has the highest rate of reading proficiency in the 1st grade. Mr. Cheeseman made a few additional comments about this.

APPROVAL OF MINUTES

At the request of Wallace E. Nelson, the Board removed the approval of the November Minutes from the Consent Agenda to discuss the correction of the Adjournment of the November 20, 2017 Work Session Minutes as follows:

ADJOURNMENT
There being no further business to discuss, the Chairman adjourned the meeting at 6:05 p.m. on motion made by Charles Ward Woodard.

RALPH HOLLOWELL, ALBEMARLE REGIONAL HEALTH SERVICES

Mr. Hollowell first introduced Angel White, PGG Landfill Director & Convenience Site Manager, who replaced Brad Gardner after he took another position. Mr. Hollowell felt that, since Perquimans County had several new commissioners on the Board, it would be advantageous for him to introduce Ms. White and to give an overview of the Perquimans/Chowan/County Landfill and the Convenience Sites. The following items were discussed:

- > Employment opportunities
- > Overview of the Landfill Facilities
- > Handling/Disposal Process and Costs
- > Legislation

After Mr. Hollowell completed his overview, he asked the Board if there were any questions.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting.

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

REGULAR MEETING
 January 2, 2018
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, January 2, 2018, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT:** Wallace E. Nelson, Chairman
 Joseph W. Hoffer
 Edward R. Muzzulin
 Fondella A. Leigh, Vice Chair
 Kyle Jones
 Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager
 Hackney High, County Attorney
 Mary Hinnicutt, Clerk to the Board

After the Chairman called the meeting to order, Commissioner Jones gave the invocation and the Chairman led the Pledge of Allegiance.

AGENDA

Kyle Jones made a motion to approve the Agenda as amended. The motion was seconded by Edward R. Muzzulin. The Board voted unanimously to approve the Agenda as amended.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Kyle Jones, seconded by Fondella A. Leigh.

1. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade Step	New Salary	Effective Date
Wilma Robbins	Tax Clerk	Appointment	5866	\$26,199	01/01/2018
Kathleen Brooks	IMC I working toward IMC II	Appointment	61/3	\$17,883	01/01/2018
Chifton Bowman, Jr.	Part-Time/Fill-In Paramedic	Appointment	68/1	\$17,377/hr.	12/07/2017
Janice Brickhouse	Part-Time/Fill-In Paramedic	Appointment	68/1	\$17,377/hr.	12/07/2017
Katherine Thomas	Part-Time/Fill-In Paramedic	Appointment	68/1	\$17,377/hr.	12/07/2017
Dustin Winslow	Part-Time/Fill-In AEMT	Appointment	66/1	\$15,916/hr.	12/07/2017
Tanina Copeland	Part-Time/Fill-In EMT	Appointment	63/1	\$13,946/hr.	12/07/2017
Coat Griggs	Part-Time/Fill-In EMT	Appointment	63/1	\$13,946/hr.	12/07/2017
Logan Riegge	Part-Time/Fill-In EMT	Appointment	63/1	\$13,946/hr.	12/07/2017
Bernard Joyce	Part-Time/Fill-In EMT	Appointment	63/1	\$13,946/hr.	12/07/2017
Dana Wynn	Part-Time/Fill-In EMT	Appointment	63/1	\$13,946/hr.	12/07/2017
Ashley Woodruff	Part-Time/Fill-In EMT	Appointment	63/1	\$13,946/hr.	12/07/2017
Richard Thresher	Full-Time Paramedic	Promotion	68/0	\$17,945	12/07/2017
Herber Vascoy	Full-Time Paramedic	Promotion	68/2	\$17,945	12/07/2017
Theodore Bowen	Part-Time/Fill-In Paramedic	Promotion	68/2	\$17,80	12/07/2017
Lionel Bowler	Part-Time/Fill-In Paramedic	Promotion	68/1	\$17,37	12/07/2017
Richard Blum	Part-Time/Fill-In Paramedic	Promotion	68/2	\$17,80	12/07/2017
Chris Cornelius	Part-Time/Fill-In Paramedic	Promotion	68/2	\$17,80	12/07/2017
Chris Duty	Part-Time/Fill-In Paramedic	Promotion	68/2	\$17,80	12/07/2017
Aimee Griseant	Part-Time/Fill-In Paramedic	Promotion	68/2	\$17,80	12/07/2017
Walter Meads	Part-Time/Fill-In Paramedic	Promotion	68/2	\$17,80	12/07/2017
Claude Morrissey	Part-Time/Fill-In Paramedic	Promotion	68/1	\$17,37	12/07/2017
Gerald E. Newell	Part-Time/Fill-In Paramedic	Promotion	68/1	\$17,37	12/07/2017
Jessica Noctman	Part-Time/Fill-In Paramedic	Promotion	68/1	\$17,37	12/07/2017
Marie Schwartz	Part-Time/Fill-In Paramedic	Promotion	68/2	\$17,80	12/07/2017
Martin Sorjose	Part-Time/Fill-In Paramedic	Promotion	68/1	\$17,37	12/07/2017
William Tarwater, Jr.	Part-Time/Fill-In Paramedic	Promotion	68/2	\$17,80	12/07/2017
Jessica Velvin	Part-Time/Fill-In Paramedic	Promotion	68/1	\$17,37	12/07/2017
Jamar Whitaker	Part-Time/Fill-In Paramedic	Promotion	68/1	\$17,37	12/07/2017
Brian Wasson	Certified Deputy	Certification	65/1	\$31,661	01/01/2018
Richard Thresher	Full-Time Paramedic	Resignation			01/26/2018

2. Step/Work Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Nick Loftis	Water Supervisor	74/12	\$61,566	01/01/2018
Mary Curry	Housekeeping Assistant	54/6	\$19,60/hr.	01/01/2018
Employee	Employee	Grade	New	Effective

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Coryl Downing	Housekeeping Assistant	54/6	\$22,853	01/01/2018
Marnie Hurdle	Housekeeping Assistant	54/6	\$10,680	01/01/2018
Theresa Stallings	Housekeeping Assistant	54/6	\$23,155	01/01/2018
Ester White	Housekeeping Assistant	54/7	\$22,588	01/01/2018
Tommy White	Housekeeping Assistant	54/9	\$23,719	01/01/2018
Kevin Lane	Deputy Sheriff	65/3	\$33,251	01/01/2018
Patricia Sawyer	Deputy Sheriff / SRO	65/3	\$33,251	01/01/2018

3. Budget Amendments:

BUDGET AMENDMENT NO. 16
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants		1,713
10-610-199	LIEAP - Low Income Energy Ass't		1,713
EXPLANATION: To amend FY 17/18 budget to reflect actual LIEAP funds allocated by the State for Perquimans.			

BUDGET AMENDMENT NO. 17
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-592-061	Retiree Hosp - EMS		4,590
10-592-060	EMS Group Insurance		4,590
EXPLANATION: To budget for retiree hospitalization (J. Harris) for FY 17/18.			

BUDGET AMENDMENT NO. 18
WATER FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-348-003	DOT Reimbursement - Waterline	100,000	
35-728-339	NCDOT Bridge Project	100,000	
EXPLANATION: To budget funds for Creek Drive Bridge Project with NCDOT for FY 17/18. (County to get reimbursed by DOT to move funds for Bridge Project.)			

4. Board Appointments: The following Board reappointments were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Woodard, Charles	Agricultural Advisory Board - Commissioner	Reappointment	3 yrs.	02/01/2018
Mazzulla, Edward	Albemarle District Jail Commission	Reappointment	3 yrs.	02/01/2018
Heath, Frank (emeritus)	Albemarle Regional Landfill Authority	Reappointment	4 yrs.	02/01/2018
Mazzulla, Edward	Albemarle Regional Landfill Authority	Reappointment	4 yrs.	02/01/2018
Mazzulla, Edward	Economic Development Commission - County	Reappointment	2 yrs.	02/01/2018
Nelson, Wallace	Economic Development Commission - County	Reappointment	2 yrs.	02/01/2018
Mazzulla, Edward	EMS Advisory Board	Reappointment	2 yrs.	02/01/2018
Mazzulla, Edward	RPO Transportation Advisory Committee	Reappointment	2 yrs.	02/01/2018
Leigh, Fossdella	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2018
Worthington, John	Chowan/Perquimans Multi-County LEPC	Appointment	1 yr.	01/01/2018

5. Enclosure: The Economic Improvement Council (EIC) has applied for the Community Service Block Grant. The State requires that they present the application to each of the counties that they represent. A copy of this application was provided to Clerk to the Board, Mary P. Hurnicutt, who has made it available to the Commissioners for review. Ms. Hurnicutt has been asked to return the letter stating that the application was presented in Perquimans County. This is for information only.

INTRODUCTION OF NEW EMPLOYEES

The following presentations were made:

- Daphine Madry:** County Manager Heath presented a plaque to Daphine Madry who retired on December 31, 2017 after 28 years of service with the Senior Center in Perquimans County.
- Faye Myers:** County Manager Heath presented a plaque to Faye Myers who retired on December 31, 2017 after 18 years of service with the Senior Center in Perquimans County.

The following employees were introduced to the Board:

- Beverly Gregory, Senior Center Coordinator:** Ms. Gregory introduced Penny Trueblood, Assistant Senior Citizens Coordinator, who was appointed effective December 13, 2017.

Chairman Nelson thanked them for their service to Perquimans County and welcomed Ms. Trueblood to the County.

SHARON SMITH, TOURISM DIRECTOR

Ms. Smith presented an overview of the events planned for the 350th Anniversary of Perquimans County. Afterwards, Mr. Nelson said that they had some cake for everyone present to begin the celebration.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report and an update on the program software upgrades.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following item was discussed:

- > **Commissioner Haffler:** Mr. Haffler asked where we stood with the Ogle Simpson matter. Chairman Nelson explained that the Board would be discussing that during the Closed Session. Mr. Haffler was satisfied with this.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Coastal Resources Advisory Council:** Mr. Heath explained that Mary Hurnicutt, Clerk to the Board, sent out an e-mail with a letter explaining that there are vacancies on the Coastal Resources Advisory Council. Please let Mr. Heath know if you are interested on serving on this Council by January 16th in order to get the nominations to the Council by the January 31st deadline.
- > **Board Retreat:** If you have not contacted Mr. Heath with your available dates in March for the Board Retreat, he asked that you please provide them as soon as possible.

- > Jonathan Nixon: Mr. Heath asked Jonathan Nixon, Emergency Services Director, to give an update on the transition to Paramedic in our Emergency Services Department. In addition, he thanked the Board for their support in this project. Mr. Heath provided the background of this process which started at a Board Retreat.
- > Library Project: Mr. Heath reported that they are scheduled to move the library books to the new facility the week of January 15th.

I-87 RESOLUTION

County Manager Heath presented the Resolution that was prepared using the information from last month's Board meeting. On motion made by Edward R. Muzzulin, seconded by Joseph W. Hoffer, the Board unanimously approved the following Resolution:

Resolution Supporting the Routing of Future Interstate Highway 87 Along US Highway 17 As Originally Authorized By Congress

WHEREAS, one of the missions of Perquimans County is to improve the economic well-being of the citizens of Perquimans County by creating business opportunities in our area to high-wage employers nationally and by helping interested companies, local as well as national, realize those opportunities; and

WHEREAS, Perquimans County recognizes the significant role that transportation plays in the economic well-being of a community; and

WHEREAS, proximity to an Interstate Highway in particular plays a major role in the relocation and expansion decisions of manufacturers, distributors and other high wage employers; and

WHEREAS, Congress' recent designation of US Highway 17 as the future Interstate Highway 87 will greatly aid Perquimans County's mission to attract these types of businesses and employers; and

WHEREAS, the Interstate Highway 87 route authorized by Congress is further enhanced by the economic opportunities created by Perquimans County's recent inclusion in the Port of Virginia's Foreign Trade Zone; and

WHEREAS, the primary transportation objective of constructing Interstate Highway 87 is to provide the most efficient transportation corridor possible between the metropolitan areas of Norfolk and Raleigh; and

WHEREAS, Segment 10 A, described as an alternative route to Segment 10, appeared October 26 on the North Carolina Department of Transportation's Interstate Highway 87 project update on the Department Web site; and

WHEREAS, adoption of this alternative route would require Congressional action, delaying the project by at least a year and possibly longer; and

WHEREAS, Segment 10 A would add six miles to the more direct route down US 17 as authorized by Congress; and

WHEREAS, Segment 10 A would further route motorists through significantly more local traffic congestion than the route authorized by Congress; and

WHEREAS, the cost of right-of-way along this more congested route would significantly raise the project's cost; and

WHEREAS, substituting seven additional miles of new construction through swampy terrain rather than simply upgrading an existing four-lane highway as authorized by Congress would also significantly raise the project's construction costs;

NOW, THEREFORE BE IT RESOLVED that Perquimans County strongly supports moving ahead with the original route along US Highway 17 as authorized by Congress. Perquimans County also supports the initiation of the Interstate construction at the Virginia line, working back south towards Perquimans County. Lastly, Perquimans County would be in favor of a later connector to State Highway 168 and Currituck County, after the Interstate Construction is complete and additional funds become available.

Adopted this 1st day of January, 2018, in Perquimans County, North Carolina.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hamrick, Clerk to the Board

RECREATION ADVISORY COMMITTEE

Chairman Nelson explained that Kent White has resigned from the Recreation Advisory Committee as an at-large member. If anyone on the Board has someone that would be interested in serving on this committee, please provide that name to County Manager Heath prior to the February 4th meeting.

PUBLIC COMMENTS

There being no public comments, Chairman Nelson invited all those that would like a piece of cake to have one and then he proceeded to the Closed Session.

CLOSED SESSION: LEGAL MATTER

Pursuant to NC General Statute 143-318.11(3) Edward R. Muzzulin made a motion to go into Closed Session to discuss a legal matter. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Edward R. Muzzulin, seconded Kyle Jones and unanimously approved by the Board. There was no action needed after the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:45 p.m. on motion made by Edward R. Muzzulin, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
January 16, 2018
7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session on Tuesday, January 16, 2018, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace Nelson, Chairman
 Joseph W. Hoffer
 Edward R. Muzzulini
 Fondella Leigh, Vice Chair
 Kyle Jones
 Charles Woodard

MEMBERS ABSENT: None

OTHERS PRESENT: Hackney High, County Attorney
 Frank Heath, County Manager
 Mary P. Hunnicutt, Clerk to the Board

Chairman Nelson called the meeting to order and Commissioner Hoffer gave the invocation. The Chairman led the Pledge of Allegiance.

AGENDA

On motion made by Joseph W. Hoffer, seconded by Edward R. Muzzulini, the Board unanimously approved the Agenda. The following matters were discussed.

DR. EDDIE WEST, THE MASONBORO GROUP

Dr. West presented a PowerPoint Presentation on potential funding formula scenarios for the school system. After answering several questions from the Board, Mr. West thanked the Board for allowing him to present his program tonight.

REGULATION OF ANIMALS

The Board has been discussing changes to our current Animal Control Ordinance to include Mary Vidauri's request to include items on tethering. Sheriff White had also provided Mr. Heath with his comments about the enforcement of the tethering section of the Animal Control Ordinance. It was the consensus of the Board to have County Manager Heath, County Attorney High, and Chairman Nelson to meet and make a recommendation to the Board in February.

COASTAL RESOURCES ADVISORY COUNCIL

The Coastal Resources Advisory Council has four vacancies with local government representatives or individuals recommended by local governments. County Manager Heath, Chairman Nelson, and Commissioner Jones expressed an interest in serving on this Council. After discussing the appointment, it was recommended to send County Manager Heath's name in for nomination at the February meeting.

SUNDAY WATERFOWL HUNTING

County Manager Heath presented several Resolutions adopted by surrounding counties opposing Sunday hunting of waterfowl. At this time, the Board had no desire to adopt a Resolution but to keep it as it is.

COUNTY MANAGER UPDATES

County Manager Heath presented the following updates:

- > Board of Election Supervisor: Mr. Heath informed the Board that Sydney Baker, Board of Election Supervisor, resigned effective January 16, 2018.
- > Library Project: They are finishing up the circulation desk and fixing a few other minor problems. It all should be completed by the end of this month.

COMMISSIONER CONCERNS

The following comments were made for Commissioner concerns:

- > Commissioner Hoffer: Mr. Hoffer asked if the County has decided what to do with the old Library building. Mr. Heath said that it was up to the Board of Commissioners but nothing has been decided as yet.
- > Commissioner Leigh: Ms. Leigh reported that the Recreation Center had a needs assessment completed and that more information will be coming in the future.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 8:20 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

P.O. Box 7
Hertford, N.C. 27944



Phone: (252) 426-7010
(252) 426-5564
Fax: (252) 426-4034

**PERQUIMANS COUNTY
TAX DEPARTMENT**

January 29, 2018

Tax Refunds: (Perquimans County)

John Darnell Shannon **\$108.67**
Vehicle was totaled
Account #: 0036474225

Tax Releases: (Perquimans County)

Timothy Corprew **\$160.78**
Billed for tractor in error
Account #: 260487

Vernon & Essie Davis **\$142.50**
Senior exemption was not applied in error
Account #: 503240

Joseph Shaw & Joseph White **\$221.16**
Owner bought foreclosed property. Previous owner
burned it the next day. 2016
Account #: 430230

Joseph Shaw & Joseph White **\$221.16**
Owner bought foreclosed property. Previous owner
burned it the next day. 2017
Account #: 430230

Mary Hunnicutt

From: Jonathan Nixon <jnixon@perquimanscountync.gov>
Sent: Friday, January 12, 2018 6:14 AM
To: Jamar Whitaker
Cc: emsadmin@perquimanscountync.gov; Mary Hunnicutt; Frank Heath; Tracy Mathews; helenhunter@perquimanscountync.gov
Subject: Re: Resignation

Jamar,

Congratulations on your recent promotion to supervisor with Pasq-Camden EMS and best wishes for your success! Thanks for your past service with Perquimans EMS and keep us in mind should you decided at a later date that part-time EMS with us would again work into your schedule.

Have a great day!

Jonathan A. Nixon, Director (ES-1)
Perquimans County Emergency Services
911 Communications - EMS - Emergency Management
159 Creek Dr. - PO Box 563
Hertford, NC 27944
252-426-5646 or 252-426-7029 Office
252-331-9817 Cell
252-426-1875 Fax

> On Jan 12, 2018, at 5:45 AM, Jamar Whitaker <whitakerjamar@gmail.com> wrote:

>

> Good morning!! First I would like to say thank you for the opportunity and pleasure of working for Perquimans County EMS. I've learned a lot and I can honestly say I have something to take away from my experience there. On a sad note I am wishing to resign from my position there as a part time paramedic. With my new role here at Pasquotank-Camden EMS I have limited time/availability as I dedicate myself to my new role 100%. Once again I want to thank you for the opportunity.

>

> Jamar Whitaker



Perquimans County Board of Elections

601 A South Edenton Road Street

PO Box 336

Hertford, N.C. 27944

Phone: 252.426.5598

Fax: 252.426.5068

1/12/2018

Dear Mr. Heath,

Please accept this letter as my formal resignation from the position of Director of Elections for Perquimans County. My last day with Perquimans County will be January 26th, 2018, exactly two weeks from today.

In order to ease the transition after my departure, I am more than happy to assist with any task that I can during my last two weeks. I would like to fully recommend that Holly Hunter be my replacement. She has been working with me for over a year and in preparation for my departure, I have already begun her training.

I would like to take this opportunity to thank you, the Board of Commissioners, and all of the Perquimans County staff that I have had the pleasure of working with these last few years. I have gained valuable knowledge, experience, and several great relationships while I have been here, and for that I could not be more grateful. It truly has been a pleasure working for Perquimans County, and I hope that our paths will cross again in the future.

Sincerely,

Sydni Baker Banks

Mamie H. Hurdle
269 Hurdletown Road
Hertford, NC 27944

January 16, 2018

Perquimans County Maintenance Department
Attn: Robin Trueblood
PO Box 45
Hertford, NC 27944

RE: Letter of Resignation

Dear Mr. Trueblood,

With sadden heart, I must submit to you my resignation from my employment duties due to health reasons. I have truly enjoyed my employment; the workplace and employees are outstanding. But because of existing health reasons, I am resigning effect January 31, 2018.

Please accept this letter of resignation from employment effective on January 31, 2018. My employment has been a great pleasure.

Sincerely submitted,

Mamie H. Hurdle

Mamie Hurdle 1-31-2018

John vonRosenberg
123 Horniblow Point Rd
Edenton, NC 27932
843-330-2606
vonron1@gmail.com

January 1, 2018

Jonathan Nixon
Director, Perquimans County Emergency Services
159 Creek Dr.
Hertford, NC 27944

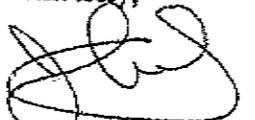
Mr. Nixon,

It is with a heavy heart and only after much thought and consideration that I submit this letter of resignation to you, effective January 26, 2018. I will be accepting a position with Vidant Health System as a Critical Care Paramedic.

I appreciate the opportunity to serve the community and hope to continue to do so on a part-time basis. I respect the direction and leadership of Perquimans EMS and have been honored to participate in these efforts in my short time here. My intention when I began was to provide whatever assistance I was able in hopes of contributing to the long term success of the people and the system. While my tenure has been significantly shorter than I anticipated, I am pleased to see many dedicated and proficient individuals cooperating in an attempt to move forward as a team.

This is not a decision I have come to easily or lightly. I wish everyone in Perquimans Emergency Services the best and hope to contribute to EMS in any way possible as needed in the future.

Sincerely,



John vonRosenberg

text_0.txt

To: Jonathan A Nixon, Director of Emergency Services

From: Dale G Hunter, Shift Supervisor

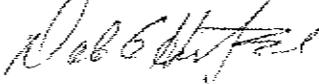
Re: Resignation 2-28-2018

In the past three years I have worked very hard along with you to see this organization go forward. I feel that we have made many accomplishments. Due to my health problems, I have been told by my doctors that I need to step down from full time employment.

It is with sad reservations that I give my formal resignation.

Respectfully,

Dale G Hunter



Bryan Holland

919 Woodruff Ave
Elizabeth City, NC 27909
252-333-6891
beholland77@gmail.com

November 3, 2017

Jonathan Nixon
159 Creek Rd
Hertford NC, 27944

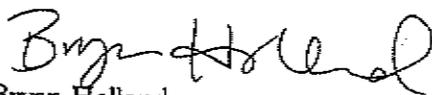
Dear Jonathan,

Please accept this letter as my formal notification that I am resigning from my position as an AEMT at Perquimans County EMS. My last shift will be Sunday, November 26th, 2017.

I would like to thank Perquimans County for allowing me to serve the residence and visitors of this community for the past three and a half years. I would also like to thank you for the knowledge and experience I have received while employed in this department.

I truly wish PCEMS the best during all of the transitions that are taking place in the near future.

Sincerely yours,


Bryan Holland

Postponed until March 31, 2018 

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Dianne M. Layden
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: February 6, 2018

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to The Board
Nicole Elliott, DSS Fiscal

From: Susan Chaney *Susan M. Chaney*

Subject: Employee Resignation

Perquimans County Department of Social Services employee, Laretta Powell has submitted her resignation due to multiple severe medical issues. I have accepted her resignation and her last day of employment with the agency is Friday, February 9, 2018. I realize this does not give the "customary" two weeks' notice, but due to the surrounding circumstances it is very understandable and does not present a problem to the agency.

If you have any questions or concerns do not hesitate to contact me at 426-7373 ext. 128.

Perquimans County's Vision

To be a community of opportunity in which to live, learn, work, prosper and play.

Lauretta Powell
443 Meadstown Rd.
Elizabeth City N.C. 27909

February 6, 2018

Susan M. Chaney
Director
Perquimans County Department of Social Services
P.O. Box 107
Hertford, N.C. 27944

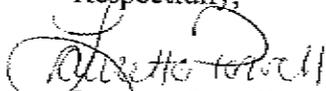
Dear Mrs. Chaney,

I am writing this letter to give official notice that due to medical issues, Friday, February 9, 2018 will be my last day of employment with the Department.

I would like to thank you and your organization for allowing me the opportunity to be a part of your team. It has been an experience of both learning and growth as an individual and as an employee since becoming a part of this organization.

Please know that I am willing to assist in whatever way I can to make this transition a smooth one. Again, I say thank you and I pray you all continued health and prosperity.

Respectfully,


Lauretta Powell

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1-19-18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Holly Leigh Hunter

SOC. SEC. NO. _____

POSITION: Director of Elections

DEPT.: Elections

NEW EMPLOYEE EFFECTIVE DATE: 1-29-18

GRADE: 64 STEP: 3 SALARY: \$31,818

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Johanna Kemp Vera Murrell

Frank Heath

DATE: 1-19-18

DATE: 1/31/18

FINANCE OFFICER

DATE: _____



Perquimans County Board of Elections

601 A South Edenton Road Street

PO Box 336

Hertford, N.C. 27944

Phone: 252.426.5598

Fax: 252.426.5068

John J. McGowan, Jr., Secretary
Vera Murrill, Member

January 16, 2018

Perquimans County Commissioners, County Manager Frank Heath
P.O. Box 45
Hertford, NC 27944

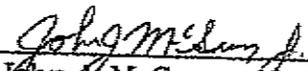
Commissioners and Mr. Frank Heath,

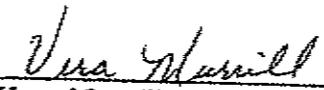
The Perquimans County Board of Elections unanimously appointed Holly Hunter as our new Director of Elections on Tuesday, January 16, 2018. Holly has been the current director's office assistant since prior to the 2016 general elections so she has experienced most of the duties the position performs.

The Board members have witnessed Ms. Hunter on the job and are confident she is qualified for the Director position. In addition to her experience in the office, Mrs. Banks has been training her in areas she has not been responsible for as staff but will need for the new position. Ms. Hunter conducts herself professionally with the public and with the Board and poll workers. She is a Perquimans County native with strong ties to the community.

Sincerely,

PERQUIMANS COUNTY BOARD OF ELECTIONS


John J. McGowan, Jr., Secretary


Vera Murrill, Member

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 1, 2018

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Tyler Spruce SOC. SEC. NO.: _____

POSITION: Part-Time Paramedic EMS: X RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: January 1, 2018

GRADE: 68 STEP: 1 SALARY: \$ 17.37 per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]
DATE: January 3, 2018

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/31/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 10, 2018

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Richard Thrasher SOC. SEC. NO.: _____

POSITION: Part-Time Paramedic EMS: X RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: January 27, 2018

GRADE: 68 STEP: 2 SALARY: \$ 17.80 per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

Date

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

[Signature]
DATE: January 10, 2018

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER

[Signature]
DATE: 1/31/19

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 22, 2018

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: John vonRosenberg SOC. SEC. NO.: _____

POSITION: Part-Time Paramedic EMS: X RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: January 27, 2018

GRADE: 68 STEP: 1 SALARY: \$ 17.37 per hour

Complete following information only if for new employee.

ADDRESS: _____

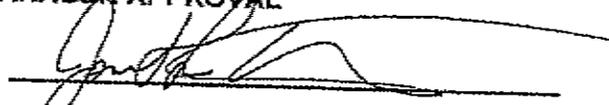
CITY/STATE/ZIP: _____

PHONE NUMBER: _____

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

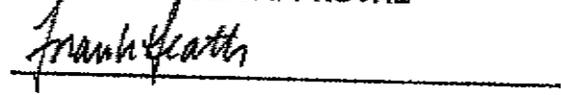


DATE: January 22, 2018

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL



DATE: 1/31/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 5, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Janice Brickhouse

SOC. SEC. NO.: _____

POSITION: Paramedic

DEPT.: EMS

◆ NEW EMPLOYEE EFFECTIVE DATE: March 1, 2018

GRADE: 68 STEP: 2 SALARY: \$37,042 Annually

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
Date TIONARY PERIOD.

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: February 5, 2018

DATE: 2/14/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 5, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jessica Velvin

SOC. SEC. NO.: _____

POSITION: Paramedic

DEPT.: EMS

◆ NEW EMPLOYEE EFFECTIVE DATE: March 1, 2018

GRADE: 68 STEP: 1 SALARY: \$36,137 Annually

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: _____ STEP: _____ SALARY: _____

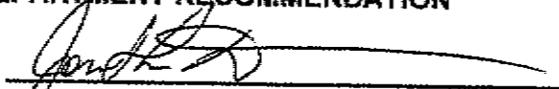
_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

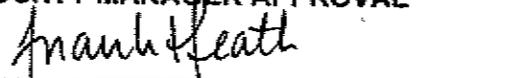
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION



DATE: February 5, 2018

COUNTY MANAGER APPROVAL



DATE: 2/14/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 1, 2018

COUNTY OF PERQUIMANS
PART-TIME TELECOMMUNICATIONS EMPLOYEES

NAME: Lindsey Ford SOC. SEC. NO.: _____

POSITION: Part-Time Fill-In Noncertified Telecommunicator 911 COMMUNICATIONS: X

NEW EMPLOYEE EFFECTIVE DATE: February 1, 2018

GRADE: 60 STEP: 1 SALARY: \$12.21 per hour

Complete following information only if for new employee.

ADDRESS: 225 E. Broad St

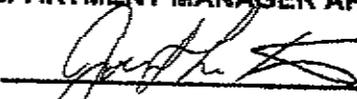
CITY/STATE/ZIP: Elizabeth City, NC 27909

PHONE NUMBER: 851-357-2438

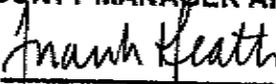
_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (~~PER ATTACHED STATE CERTIFICATE OF COMPLETION~~).

GRADE: _____ STEP: _____ SALARY: _____

DEPARTMENT MANAGER APPROVAL


DATE: 2-1-2018

COUNTY MANAGER APPROVAL


DATE: 2/14/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 1, 2018

COUNTY OF PERQUIMANS
PART-TIME TELECOMMUNICATIONS EMPLOYEES

NAME: Katie Speight SOC. SEC. NO.: _____

POSITION: Part-Time Fill-In Noncertified Telecommunicator 911 COMMUNICATIONS: X

NEW EMPLOYEE EFFECTIVE DATE: February 1, 2018

GRADE: 60 STEP: 1 SALARY: \$12.21 per hour

Complete following information only if for new employee.

ADDRESS: 420 Hwy 32 N

CITY/STATE/ZIP: Sunbury, NC 27979

PHONE NUMBER: 252-548-4691

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).
GRADE: _____ STEP: _____ SALARY: _____

DEPARTMENT MANAGER APPROVAL

[Signature]
DATE: 2-1-2018

COUNTY MANAGER APPROVAL

[Signature]
DATE: 2/14/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 1, 2018

COUNTY OF PERQUIMANS
PART-TIME TELECOMMUNICATIONS EMPLOYEES

NAME: Amanda Ward SOC. SEC. NO.: _____

POSITION: Part-Time Fill-In Noncertified Telecommunicator 911 COMMUNICATIONS: X

NEW EMPLOYEE EFFECTIVE DATE: February 1, 2018

GRADE: 60 STEP: 1 SALARY: \$12.21 per hour

Complete following information only if for new employee.

ADDRESS: 321 Sign Pine Rd

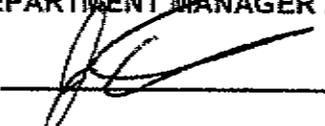
CITY/STATE/ZIP: Tyner, NC 27980

PHONE NUMBER: 252-331-3475

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

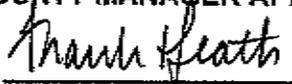
GRADE: _____ STEP: _____ SALARY: _____

DEPARTMENT MANAGER APPROVAL



DATE: 2-1-2018

COUNTY MANAGER APPROVAL



DATE: 2/14/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1/30/2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nicole Elliott SOC. SEC. NO.:

POSITION: Accounting Tech IV DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

Date DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: STEP: SALARY:

Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: STEP: SALARY:

Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

2/1/2018 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 63 STEP: 13 SALARY: \$ 38,862.00

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Susan M. Chaney Susan Chaney

Frank Heath DATE: 1/31/18

DATE: 1/30/2018

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Shelton R. White, Jr.

SOC. SEC. NO.: _____

POSITION: Sheriff

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

2/1/18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.
Date GRADE: 75 STEP: 12 SALARY: \$64,338

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

CHAIRMAN

DATE: _____

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 1/30/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tracy Mathews

SEC. NO.: _____

POSITION: Finance Officer

DEPT.: County Manager's Office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

2/1/18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 72 STEP: 10 SALARY: \$53,692

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Frank Heath

DATE: _____

DATE: 1/30/18

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
EMERGENCY TELEPHONE SYSTEM FUNDS
NO. 19

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 5th DAY OF FEBRUARY, 2018, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-350-001	Emergency 911 Fees	144,857	
78-500-110	Telephone	11,237	
78-500-740	Capital Outlay - Equipment	110,765	
78-500-800	911 Carry Forward	22,855	
EXPLANATION: To budget funding reconsideration approved by NC911 Board for FY 17/18.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 5th DAY OF FEBRUARY, 2018.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 5th DAY OF FEBRUARY, 2018, 2018.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
WATER FUNDS
NO. 20

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 19th DAY OF FEBRUARY, 2018, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-348-003	DOT Reimbursement - Water Line	43,000	
35-720-339	NCDOT Bridge Project	43,000	
EXPLANATION: To budget funds for Great Hope Church Road Water Line Relocation Project with NCDOT for FY 17/18. (County to get reimbursed by DOT to move lines for bridge project.)			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 19th DAY OF FEBRUARY, 2018.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 19th DAY OF FEBRUARY, 2018.

Chairman, Board of Commissioners

Finance Officer

Professional Janitorial Service Proposal

Prepared for:

Social services

103 Charles Street
Perquimans, NC 27944

Submitted By:

Mr. Clean Janitorial

Elizabeth City, NC 27909

Earl Miller

Owner

252 455 8102

earlmiller60@gmail.com

January 30, 2018

Mr. Clean Janitorial

Elizabeth City, NC 27909

January 30, 2018

Social services
103 Charles Street
Perquimans, NC 27944

Dear ,

Subject: Janitorial Service Proposal - Social services, 103 Charles Street, Perquimans, NC 27944

Thank you for allowing Mr. Clean Janitorial to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. *So again, thanks!*

Here are a few important highlights:

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at Mr. Clean Janitorial, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At Mr. Clean Janitorial, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Earl Miller
Owner
Mr. Clean Janitorial

Social services

Professional Janitorial Service Proposal

General

Mr. Clean Janitorial agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. Mr. Clean Janitorial agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

Compensation

5 days per week Professional Cleaning Service Program: \$1,114/mo.

20 hr week em

Special Services

Carpet cleaning is available - Price quoted upon request.

Waxable hard surface floors can be stripped and refinished or scrubbed and re-waxed - Price quoted upon request.

Exterior windows can be cleaned - Price quoted upon request.

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 5 days per week.

The cleaning crew will observe holidays observed by the customer. Mr. Clean Janitorial is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 30 days.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Mr. Clean Janitorial can provide these products and invoice them separately.

Mr. Clean Janitorial will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

Equipment

Mr. Clean Janitorial will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Mr. Clean Janitorial will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

Mr. Clean Janitorial will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

Employee Status

Personnel supplied by Mr. Clean Janitorial are deemed employees of Mr. Clean Janitorial and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Mr. Clean Janitorial is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Mr. Clean Janitorial is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Term

The term of this agreement shall be for a period of one (1) year and shall automatically renew for additional one (1) year periods on the anniversary date of this agreement.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20____, by and between Mr. Clean Janitorial, with its principal place of business located at Elizabeth City, NC 27909 and

Mr. Clean Janitorial

Social services with its principal place of business located at 103 Charles Street, Perquimans, NC 27944.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Mr. Clean Janitorial

Social services

By: _____

By: _____

Name: _____

Name: _____

Date: _____

Date: _____

Title: _____

Title: _____

What it REALLY takes to get and keep your building clean...

What it REALLY takes to get and keep your building clean...

The Calculated Time to Properly Clean Your Building

Releasing Overcrowded Schedules of Tasks for YOUR Building



- detail vacuuming
- detail dusting using microfiber cloth
- emptying trash receptacle/replace liner

Timing Activities: Detailing Particular Areas for YOUR Building



- detail vacuuming carpeted areas; minutes/area
- detail dusting high & low areas; minutes/area
- emptying trash/replace liner; minutes/area

Measuring and Assigning to YOUR Building



- overall size and dimensions by area
- floor type (i.e. carpet, tile) and difficulty
- frequency (i.e. 3x per week, 5 times per week)

Result

Get your money's worth EVERY week - using cleaners trained to clean for the scheduled amount of time, each visit

Social services

Job Specifications

Entrances

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Clean Both Sides Of Door Glass And Wipe Frames	1 day/wk.
Spot Clean Entrance Glass	4 days/wk.
Vacuum Walk-Off Mats	5 days/wk.

Lobbies

<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Clean And Sanitize Telephones	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Vacuum Walk-Off Mats	5 days/wk.

Conference Rooms

<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly

Clean And Sanitize Telephones	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly

Offices

<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Clean And Sanitize Telephones	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly

Hallways

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Clean And Polish Drinking Fountains	5 days/wk.

Restrooms

<u>Task Description</u>	<u>Service Days</u>
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	5 days/wk.

Lunchrooms

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly

Spot Clean Vending Machines, Walls And Light Switches	5 days/wk.
Arrange Furniture	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Eating Area Chairs	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.
Damp Clean Interior And Exterior Of Microwave	5 days/wk.
Empty And Remove Trash	5 days/wk.
Clean Refrigerator, Empty Contents If Requested	Monthly

Utility Rooms

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Sweep Hard Surface Floors	1 day/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	1 day/wk.

Other Requirements

<u>Task Description</u>	<u>Service Days</u>
Site Supervision	5 days/wk.
Gather Supplies And Equipment For Shift	5 days/wk.
Clean And Arrange Janitor Closet	5 days/wk.
Prepare For The Next Day	5 days/wk.
Turn Off Lights - Per Instructions	5 days/wk.
Shut And Lock Doors, Set Alarm - Per Instructions	5 days/wk.



Mr. clean janitorial
 Address 606 Arbutus St.
 Elizabeth city NC 27909
 mrcleanjanitorials
 phone number (252)455-8102
 MyCompanyFax
 sarlmiller60@gmail.com

Customer

Social services
 303 Charles St.
 Perquimans, NC 27944

Service Location

303 Charles St.
 Perquimans, NC 27944

Item(s)

Qty	Unit Name	Description
	janitorial office	Janitorial service: Social service 103 Charles St Perquimans, NC 27944. Five days a week maximum 20 hours a week professional cleaning service program: \$1,114.00/mo

Notes

Terms

Earl Miller 02/01/18
 Signature Date

JANITORIAL SERVICES AGREEMENT
PERQUIMANS COUNTY SENIOR CENTER

THIS AGREEMENT executed this 1st day of March, 2018, between PERQUIMANS COUNTY, NC, Post Office Box 45, Hertford, NC 27944, hereinafter referred to as OWNER and PHIL S. AINSLEY, 895 Wynne Fork Road, Hertford, NC 27944, hereinafter referred to as CONTRACTOR, in consideration of the mutual covenants and conditions contained herein, OWNER and CONTRACTOR contract and agree as follows:

1. **SCOPE OF WORK:** CONTRACTOR shall provide services as outlined in the attached Exhibit "A". These services encompass all janitorial needs for the Perquimans County Senior Center.
2. **COMPENSATION:** The OWNER agrees to pay the CONTRACTOR a total of \$1,015.66 per month. The OWNER agrees to pay the CONTRACTOR monthly. This monthly charge is based on the CONTRACTOR providing all supervision, labor, cleaning equipment and cleaning chemicals and no consumables (the following is supplied by the OWNER: toilet tissue, multi-fold paper towels, trash can liners and hand soap) as required to satisfactorily perform the janitorial services described in the stated cleaning specifications. The contractor will provide cleaning services for four hours each day, Monday through Friday excluding State holidays.
3. **RISK:** All work performed by CONTRACTOR under this agreement shall be performed entirely at the CONTRACTOR's risk. CONTRACTOR shall indemnify OWNER for any and all liability, loss, claim, or demand arising out of or resulting from the CONTRACTOR's performance under this agreement.
4. **INDEPENDENT CONTRACTOR:** The OWNER and CONTRACTOR intend that an independent Contractor relationship is created by this agreement. CONTRACTOR shall not be considered an agent or employee of the OWNER, for any purpose, and the OWNER shall not be liable to carry unemployment compensation insurance or worker's compensation insurance on the CONTRACTOR or his employees. The CONTRACTOR will obtain a workers compensation and personal liability policy for themselves in coordination with requirements determined by the Perquimans County Manager. The OWNER shall not withhold any taxes or Social Security from compensation paid to the CONTRACTOR. The OWNER shall not use the CONTRACTOR exclusively and the CONTRACTOR shall be free to contract with other persons for similar or other services while under contract with the OWNER.
5. **TERM:** This agreement shall continue for a period of one year, and may be automatically renewed in successive one year periods. However, this agreement may be terminated by either party by giving 30 days written notice to the other party. In the event the OWNER becomes dissatisfied with the work of the CONTRACTOR, ten (10) days written notice of the deficiencies shall be given to the CONTRACTOR. If not correct after the ten (10) day notice, the OWNER may terminate this agreement at any time thereafter.

Being duly executed this _____ day of _____, 2018.

Perquimans County
Wallace Nelson, Chairman
OWNER

Phil S. Ainsley
CONTRACTOR

"Exhibit A"

CLEANING SPECIFICATIONS FOR PERQUIMANS COUNTY SENIOR CENTER

DAILYOffices, Open Areas and Meeting Rooms

- Clean inside/outside of glass doors, partitions and wipe frames
- Sweep outside walkways
- Vacuum/sweep/mop walk off mats
- Empty all trash containers replacing liners as necessary
- Clean and sanitize drinking fountains
- Dust mop and spot mop all VCT or hard surface floors
- Spot vacuum all carpeted areas
- Dust and spot clean furniture and horizontal surfaces

Restrooms

- Clean and disinfect all fixtures. (seats, sinks, toilets, urinals, dispensers)
- Empty trash containers and replace liners
- Re-stock paper products and hand soaps
- Clean mirrors
- Spot clean doors, walls and partitions
- Dust/damp wipe horizontal surfaces and partition tops
- Sweep/ dust mop floors then wet mop with a disinfectant cleaner
- Disinfect/ sanitize door handles and push plates.

WEEKLYOffices, Open Areas and Meeting Rooms

- Extensively clean VCT and hard surface floors
- Sweep exterior entrances and porch canopies for dirt, dust, bugs and cobwebs
- Detail and power vacuum all carpeted areas
- Dust pictures, furniture and office equipment
- Spot clean desks and counter tops
- Remove all cobwebs
- Spot clean walls
- Dust desks, file cabinet and credenzas/ bookshelves...move pictures and nicknacks (5 rule)
- Clean door frames, kick plates, light switches, fire extinguisher cabinets and like items
- Dust under phones and around computers. Do not move wires or move stacks of papers or files
- Wipe down ventilation grills
- Wipe down chair railings and baseboards
- Dust blinds

Quarterly Fiscal Monitoring Report - DMHDDSAS

LME / MCO NAME: Trillium Health Resources

FOR THE PERIOD ENDING:

12/31/2017

of month in the fiscal year (July = 1, August = 2, ..., June = 12) =====>

5

1. REPORT OF BUDGET VS. ACTUAL

ITEM	Basis of Accounting: (check one)	Cash	PRIOR YEAR		CURRENT YEAR		ANNUALIZED PERCENTAGE **
			(1)	(2)	(3)	(4)	
	Accrual		BUDGET	ACTUAL	BUDGET	ACTUAL YR-TO-DATE	BALANCE (Col. 3-4)
REVENUE							
Service Fees from LME-Delivered Services							
Medicaid Pass Thru			50,000	21,106	50,000	12,446	37,554 48.78%
Interest Earned			500,000	337,787	500,000	226,524	273,476 90.61%
Rental Income			150,750	108,598	150,750	49,088	101,662 65.13%
Budgeted Fund Balance * (Detail in Item 4, below)			58,718,562	-	12,458,990	-	12,458,990
Other Local			300,000	30,095	300,000	5,332	294,668 3.55%
Total Local Funds			59,719,312	498,588	13,458,740	293,390	13,166,350 4.36%
County Appropriations (by county, includes ABC Funds):							
Beaufort County			174,000	217,400	174,000	49,578	124,422 56.99%
Bertie County			49,390	49,390	49,390	24,895	24,695 100.00%
Brunswick County			250,433	250,443	250,433	62,608	187,825 50.00%
Camden County			24,246	24,254	24,246	6,843	17,403 56.45%
Carteret County			228,000	228,000	228,000	114,000	114,000 100.00%
Chowan County			33,478	34,565	33,478	15,760	17,718 94.15%
Craven County			278,827	280,896	278,827	137,615	141,212 98.71%
Cumhock County			58,996	63,918	58,996	31,248	27,750 105.93%
Dare County			411,040	411,040	411,040	35,520	375,520 17.28%
Gates County			29,700	30,274	29,700	14,500	15,200 97.64%
Hertford County			85,350	86,193	85,350	42,250	43,100 99.00%
Hyde County			12,714	15,847	12,714	3,885	8,829 61.11%
Jones County			23,906	24,113	23,906	11,444	12,462 95.74%
Martin County			51,962	56,177	51,962	48,462	3,500 186.53%
Nash County			-	-	166,645	109,537	57,108 131.46%
New Hanover County			2,263,317	2,269,582	2,263,317	588,273	1,675,044 51.98%
Northampton County			81,614	85,614	81,614	38,807	42,807 95.10%
Onslow County			500,000	500,000	500,000	-	500,000 0.00%
Pamlico County			34,593	35,035	34,593	17,236	17,357 99.65%
Pasquotank County			92,506	96,882	92,506	47,325	45,181 102.32%
Pender County			92,900	94,707	92,900	43,550	49,350 93.78%
Perquimans County			29,906	30,562	29,906	14,939	14,967 99.91%
Pitt County			595,500	677,293	595,500	314,486	281,014 105.62%
Tyrell County			9,906	9,906	9,906	4,953	4,953 100.00%
Washington County			30,000	30,000	30,000	15,000	15,000 100.00%
Total County Funds			5,442,284	5,601,891	5,608,928	1,792,512	3,816,417 63.92%
DMHDDSAS Services Funding			55,819,596	52,191,441	63,880,334	30,967,094	32,913,240 96.95%
DMA Capitation Funding			325,187,972	335,394,815	372,298,585	191,084,149	161,214,436 102.65%
DMA Risk Reserve Funding			6,636,489	6,844,792	7,597,930	3,699,678	3,698,252 102.65%
All Other State/Federal Funds			620,000	738,562	620,000	252,893	367,107 81.58%
Total State and Federal Funds			988,264,057	395,169,640	444,396,849	226,205,814	218,193,035 101.80%
TOTAL REVENUE			453,425,653	401,270,117	483,465,518	228,289,716	235,175,802 98.51%
EXPENDITURES:							
System Management/Administration/Care Coordination			71,175,158	62,944,354	56,164,825	24,798,934	31,365,891 88.31%
Provider Payments			380,459,524	376,403,269	400,038,560	204,146,578	195,891,982 102.06%
All Other			1,790,971	1,406,238	7,262,133	2,092,634	5,169,439 57.63%
TOTAL EXPENDITURES			453,425,653	440,753,859	463,465,518	231,038,146	232,427,372 99.70%
CHANGE IN CASH BALANCE							
Beginning Unrestricted Fund Balance				(39,483,742)		(2,748,430)	
Balance in DMA Risk Reserve				41,570,641		18,758,607	
Current Estimated Unrestricted Fund Balance and percent of budgeted expenditures			3.70%	16,758,007	1.30%	6,009,359	
2. CURRENT CASH POSITION							
			(1)	(2)	(3)	(4)	(5)
			30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS	TOTAL
Accounts Payable (Accrual Method)							
Account Receivable (Accrual Method)							
Current Cash in Bank				111,779,129			
3. SERVICE EXCEPTIONS (Provided based on System Capability)							
Services authorized but not billed							
4. DETAIL ON BUDGETED FUND BALANCE							
				Budgeted	Year-to-Date	Balance	%
Other (List): From Fund Balance				12,458,990	10,748,648	1,710,342	
Other (List): Medicaid Reinvestment				1,020,333	274,679	745,654	

Trillium Health Resources
Persons Served by County July-December 2017

County	Annual County General Funding	Rank	Population	Rank	Disability Area *		Total Persons Served*	Rank	Value of Services Provided	Rank
					Mental Health	Substance Abuse				
Beaufort	\$ 157,000	8	47,827	9	1,605	284	473	2,104	\$ 9,784,642	6
Bertie	\$ 44,590	16	20,010	16	506	71	63	590	\$ 3,234,041	15
Brunswick	\$ 250,433	5	138,430	4	2,730	421	697	3,472	\$ 14,612,083	5
Camden	\$ 20,000	23	10,223	23	125	44	26	166	\$ 888,288	23
Carteret	\$ 198,000	7	71,265	7	1,816	270	426	2,280	\$ 8,082,399	8
Chowan	\$ 29,478	18	13,932	18	299	72	67	390	\$ 3,082,031	16
Craven	\$ 249,827	6	101,893	5	2,372	463	718	3,184	\$ 14,614,478	4
Currituck	\$ 49,012	14	28,473	12	406	94	75	517	\$ 2,960,774	17
Dare	\$ 367,040	4	37,798	11	636	113	197	874	\$ 3,458,611	14
Gates	\$ 28,000	19	11,637	21	157	54	30	212	\$ 937,208	22
Hertford	\$ 77,750	11	24,309	13	523	144	94	687	\$ 4,332,291	11
Hyde	\$ 10,914	24	5,625	24	120	19	21	145	\$ 445,715	25
Jones	\$ 20,306	22	10,426	22	274	56	38	341	\$ 1,798,398	21
Martin	\$ 48,462	15	23,263	14	727	121	160	886	\$ 3,841,314	12
Nash	\$ 121,550	9	93,920	6	1,283	306	282	1,726	\$ 9,726,314	7
New Hanover	\$ 2,151,117	1	234,826	1	5,611	1,054	1,611	7,189	\$ 34,977,482	1
Northampton	\$ 77,614	12	20,889	15	611	78	49	687	\$ 3,541,729	13
Onslow	\$ 400,000	3	205,607	2	4,566	496	526	5,157	\$ 17,177,404	3
Pamlico	\$ 30,593	17	13,201	19	383	40	104	483	\$ 2,206,174	18
Pasquotank	\$ 85,506	10	40,330	10	1,016	218	145	1,221	\$ 4,949,797	10
Pender	\$ 75,000	13	64,102	8	1,395	209	317	1,751	\$ 7,365,739	9
Perquimans	\$ 26,906	21	14,112	17	275	70	51	343	\$ 2,107,481	19
Pitt	\$ 487,500	2	179,437	3	4,361	842	1,108	5,610	\$ 27,281,394	2
Tyrrell	\$ 8,814	25	4,216	25	68	16	20	90	\$ 674,643	24
Washington	\$ 27,000	20	12,192	20	352	103	96	471	\$ 1,987,662	20
Other Counties***					146	2	159	304	\$ 1,229,547	
Total	\$ 5,042,412		1,427,943		32,363	5,660	7,553	40,880	\$ 185,297,640	

* Total is unduplicated, since a single individual may receive services in more than one category, the columns do not sum across

***Other Counties include: No county reported, Anson, Bladen, Cabarrus, Chatham, Columbus, Cumberland, Duplin, Durham, Edgecombe, Forsyth, Franklin, Fites, Granville, Greene, Guilford, Halifax, Harnett, Henderson, Iredell, Johnston, Lenoir, Madison, Mecklenburg, Montgomery, Moore, Orange, Person, Randolph, Robeson, Sampson, Scotland, Union, Vance, Wake, Warren, Wayne, Wilson, Yadkin, and Yancey

Sources:

Persons Served Data Source : CI:Claims: Claims by Service Definition

Value of Services Data Source : CI: Claims: Claims by Service Definition (Approved/Adjudicated Claims)

Population Data Source: NC Office of State Budget and Management (OSBM) website: https://files.nc.gov/ncosbm/demog/countytotals_populationoverview.html July 2020 projection. Downloaded: 1/4/2018

From: Howard Williams [mailto:hwilliams@perquimanscountync.gov]
Sent: Friday, December 29, 2017 11:35 AM
To: Mary Hunnicutt
Subject: Re: Interest in Service

No, Mr. White has missed to many meetings without any explanation.

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
To: 'Howard Williams' <hwilliams@perquimanscountync.gov>
Sent: 12/29/2017 8:59 AM
Subject: RE: Interest in Service

Thanks, did Mr. White provide you all with a letter of resignation? His term does not expire until June, 2018. If you have a resignation letter, please provide me with a copy.

Thanks.
Mary

From: Howard Williams [mailto:hwilliams@perquimanscountync.gov]
Sent: Friday, December 29, 2017 8:53 AM
To: Mary Hunnicutt
Subject: Re: Interest in Service

Yes Mandy is off this week. Kent White's at large seat is open. I believe Mandy has sent Frank information on a possible representative. Mrs. Wheeler is recommended for the spot.

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
To: Howard Williams <hwilliams@perquimanscountync.gov>
Sent: 12/28/2017 4:34 PM
Subject: FW: Interest in Service

I sent this to Mandy this morning but have not heard from her. Did not know if she was off this week. Can you let me know if we have a vacancy on the Recreation Advisory Committee?

Thanks.
Mary

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 45
Hertford, NC 27844

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Recreation Advisory Committee
2. Albemarle District Jail Commission
3. Planning Board
4. _____

Your full name Justin Jackson

Date of Birth July 3, 1985

Mailing Address 310 S. Church St

City and Zip Code Hertford 27844

Home Phone _____ Work Phone (252) 335-7378 Cell Phone (252) 377-7483

Current Job Title Director's Assistant/owner

Company or Agency _____

Email Address JJACKSON@Townofhertfordnc.com

Do you live in the county? Yes No

Please list the name of your Township East Hertford

(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background 3 yrs U.S Army - Pitt Community College -

East Carolina - Foyville Tech

Work Experience Funeral Services 9 years Used Car Dealer 4 yrs

Satellite mechanic 2 1/2 yrs Trucking 4 yr

Prior Board/Committee Experience America Legion Executive Comm

NAACP Board Brotherhood Lodge 103 Executive Comm.

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Justin Jackson
Signature

12-12-14
Date

Please feel free to attach a resume or additional information if so desired.

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 45
Hertford, NC 27944

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Recreation Advisory Board s. _____
2. Chamber of Commerce s. _____

Your full name Kathryn Kerr Wheeler

Date of Birth 2/14/1962

Mailing Address: 263 Riverwood Dr.

City and Zip Code Hertford NC 27944

Home Phone 426-7985 Work Phone 384-4611 Cell Phone 252-916-4258

Current Job Title: Director of Pharmacy Operations

Company or Agency Santa Albemarle Medical Center

Email Address KKWheeler49@gmail.com

Do you live in the county? Yes No

Please list the name of your Township Hertford

(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background UNC Chapel Hill School of Pharmacy 1980-1985
West Montgomery High School 1975-1980

Work Experience: Santa Albemarle Medical Center

State of NC, Murdoch Developmental Center

Prior Board/Committee Experience: Albemarle Family YMCA Advisory Bd, present
HGS PTA - VP. 2016-17 school year

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Kathryn Wheeler
Signature

12/15/17
Date

Please feel free to attach a resume or additional information if so desired.

Kathryn Kerr Wheeler
 263 Riverwood Drive
 Hertford, North Carolina, 27944
 Phone: H-(252) 426-7985, C-(252) 916-4258
 Email: kkwheeler49@gmail.com

EDUCATION

1980-1985 UNC-CH School of Pharmacy, Chapel Hill, NC, Bachelor of Science in Pharmacy

PROFESSIONAL EXPERIENCE

2008-present Director of Pharmacy Operations, Sentara Albemarle Medical Center, Elizabeth City, NC

- Responsible for planning and organizing the operations of the Pharmacy Services department which includes inpatient clinical pharmacist services, pharmacy driven medication reconciliation, anticoagulation therapy management, closed loop medication administration and transitional care pharmacy services
- Responsible for annual budget planning utilizing data on current costs as well as future projections (i.e. labor, drugs, and supplies)
- Responsible for the development and implementation of policies and procedures for pharmacy services consistent with organizational, departmental, and regulatory objectives
- Prepare, recommend, and coordinate the development of personnel, pharmaceutical, and capital budget based on departmental needs and requirements
- Responsible for meeting monthly pharmaceutical cost savings strategies through implementation of clinical initiatives and streamlining pharmacy workflow
- Remain current with laws governing pharmacy in North Carolina and ensures policies, standards, and processes are in compliance and consistent with the goals of the organization
- Develop and maintain close relationships within the interdisciplinary team in order to affectively meet hospital and pharmacy goals and initiatives
- Manage employee performance by providing recognition, coaching, feedback, and implementation of the performance improvement processes when necessary
- Responsible for operating a best practices service within the confines of budget and staffing constraints by identifying and analyzing trends as well as providing employees the skills and opportunity to enhance their knowledge and facilitate new methods to enhance their professional growth

2002-2008 Manager of Pharmacy Operations, Albemarle Hospital, Elizabeth City, NC

- Assist the Director of Pharmacy with supervising, coordinating, training, and staffing the pharmacy services department.
- Provide direct supervision to nine certified pharmacy technicians and guidance to five

clinical pharmacists.

- Maintain and develop the policy and procedures for the operation of automated drug dispensing systems as well as providing oversight of usage and review of necessary reports.
- Facilitate Customer Service training to hospital employees.
- Served as a preceptor to UNC Chapel Hill Pharm D Candidates

2001-2002 Clinical Pharmacist, Albemarle Hospital, Elizabeth City, NC

- Quality check and dispense physician orders; screening for drug interactions, inappropriate doses, and allergies
- Manage medication therapy for patients on aminoglycosides, vancomycin, warfarin, and parenteral nutrition.
- Professionally supervise pharmacy technicians
- Participate in nurse educational in-services
- Provide drug information to physicians, nurses, treatment team members,
- Provide on call services to the facility after hours

1998-2001 Director, Pharmacy Services, Murdoch Center, Butner, NC

- Manage all aspects of pharmacy operations of 600+ bed facility including supervision of four clinical pharmacists and five pharmacy technicians, drug distribution, record management, purchasing and inventory control
- Coordinate clinical pharmacist services including the drug regimen review process, neuropsychiatric reviews, nursing in-services and educational events, annual pharmaceutical care plans, medication pass observations, and medication station inspections
- Co-Chair of the Pharmacy and Therapeutics Committee with the duty of preparing the agenda, providing supplemental material for committee members
- Serve on standing committees including Research, Infection Control, Records, Emergency Intervention, and Neuropsychiatric Training and Review
- Prepare policies and procedures including medication error reporting, informed consent for medications, controlled drug distribution and key control
- Provide clinical services to behaviorally advanced and autistic children and adults

1986-1998 Clinical Pharmacist, Murdoch Center, Butner, NC

- Quality check and dispense physician orders; screening for drug interactions, inappropriate doses, and allergies
- Conduct quarterly drug regimen reviews, annual pharmaceutical care plans, and quarterly Neuropsychiatric Behavioral Reviews

- Professionally supervise pharmacy technicians
- Participate in nurse orientation and educational in-services
- Provide drug information to physicians, nurses, treatment team members, guardians, and family members
- Observe and evaluate medication passes by nursing staff
- Provide on call services to the center after hours

Feb 1986-Dec 1986 Staff Pharmacist, Wake County Medical Center, Raleigh, NC

- Filled and compounded medications in a clinical environment including cardioplegic solutions, parenteral nutrition, chemotherapy, and anesthesiology kits
- Provide drug information to physician, nurses, and medical students
- Provide outpatient services to the public
- Provide clinical and dispensing services to Intensive Care units from a satellite pharmacy

Professional memberships

- 2001 - present American Society of Health-Systems Pharmacists
- 2000 - present North Carolina Association of Pharmacists
- 2015 - 2016 Member, National Association of Professional Women
- 2000 - 2001 Four County Pharmaceutical Association, Vice President and Director of Continuing Education, 2001
- 1986 - 2001 State Employees' Association of North Carolina, Delegate to Annual Convention, 2001, EMPAC Chair, 2001

Civic/ Personal Involvement

- 2010 - present Albemarle Family YMCA Board of Directors, Vice Chair 2013
- 2009 - 2012 Perquimans County Girl Scout Leader
- 2012 - 2016 Member, Perquimans Central School Parent Teacher Association, Vice President, school year 2016-17
- 2010 - present Member, Hertford United Methodist Church
- Present, Parent Leader, Coastal NEC Volleyball Club

From: Tracy Mathews <tracymathews@perquimanscountync.gov>
To: 'Frank Heath' <frankheath@perquimanscountync.gov>
Sent: 2/1/2018 10:14 AM
Subject: FW: audit fee info

FYI – See below...

The state is changing their reporting again for DSS. In FY16 they audited 60 clients/files, FY17 it increased to 91 and now FY18 is projected to be 200 possibly more with the state picking their samples. They are working to get the completed contracts to us for FY18 to reflect the increase of \$3,500.

From: Courtney Riddick [<mailto:courtney@winbornecpa.com>]
Sent: Thursday, February 01, 2018 10:14 AM
To: Tracy Mathews
Subject: audit fee info

Hi Tracy. Here is the information we just discussed on how the state auditor is changing what we have to do for the Medicaid compliance part of the audit. I tried to simplify it as much as possible.

1. We will have to do a separate agreed-upon procedures engagement which will include some additional checklists and a separate report directly to the state auditor.
2. The state auditor's office is going to pick the sample of the Medicaid recipient files that we have to test. They are not yet sure how many that will be, but they said to expect at least double and possibly more.

Because of the additional work, we have had to increase the fee from \$31,500 to \$35,000. Unfortunately, we don't have a choice. We have to do the additional work the state is asking for and they keep increasing it every year. Please let me know if you need any additional information from Donna or me.

Thanks!

Courtney Riddick, CPA

Donna H. Winborne, CPA, P.C.
1393 North Broad Street
PO Box 567
Edenton, NC 27932
Phone: 252-482-8461
Fax: 252-482-4921

LGC-205 (Rev. 2018)

CONTRACT TO AUDIT ACCOUNTS

Of Perquimans County
Primary Government Unit

Perquimans County Tourism Development Authority

Discretely Presented Component Unit (DPCU) if applicable

On this 1st day of February, 2018

Auditor: Donna H. Winborne, CPA, P.C. Auditor Mailing Address: 1393 North Road Street

Edenton, NC 27932

Hereinafter referred to as The Auditor

and the Boards (Governing Board(s) of Perquimans County

(Primary Government)

and Perquimans County Tourism Development Authority hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by accounting principles generally accepted in the United States of America (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2017 and ending June 30, 2018. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with auditing standards generally accepted in the United States of America. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by *OMB Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board). County and Multi-County Health Departments: The Office of State Auditor (OSA) will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on Eligibility Determination as required by OSA and in accordance with the instructions and timeline provided by OSA.
3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's Auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. If during the process of conducting the audit the Auditor determines that it will not be possible to render an unqualified opinion on the financial statements of the unit, the Auditor shall contact the SLGPD staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

Contract to Audit Accounts (cont.) Perquimans CountyPrimary Government UnitPerquimans County Tourism Development AuthorityDiscretely Presented Component Unit (DPCU) if applicable

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards, 2011* revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the SLGFD within four months of fiscal year end. Audit report is due on October 31, 2018. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoices shall be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice - [Unit Name]. The PDF invoice marked 'approved' with approval date shall be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Government shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: Fees listed on Fees page.) This does not include fees for any Pre-Issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item #12).
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall submit to the SLGFD either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue

Contract to Audit Accounts (cont.) Perquimans CountyPrimary Government UnitPerquimans County Tourism Development AuthorityDiscretely Presented Component Unit (DPCU) if applicable

bond rate covenant. Additionally, the Auditor shall submit to the SLGFD simultaneously with the Governmental Unit's audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the fiscal year end.
12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to the SLGFD. The pre-issuance review report shall accompany the audit report upon submission to the SLGFD.
13. The Auditor shall electronically submit the report of audit to the SLGFD as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit report Reissuance form. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If the SLGFD determines that corrections need to be made to the Governmental Unit's financial statements, those corrections shall be provided within three days of notification unless another deadline is agreed to by the SLGFD.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the SLGFD.

The SLGFD's process for submitting contracts, audit reports and invoices is subject to change. Auditors shall use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/sle/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload the amended contract is <http://nctreasurer.slgfd.leapfile.net> No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

Contract to Audit Accounts (cont.) Perquimans CountyPrimary Government UnitPerquimans County Tourism Development AuthorityDiscretely Presented Component Unit (DPCU) if applicable

16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit shall be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses shall not be accepted by the SLGFD.
17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
19. The contract shall be executed, pre-audited, physically signed by all parties including Governmental Unit and the Auditor and then submitted in PDF format to the Secretary of the LGC. The current portal address to upload the contractual documents is <http://nctreasurer.slgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2017. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item #16 for clarification).

SIGNATURE PAGES FOLLOW FEES PAGE

Contract to Audit Accounts (cont.) Perquimans County

Primary Government Unit

Perquimans County Tourism Development Authority

Discretely Presented Component Unit (DPCU) if applicable

FEES - PRIMARY GOVERNMENT

AUDIT: \$ 26,500

WRITING FINANCIAL STATEMENTS: \$ 7,000

ALL OTHER NON-ATTEST SERVICES: \$ _____

For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 25,125

** NA if there is to be no interim billing

FEES - DPCU (IF APPLICABLE)

AUDIT: \$ 1,500

WRITING FINANCIAL STATEMENTS: \$ _____

ALL OTHER NON-ATTEST SERVICES: \$ _____

For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 1,125

** NA if there is to be no interim billing

Contract to Audit Accounts (cont.) Perquimans County

Primary Government Unit

Perquimans County Tourism Development Authority

Discretely Presented Component Unit (DPCU) if applicable

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Donna H. Winborne, CPA, P.C.

Name of Audit Firm

By Donna H. Winborne

Authorized Audit firm representative (name: Type or print)

Signature of authorized audit firm representative

Date February 1, 2018

donna@winbornecpa.com

Email Address of Audit Firm

Governmental Unit Signatures:

Perquimans County

Name of Primary Government

By Wallace Nelson, Board Chair

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By N/A

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date N/A

*** If Governmental Unit has no audit committee, mark this section "N/A"*

*****Please provide us the most current email addresses available as we use this information to update our contact database*****

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

By Tracy Mathews

Primary Government Unit Finance Officer:

Type or print name

Primary Government Finance Officer Signature

Date

(Pre-audit Certificate must be dated.)

tracymathews@perquimanscountync.gov

Email Address of Finance Officer

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)

Contract to Audit Accounts (cont.) Perquimans County
Primary Government Unit
Perquimans County Tourism Development Authority
Discretely Presented Component Unit (DPCU) if applicable

**** This page to only be completed by Discretely Presented Component Units If Applicable ****

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:
Perquimans County Tourism Development Authority
Name of Discretely Presented Component Unit

By Edward Muzzulin
DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date _____

By N/A
Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson **

Date N/A
**** If Governmental Unit has no audit committee, mark this section "N/A"**

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

By Tracy Mathews

DPCU Finance Officer:
Type or print name

DPCU Finance Officer Signature

Date _____
(Pre-audit Certificate must be dated.)

tracymathews@perquimanscountync.gov
Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

*****Please provide us the most current email addresses available as we use this information to update our contact database*****

DONNA H. WINBORNE CPA, P.C.

CERTIFIED PUBLIC ACCOUNTANT

February 1, 2018

To the Members of the Board
Perquimans County
PO Box 45
Hertford, NC 27944

Ladies and Gentlemen:

I am pleased to confirm my understanding of the services I am to provide Perquimans County for the year ended June 30, 2018. I will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Perquimans County as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Perquimans County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to Perquimans County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Other Postemployment Benefits – Schedule of Funding Progress
3. Other Postemployment Benefits – Schedule of Employer Contributions
4. Schedule of County's Proportionate Share of the Net Pension Liability (Asset) (LGERS)
5. Schedule of County Contributions (LGERS)
6. Schedule of County's Proportionate Share of Net Pension Liability (Asset) (ROD)
7. Schedule of County Contributions (ROD)

I have also been engaged to report on supplementary information other than RSI that accompanies

Perquimans County's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and I will provide an opinion on it in relation to the financial statements as a whole in a report combined with my auditor's report on the financial statements:

1. Schedule of expenditures of federal and State awards.
2. Combining and individual fund statements
3. Budgetary schedules
4. Other Schedules

Audit Objectives

The objective of my audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

My audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures I consider necessary to enable me to express such opinions. I will issue written reports upon completion of the single audit. My reports will be addressed to the Members of the Board of Perquimans County. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed opinions, I may decline to express opinions or issue reports, or I may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. I will include such matters in the reports required for a single audit. My responsibility as auditor is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal and State awards; federal and State award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

My audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, I will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that I consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and State award program. However, my tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of Perquimans County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that I also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and State statutes, regulations, and the terms and conditions of federal and State awards applicable to major programs. My procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Perquimans County's major programs. The purpose of these procedures will be to express an opinion on Perquimans County's compliance with requirements applicable to each of its major programs in my report on compliance issued pursuant to the Uniform Guidance.

Other Services

I will also assist in preparing the financial statements, schedule of expenditures of federal and State awards, and related notes of Perquimans County in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. I will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and State awards, and related notes services previously defined. I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and State awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal and State statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to me in the management representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that I report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal and State statutes, regulations, and the terms and conditions of federal and State awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include my report on the schedule of expenditures of federal and State awards in any document that contains and indicates that I have reported on the schedule of expenditures of federal and State awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and State awards that includes my report. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which I have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains, and indicates that I have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and State awards, and related notes, and any other nonaudit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related

notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and State awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by me for testing.

At the conclusion of the engagement, I will complete the appropriate sections of the Data Collection Form that summarizes my audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and State awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. I will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

I will provide copies of my reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Donna H. Winborne, CPA, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Department of Education or its designee, a federal or State agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Donna H. Winborne, CPA, P.C. personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Department of Education. If I am aware that a federal or State awarding agency, pass-through entity, or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit on approximately July 1, 2018 and to issue my reports no later than October 31, 2018. Donna H. Winborne is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

My fee for these services will be \$35,000. My invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 14 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed even if I have not issued my report(s). You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

My audit engagement ends on delivery of my audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

I appreciate the opportunity to be of service to Perquimans County and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Donna H. Winborne, CPA, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Perquimans County.

Management Signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Denning, Herring, Sessoms & Company, P.A.

Certified Public Accountants
Clinton, NC 28328

J. ANTHONY SESSOMS, CPA
BOBBY W. HERRING JR, CPA
JULIA B. HARRISON, CPA

PAULA M. CRUMPLER, CPA

1905 SUNSET AVENUE
P.O. BOX 2185
(910) 592-8172
1-800-283-8614

FAX (910) 590-2386
www.dhsccompany.com

System Review Report

December 10, 2015

To the Owners of
Donna H. Winborne, CPA, P.C.
and the Peer Review Committee of the NCACPA

We have reviewed the system of quality control for the accounting and auditing practice of Donna H. Winborne, CPA, P.C. (the firm) in effect for the year ended August 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an engagement performed under the *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Donna H. Winborne, CPA, P.C. in effect for the year ended August 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Donna H. Winborne, CPA, P.C. has received a peer review rating of *pass*.

Denning, Herring, Sessoms & Company, P.A.

Denning, Herring, Sessoms & Company, P.A.

MEMBERS OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
AND NORTH CAROLINA ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS

DHS

**PERQUIMANS COUNTY
FY 2017 ESSENTIAL SINGLE-FAMILY REHABILITATION
LOAN POOL PROGRAM**

**AGREEMENT FOR
LEAD BASED PAINT HAZARD REDUCTION
(RISK ASSESSOR/DESIGN/CLEARANCE) AND ASBESTOS
INSPECTION SERVICES**

This Agreement entered into this ____ day of _____ 2018 by parties of the first part, Matrix Health & Safety Consultants, LLC, hereinafter referred to as the "Contractor," and Perquimans County, North Carolina hereinafter referred to as "County".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will commence and complete the lead based paint and asbestos inspection services on a per unit basis in accordance with the bid summary attached hereto and incorporated herewith as fully set forth as Exhibit A and Exhibit B. Contractor shall commence work within seven (7) days of the Notice to Proceed date and will complete the same within fourteen (14) calendar days unless the period for completion is extended by written approval by the County.
2. The Contractor will furnish all materials, supplies, tools, equipment, labor and other services necessary for the consideration and completion of the project as described herein and as presented in Contractor's proposal dated January 29, 2018.
3. The method of payment will be on a per unit basis for the initial inspection and sampling and, if applicable, on a per unit basis for additional services.
4. The County may, from time to time, request changes in the scope of services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor shall be incorporated in written amendments to this Contract.
5. Contractor shall maintain and deliver to the County, naming the County as an additional insured, evidence of liability and other insurance as is appropriate for the work being performed and as well provide protection from claims set forth below which may arise out of or result from performance of the work and Contractor's other obligations under the contract, whether it is to be performed by Contractor, any

subcontractor or supplier, or by anyone directly or indirectly employed by any of them to perform any of the work, or by anyone for whose acts any of them may be liable:

- a. Workers compensation coverage required.
 - b. General Liability Insurance with a contractual coverage endorsement with an aggregate of \$1,000,000. Bodily injury and property damage not less than \$1,000,000 per occurrence.
 - c. Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage.
 - d. Employer's Liability for no less than \$1,000,000.
6. The Contractor also agrees to the Supplementary Terms and Conditions as attached hereto and incorporated herewith as if fully set forth herein.
7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

Matrix Health & Safety Consultants, LLC
Service Provider

Perquimans County

✓

Authorized Representative

✓

Frank Heath, County Manager

APPROVED AS TO FORM:

This instrument has been pre-audited in the manner required by the Budget and Fiscal Control Act.

✓

Tracy Matthews, Finance Officer

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Part II

SUPPLEMENTARY TERMS AND CONDITIONS

1. **Interest of Members, Officers, or Employees of the local Governing Body, or other Public Officials.**
No member, officer, or employee of the local government, or its agents, and no other public official of the local government who exercises any functions or responsibilities with respect to the program, during his tenure, or for one year thereafter, shall have any financial interest, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The contractor shall incorporate, or cause to be incorporated, in all subcontracts, a provision prohibiting such interest pursuant to this section, and shall take appropriate steps to assure compliance.
2. **Interest of Contractor and Employees**
The Contractor covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the project area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Contractor further covenants that in the performance of this Contract, no person having any such interests shall be employed.
3. **Legal Remedies/Termination of Contract**
If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Contract, the local government shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, the Contractor shall be entitled to receive just and equitable compensation for all satisfactorily completed work. Notwithstanding the above, the Contractor shall not be relieved of liability to the Owner and Local Government for damages sustained by the Owner and Local Government by virtue of any breach of the Contract by the Contractor, and the local government may withhold any payments to the Contractor for the purpose of set-off until such time as the amount of damages due the local government from the Contractor is determined.
4. **Nondiscrimination Clause - Section 109 of the Housing and Community Development Act of 1974**
No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in the whole or in part with funds made available under this title.
5. **Age Discrimination Act of 1975, as amended - Nondiscrimination on the Basis of Age**
No qualified person shall on the basis of age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial assistance.
6. **Section 504 of the Rehabilitation Act of 1973, as amended - Nondiscrimination on the Basis of Handicap**
No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial assistance.

7. Executive Order 11246 (For Contracts of \$10,000 and over)
During the performance of this Contract, the Contractor agrees as follows:
- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; and selection for training, including apprenticeship: The contractor agrees to post in conspicuous places; available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor will, in all solicitation, or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
 - c. The Contractor will send to each labor union, or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of representative Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - d. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
 - e. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
 - f. In the event of the contractor's noncompliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies involved as provided in Executive Order No. 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.
 - g. The contractor will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance: provided, however, that in the event the contractor becomes involved in, or threatened with, litigation with a sub-contractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

8. Section 3 Clause - "Section 3" Compliance in the Provision of Training, Employment, and Business Opportunities
- a. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 - B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
 - C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
 - D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
 - E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
 - F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
 - G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

9. Copeland "Anti-Kickback" Act Provision
The Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor requirements (29 CFR, Part 3). This Act provides that each Contractor and his subcontractors shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The local Government will report all suspected or reported violations to the North Carolina Housing Finance Agency.
10. Access to Records and Record Retainage
All accounts and records shall be maintained, including personal property and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary to assure proper accounting for all project funds, both Federal and non-Federal shares. These records shall be available, for audit purposes, to the local government or any authorized representative, and must be retained for three years after project close-out unless permission to destroy them is granted by the funding agency.
11. Lead-Based Paint Clause
The Contractor is hereby specifically made aware of the North Carolina Housing Finance Agency lead-based paint regulations, 4 NCAC 19L, Rule .1011, which are applicable to the construction or rehabilitation of residential structures. To the extent that the subject matter of this contract involves residential structures, the Contractor will comply with the lead-based paint regulations.
12. Open Burning
Any open burning associated with the rehabilitation activities must be in compliance with 15 NCAC 2D. 0520.
13. Lobbying Clauses: Required by Section 1352, Title 31, U.S. Code
 - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative, agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than Federal appropriated funds have been paid or will be paid any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Certification of Eligibility

By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of 29 CFR 5.12(a)(1) or to participate in HUD programs pursuant to 24 CFR Part 24 or, if applicable, by virtue of Section 3(a) of the Davis-Bacon Act.

No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of 29 CFR 5.12(a)(1) or to participate in HUD programs pursuant to 24 CFR Part 24 or, if applicable, by virtue of Section 3(a) of the Davis-Bacon Act.

The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001 and 18 U.S.C. 1010.

✓

(Signature)

Matrix Health & Safety Consultants, LLC
(Name of Firm)

(Title)

2900 Yonkers Road
(Street Address or P. O. Box)

(Date)

Raleigh, NC 27604
(City, State, Zip)

(Identification or Social Security Number)

The State of North Carolina Debarred Vendors List and the GSA List of Parties Excluded from Federal or State Procurement or Non-procurement Programs has been checked on February 7, 2018 (date) and the above contractor or subcontractor has been determined to be eligible to participate in a NCHFA ESFRLP assisted project.

✓

(Signature of Verifying Officer)

County Manager
(Title)

Perquimans County

ESFRLP1719

SAM

View Details - Entity Overview

Username: Password: Log In

Forgot Username? Forgot Password? Create an Account

SAM SYSTEM FOR WORKMANAGEMENT

HOME SEARCH RECORDS (AND) ACCESS CHECK STATUS ABOUT HELP

Entity Dashboard

- Entity Overview
- Entity Registration
 - Core Data
 - Assurances
 - Tags & Counts
 - PDCA
 - Exclusions
 - Active Exclusions
 - Inactive Exclusions
 - Excluded Family Members
- RETURN TO SEARCH

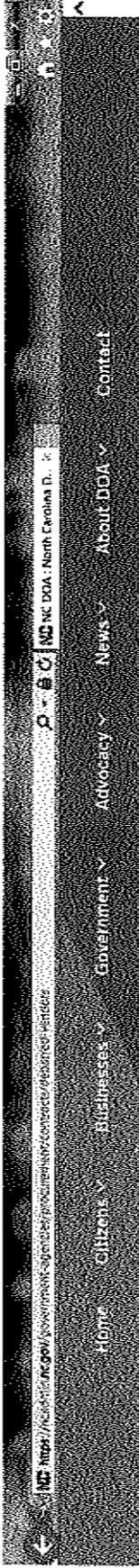
Entity Overview

Entity Registration Summary

Name: Matrix Health & Safety Consultants LLC
 Business Type: Business or Organization
 Last Updated By: Curt Wenzel
 Registration Status: Active
 Activation Date: 12/15/2017
 Expiration Date: 12/15/2018

Active Exclusion Records: No

Entity Information: 0016 DIXON RD # B, RALEIGH, NC, 27604-4508, UNITED STATES



North Carolina Debarred Vendors

https://ncdebarment.com/procurement/subcontractors/procurement/procurement-entities

The following is a list of vendors debarred from doing business with the State of North Carolina.

Revised: 10/31/2017

CSV Download

Show 100 entries

Search: Matrix X

Vendor Name	City, State	Effective Date	Debarment Reason
No matching records found			

Showing 0 to 0 of 0 entries (filtered from 221 total entries)

Export Table Data

Previous Next



Company Name	Location	Date	Contract Type
Lofts Budd Seed Co.	Winston-Salem, NC	1/11/2007	NC E-Procurement Fee Default
Logsys Corporation	---	6/19/1997	Contract Default
Lord International	Poway, CA	6/12/1997	Contract Default
Lyons Music Products	---	5/18/2007	Other
Mammatech Corporation	---	10/3/2008	Other
Medina LLC	Leicester, NC	9/14/2016	NC E-Procurement Fee Default
Memex Software	Vancouver, BC	10/31/1996	Other
Micro World	Torrance, CA	9/4/1997	Contract Default
Midas Investments, Inc.	Tyler, TX	3/28/2006	NC E-Procurement Fee Default
Midwest Hardware and Supply, Inc.	Cleveland, OH	10/21/1999	Contract Default
Mizell and Associates, Inc.	---	7/26/2001	Contract Default

EXHIBIT A

PERQUIMANS COUNTY
 ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL (ESFRLP17) PROGRAM
 REQUEST FOR PROPOSAL

LBP INSPECTION, RISK ASSESSMENT, LABORATORY SAMPLE AND CLEARANCE TEST
 FEE PROPOSAL SHEET

PROPOSAL DUE- Wednesday, January 31, 2018 at 5:00 PM

Perquimans County
 ATTN: Frank Heath
 PO Box 45
 Hertford, NC 27844
 Telephone: 252-426-8484

LBP Inspection (per dwelling)	\$ 325.00
Risk Assessment (per dwelling)	\$ 100.00
Clearance Test (per dwelling)	\$ 350.00
Laboratory Sample (per sample)	\$ 15.00

I, the undersigned submitter, have reviewed the Request for Proposal and understand the extent and character of the work to be completed. I propose to furnish all labor, material, and equipment necessary to accomplish the work as detailed above.

CRISCO HEATH
 Principal
MATRIX HEALTH SAFETY CONSULTANTS
 Company
919-833-2520
 Telephone Number

[Signature] 1-29-18
 Signature Date
2900 Yonkers Rd Raleigh, NC
 Mailing Address 27604
SAME
 Physical Address

EXHIBIT B

PERQUIMANS COUNTY
 ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL (ESFRLP17) PROGRAM
 REQUEST FOR PROPOSAL

ASBESTOS INSPECTION
FEE PROPOSAL SHEET

PROPOSAL DUE- Wednesday, January 31, 2018 at 5:00 PM

Perquimans County
 ATTN: Frank Heath
 PO Box 45
 Hertford, NC 27944
 Telephone: 252-426-8484

Asbestos Inspection (per dwelling)	\$ 500.00
Laboratory Sample (per Sample)	\$ 15.00

I, the undersigned Submitter, have reviewed the Request for Proposal and understand the extent and character of the work to be completed. I propose to furnish all labor, material, and equipment necessary to accomplish the work as detailed above.

Gregg Heppert
 Principal

[Signature] 1-29-18
 Signature Date

MATRIX Health & Safety Consultants 2900 Yorkville Road Raleigh, NC
 Company Mailing Address 27604

919-833-2520
 Telephone Number

Same
 Physical Address

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b).)

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

COMMITTEE REPORTS

PERQUIMANS EMS PEER REVIEW COMMITTEE MEETING

Thursday, January 25, 2018 – 5:30PM

MINUTES

Call to Order – Todd Tilley, Vice-Chair

Welcome - Todd Tilley, Vice-Chair

Approval of Minutes from November 30, 2017 Meeting – Motion by Dr. Furia, 2nd by Leicester

Reports:

- Medical Director
 - Dr. Wilson is Dr. Furia's replacement, projected to start July 1, 2018.
- County Commissioner
 - Not present
- County Manager
 - Recruitment and retention of Paramedics is big focus for 2018
 - Have Jonathan visit current COA classes to recruit as well
- Rescue Squad Chief
 - Arrived late with no report
- EMS Training Officer
 - Protocol training in November at con-ed
 - Dec. 5 & 13 Skills training for new equipment and skills
 - Submitted 4-year training plan to COA for review. Goal is to make sure all employees get the training they need in 2 years (National Registry) or 4 years (OEMS) if they just show up to con-ed.
 - Recredential completed for multiple staff members under new OEMS rules.
 - Discussed the NIO (intraosseous device) we use for "IV" in the bone. Had problems with deployment, with 6 deployments and only 1 successful. 16% success rate thus far. Have worked with the manufacturer to address potential issues with our use of the device. Manufacturer has a voluntary recall due to product enhancements. Another system we spoke with is also seeing problems with their success rates as well. Trying to retrain staff on the manufacturer recommendations. Most providers have been inexperienced providers using this, and one medic has significant experience, but he also had a failure. Deployment issues have been consistent problems across all users.
- 911 Training Officer
 - 1 Part-Time employee Scheduled for EMD Class
 - All Telecommunicators (TCs) completed annual Sheriffs' Standards In-Service
 - EMD Con-Ed is being done monthly through Richmond Community College and The Journal of Emergency Dispatch
 - NCAware training was completed for all staff and is actively being used
 - Quality Assurance on EMD calls is still being reviewed by National Q with Krystal and Anthony completing the weekly reviews
 - National Q representative will be on-site on February 7th -8th and a mandatory staff meeting will be held on the 8th including all TCs
- Compliance Officer
 - 2055 calls in 2017
 - Getting data together for total calls per month and transport numbers
- EMS Program Director
 - Not present

- District Health Department Representative
 - Not present
- Albemarle Hospital Representative/Liaison
 - Discussed charts for review
 - For one call: No pulse ox recorded for some vitals, and no respiratory rate documented as well.
 - EMS did not suction down trachea
 - Discussion on ability to suction down a trachea, not able to do so back at time of the call (EMT-I vs Medic).
 - EMS did not listen to lung sounds due to no distress per report.
 - Not adequate given the call, tachycardia, and patient history
 - Heart failure patient with difficulty breathing
 - Gave IV fluids for a patient with crackles (amount was 100mL).
 - Should educate on no fluids and use a lock instead.
 - COPD with low sats, NRB at first, monitored with end-tidal CO2 monitoring, adjusted oxygen appropriately and maintained the patient during transport.
 - Working to become stroke certified, new Stroke Coordinator Penny Markham
 - Sending nurses to stroke symposium in March, will become their stroke team leaders
 - Want to train with EMS on stroke process to streamline process
 - Trying to find how to get STEMI, Stroke and Narcan from the new reporting system at SAMC.
 - Discussed volume of call reports and time to review those charts, as well as what should be QA'd by nursing staff.
 - QA based on nursing experience, not EMS protocol
 - Have QA guidelines based on topics set by Dr. Furia for review
 - Provide OEMS approved skills and meds list to staff at hospitals
 - Pull charts and deliver first week of the month
- Chowan Hospital Representative/Liaison
 - Found consistency in shortness of breath calls, no issues presented
 - Had a positive outcome on a critical patient that got coded multiple times in the ER, EMS did a great job.
 - Commended EMS system on service delivery since going to Paramedic level.
 - Discussing renovations to the ER
 - Applying for acute stroke center designation Feb. 1, 2018
 - Applied for grant for EMS education as well.
- Quality Assurance
 - Coming quarter QA topics:
 - 2nd quarter: Falls & Heat/Cold Exposure
 - 3rd quarter: Abdominal Pain/Not available
 - 4th quarter: Sick person & Trauma Arrest
 -
 - Set a cap of 15 calls for QA review by the hospitals
- NCOEMS Representative
 - EMS Today coming to Charlotte in February
 - Continuum replaced CIS, still having a few issues but are working through them
 - New Community Paramedicine rules are out for public comment until January 30.
 - All technicians will be receiving a workplace safety and violence survey, encourage to complete.
 - Announced retirements for multiple employees
 - Computer-based testing has been delayed from January, until hopefully March. Problems with contract delays. OEMS Chief wants to lock in price of testing for 5-years.
- Emergency Services Director (EMS, 911, EM)

Emergency Management

- Continue to be active in the DPR I and DAWG meetings.
- Jonathan and Jarvis attended the recent NCEM Forum in Goldsboro.
- CodeRed (Reverse 911) contract updated and renewed – working with the Water Dept to add new contacts and with County Manager's office to add a county employee call group.
- The Chowan-Perquimans LEPC has applied for a HazMat Preparedness Project Grant:
 - This project will be a Hazardous materials transportation incident involving chemical exposures which will require (1) on scene control of the spilled substance and decontaminating of injured individuals as well as some responders. It will require the activation of the Regional SMAT III, RRT, Health Department, State DOT, Railroad System, Vidant Chowan Hospital and (2) involves the possible exposure of individuals to a chemical or pathogen that will require the activation of the Health Department and the setting up of a POD (Point of Distribution) and SNS (Strategic National Stockpile) to prophylactically treat a number of community and first responders for an exposure to a substance.
 - The project will be a two-day event. The exact location and placarded substance, along with relevant weather and time elements will be chosen during the exercise planning phase, but will most likely be staged in the Town of Winfall. The incident scale will necessitate the application of mutual aid support from both LEPC participating counties, along with other support as the situation evolves. The exercise will focus on the first few critical hours of the activation of the jurisdiction's on-scene Incident Command System (ICS). Elements of the incident will be presented as a live event with the initial scenario introducing the emergency. In addition to participants and a facilitator, the exercise will be supported by evaluators whose job is to observe the ongoing actions and compare the process used by the participants to the support and guidance provided in the Emergency Operations Plans (EOPs).

EMS

- NEREMSA continues to be an active regional forum for training and EMS administrators – Matt Leicester is serving as the Secretary and Jonathan Nixon as the Vice Chair.
- Paramedic Timeline Update
 - The January 2nd transition went pretty smooth
 - DHHS application has been submitted and we are awaiting a site visit for narcotics
 - 1 Paramedic Shift Supervisor position open due to resignation (going to East Care)
 - 4 Full-time Paramedic positions open (one position due to a tech leaving for Pasq-Camden EMS)
 - Have hired several additional part-time staff (all levels) and hope to hire a few more Medics soon
 - Exploring a grant option between Perquimans EMS, Pasquotank-Camden EMS, Perquimans and Pasquotank Sheriff's Office, Elizabeth City Police Department and Albemarle Regional Health Services for a Community Paramedicine/Law Enforcement program to help follow up with discharges and overdoes patients.

911 Communications**STAFFING**

- 4 Potential New Part-Time Telecommunicators

EQUIPMENT

- Tower Sites continue to be visited monthly by EM
 - Integration of DCI and CAD is a work in progress – hope to train staff in February
- Back-Up 911 Center Update
 - Duplicate phone equipment in being installed this week in Chowan. We took our 1st Perquimans 911 Call in Chowan today and dispatched. Lots more work to go...but we are making progress.
 - Our expected completion date for the Back-Up 911 Center has been pushed back to the second quarter of 2018 due to delays with the radio tower at Chowan 911.

Old Business:**- Medical Direction**

- SAMC wants us to start contributing \$16,000 annually as a region for medical direction (Perquimans, Pasquotank-Camden, Gates, Currituck EMS).

- EMS System Plan Updates and Revisions

- System plan is almost complete, just need to complete Section 7 on EMS education, will meet with Matt to discuss. Hope to finish by next quarter.
- AEMT to Paramedic Update
 - Already covered
- SOG Updates and Revisions
 - 1st SOG
 - Rehabilitation SOG – discussion of how we can better support fire operations. Bring it up to NFPA standards, limit amount of activity without rehab, and what are the guidelines for vital signs and appearance.
 - Take to 911 meeting and present to the fire chiefs tonight if approved by this committee.
 - Motion by Frank Heath, 2nd by Mark Symons. Passed unanimously.
 - 2nd SOG
 - EMS finds a weapon on a patient during transport
 - Concerns over EMS trying to render a firearm safe if they cannot wait for law enforcement.
 - Received training from Sheriff White on how to render a firearm safe at our con-ed this past Monday.
 - Tabled this until next quarter to continue looking at other ways to properly secure a weapon.
- Infection Control Plan
 - Jim to attend Infection Control Officer training in April
 - April Elmore in Currituck is working to update the ICP for their agency and is going to share with us when she has it finished.
- TB Test at hire and at exposure
 - What we want to move to for testing
- Health Department TB Data for 2016 & 2017
 - Waiting for data from Ashley at Health Department

New Business:

- 4th Quarter Chute Times
 - Only 2 calls this quarter, and both were 3rd duty calls.
- 4th Quarter Mutual Aid Requests
 - Used 9 times last quarter
 - No tracking of our mutual aid to other counties, will begin tracking and reporting this data
- 12 Year Call Volume and Increases
 - Numbers are gradually increasing
 - Calls were around 1000 back in 2000
 - Calls are up right now for this year.
- 2017 Call Volume By Time of Day
 - Unable to obtain through Continuum at this time
- 2017 Call Volume By Medical Category
 - Unable to obtain through Continuum at this time
- 2018 Meeting Schedule
 - April 26, 2018
 - July 26, 2018
 - October 25, 2018
- Additional Comments / Concerns
 - None
- Motion to adjourn by Leicester, 2nd by Dr. Furia. Approved unanimously.

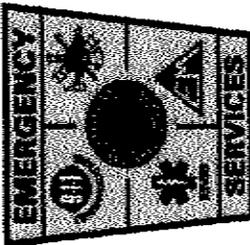
4th QUARTER CHUTE TIMES

OCA#	DISPATCHED	TIME	CALL TYPE	COMMENTS
20171856	17:12	15.0	Allergies	3 rd call with crew coming from home
20171707	16:50	15.4	Fall	3 rd call with crew coming from home

- 4th Quarter Total Patient Care Reports: 435
- Calls with chute times over 10 minutes: 2 or 0.46%
- Calls with chute times over 5 minutes: 2 or 0.46%
- Average 4th Quarter chute time: 1.49 minutes

12 YEAR TOTAL CALL VOLUME DATA

YEAR	TOTAL CALL VOLUME	% INCREASE SINCE 2006
2000	Approximately 1000	
2006	1532	
2007	1610	5.09%
2008	1610	5.09%
2009	1584	3.39%
2010	1750	14.23%
2011	1729	12.86%
2012	1941	26.70%
2013	1991	29.96%
2014	2007	31.01%
2015	2025	32.18%
2016	1984	29.50%
2017	2055	34.14%
Increase for the last 11 years:		27.64%



PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - Hertford, NC 27944
 159 Creek Drive
 (252) 426-5646



EMS

EMS Peer Review Committee

Meeting Date

Position	Member	Signature	Phone
Medical Director	Dr. Samantha Furia	<i>Samantha Furia</i>	215-264-1059
Physician representing Albemarle Hospital	Dr. Samantha Furia	<i>Samantha Furia</i>	215-264-1059
Physician representing Chowan Hospital	Dr. Joe Tripp		252-333-5100
County Emergency Services Director	Jonathan Nixon	<i>Jonathan Nixon</i>	252-331-9817
EMS - Rescue Squad Chief	Mark Symons	<i>Mark Symons</i>	252-333-8173
EMS Program Director	John Wilson		252-333-4346
EMS Training Officer (Secretary)	Matt Leicester	<i>Matt Leicester</i>	252-312-5396
EMS Compliance Officer	Jim Grosjean		252-331-3758
Emergency Dept. Rep.-Albemarle Hospital	Melissa Bilger	<i>Melissa Bilger</i>	252-384-4610
Emergency Dept. Rep.-Chowan Hospital	Kailli Nixon	<i>Kailli Nixon</i>	252-333-6024
County Representative	Todd Tilley	<i>Todd Tilley</i>	252-331-3787
County Representative	Elaine Grosjean	<i>Elaine Grosjean</i>	252-455-1064
County Representative	Julie Solesbee	<i>Julie Solesbee</i>	252-312-9491
911 Communications Training Officer	Krystal Agosto	<i>Krystal Agosto</i>	252-331-3697
Health Department Representative	Ashley Stoop		252-312-4952
County Commissioner	Edward Muzzulin		252-340-9860
County Gov. Official-County Manager	Frank Heath	<i>Frank Heath</i>	252-337-5013
*NC OEMS Representative(s)	Allen Johnson	<i>Allen Johnson</i>	252-925-5882
*Hospital Representatives (each hospital)			
*County Gov. Official-Chairman, Commissioners	Wallace Nelson		
*Guest(s)	<i>John vanRensselaer</i>		

As Needed (Ad Hoc) Members

* denotes non-voting member

Updated January 2018