

A G E N D A
Perquimans County Board of Commissioners
SPECIAL CALLED MEETING & REGULAR WORK SESSION
Meeting Room – Perquimans County Library
February 17, 2025
7:00 p.m.

- I. Call to Order
- II. Prayer & Pledge
- ACTION REQUIRED → III. Approval of Agenda
- NO ACTION REQUIRED { IV. Special Called Meeting
 - *The purpose of this Special Called Meeting is to discuss the Intermediate School financing. The Board may act on this item and, at its discretion, may take action on such other matters, as the Board deems appropriate.*
- ACTION REQUIRED { V. New Business
 - A. Intermediate School Financing
 - B. Request to the Board from Social Services Regarding a New Bank Account at PNC
 - C. Personnel Matters:
 - 1. Appointment: Assistant County Manager
 - 2. Reclassification: Clerk to the Board
 - 3. Reclassification: Part-Time/Fill-In Deputy Clerk to the Board
 - 4. Leave Without Pay: Processing Assistant V
 - D. Budget Amendments Nos. 20-21
 - E.
 - F.
 - G.
- VI. Adjournment of Special Called Meeting
- VII. Work Session
- VIII. Adjournment

COUNTY MANAGER NOTES
 Perquimans County Board of Commissioners
SPECIAL CALLED MEETING & REGULAR WORK SESSION
Meeting Room – Perquimans County Library
February 17, 2025
7:00 p.m.

- IV. **Enclosures.** The purpose of this Special Called Meeting is to approve the intermediate financing documents.
- V.A. The Board will discuss the intermediate financing documents. A copy of the Resolution will be placed at your seats on Monday night.
- V.B. **Enclosure.** There have been a series of meetings in the last two months that Angela Jordan and Rebecca Corprew have attended regarding changes to accounting requirements for DSS, per NC DHHS. These changes are requiring a separate account for Representative Payee funds and a separate account for any funds that come from county line items or in-house funds. Basically, none of the money from a client can be in the same account as county money. For this reason, they now need to request another account. Board action is requested per the attached letter.
- V.C. **Enclosures.** The following personnel matters need Board consideration and action:

Employee Job Title	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Brandon Shoaf	Assistant County Manager	Appointment	81/15	\$112,978	03/01/2025
Rebecca Corprew	Clerk to the Board	Reclassification	65/16	\$57,257	04/01/2025
Mary P. Hunnicutt	Part-Time/Fill-In Deputy Clerk to the Board	Reclassification	65/15	\$26.86/hr.	04/01/2025
Elena R. Howell	Processing Assistant V	Leave Without Pay	6 hrs.		2/2025

- V.D. **Enclosure: Budget** Amendment Nos. 20-21 are enclosed for Board review and action.
- VI. The Chairman will adjourn the Special Called Meeting
- VII. The Chairman will open the Regular Work Session.



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-7550

WALLACE E. NELSON
CHAIRMAN
CHARLES WOODARD
VICE CHAIRMAN
TIMOTHY J. CORPREW
JOSEPH W. HOFFLER
KATHRYN M. TREIBER
JAMES W. WARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

PUBLIC NOTICE

Pursuant to NC General Statute 143-318.11(4), the Perquimans County Board of Commissioners will hold a **SPECIAL CALLED MEETING** on Monday, February 17, 2025, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, North Carolina. The purpose of the Special Called Meeting is to discuss intermediate school financing. The Board may take action on this item and, at its discretion, may take action on such other matters, as the Board deems appropriate. Following the Special Called Meeting, the Board will hold their regular scheduled Work Session.

Frank Heath

Frank Heath, County Manager

Posted: February 8, 2025

Perquimans County's Vision:

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



PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944
Phone 252-426-7373 - Fax 252-426-1240

SOCIAL SERVICES BOARD
Teresa Blanchard, Chair
Charles Woodard
Thelma Flach-Copeland
James Word
Fondella Leigh

DIRECTOR
Angela S. Jordan

February 13, 2025

To: Frank Heath, County Manager

Perquimans County Board of Commissioners

From: Angela Jordan, DSS Director

Rebecca Corprew, Fiscal Officer


Currently, DSS has one checking account at PNC Bank and one that will be open soon for the foster child's dedicated funds approved last month. Per Social Security Administration Representative Payee Account policy, our agency has been notified that a separate account is required for all monies received for clients. Policy from SSA Representative Payee states:

If you serve as payee for many beneficiaries, you may request payment of funds into one deposit account. We call this kind of account a collective account. You must title the collective account to show the beneficiaries own the account, and you must maintain an individual account ledger for each beneficiary. Do not confuse this kind of account with your organization's operating account. You may not mix a beneficiary's funds with your organization's funds.

Our agency uses the current account for representative payee funds as well as funds received from our annual budget such as Outside Assistance and Medicaid Transportation. We also deposit monies into this account that are not funded by the County.

DSS is requesting the approval to open a third account at PNC Bank. This account will be used to keep all monies not related to Representative Payee's separate, per SSA policy. Please let us know if you have any questions. Thank you for your consideration as we strive to keep our agency current with policies which affect delivery of service to our community.

Sincerely,



Angela Jordan, Director



Rebecca Corprew, Fiscal Officer

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EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandon Shoaf

SOC. SEC. NO.: _____

POSITION: Assistant County Manager

DEPT.: County Manager

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2025

GRADE: 81 STEP: 15 SALARY: \$112,978

ENDING DATE OF PROBATIONARY PERIOD: March 1, 2026

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 INCREASE.
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.

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

CHAIRMAN

DATE: _____

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 02/05/2025

COUNTY OF PERQUIMANS
STATUS: RECLASSIFICATION

NAME: Rebecca Corprew

SOC. SEC. NO.: _____

POSITION: Clerk to the Board of Commissioners

DEPT.: County Manager

NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025
GRADE: 65 STEP: 16 SALARY: \$57,257
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

_____ DATE OF EMPLOYEE RESIGNATION/TERMINATION.
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: _____

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 2/10/2025

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Mary P. Hunnicutt SOC. SEC. NO.: _____

POSITION: Part-Time/Fill-In Deputy Clerk to the Board DEPT.: County Manager

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
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.

4-1-2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RECLASSIFICATION.
Date GRADE: 65 STEP: 15 SALARY: \$26.86

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: _____

Annie Heath
DATE: 2/12/25

FINANCE OFFICER

DATE: _____

COPY

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 17th DAY OF FEBRUARY, 2025, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-380-007	911 Center Expansion	4,800,000	
10-511-349	911 Center Expansion	4,800,000	

EXPLANATION: To amend the FY 24/25 Budget to include funding as awarded for the 911 Center Expansion 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, ON THIS 17th DAY OF FEBRUARY, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 17th DAY OF FEBRUARY, 2025.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
SCHOOL CONSTRUCTION FUND
NO. 21

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 17th DAY OF FEBRUARY, 2025, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery	4,524,659	
65-500-711	NB Lottery Intermediate School	4,524,659	

EXPLANATION: To amend the FY 24/25 Budget to include lottery fund drawdown for Intermediate School 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, ON THIS 17th DAY OF FEBRUARY, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 17th DAY OF FEBRUARY, 2025.

 Chairman, Board of Commissioners

 Finance Officer