



**BOARD OF  
COMMISSIONERS  
REGULAR SCHEDULED  
MEETING  
JANUARY 2, 2024  
AT 6:00 P.M.**

**JONATHAN FELTON COMMISSIONERS ROOM  
201 SAINT ANDREW STREET  
TARBORO, NORTH CAROLINA**

***Edgecombe County Vision Statement***  
***Edgecombe County is a historic place that values its citizens and natural resources and creates opportunities where people are proud to live, work and play for generations to come.***

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**AGENDA**  
**REGULAR SCHEDULED MEETING OF THE BOARD OF COMMISSIONERS**  
**OF EDGECOMBE COUNTY**  
**JANUARY 2, 2024 AT 6:00 P.M.**  
**IN THE JONATHAN FELTON COMMISSIONERS ROOM**  
**COUNTY ADMINISTRATIVE BUILDING**  
**TARBORO, NORTH CAROLINA**

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- 1. MEETING CALLED TO ORDER.**
- 2. SAFETY INSTRUCTIONS.**
- 3. PRAYER.**
- 4. MINUTES OF PREVIOUS MEETING PRESENTED FOR APPROVAL.**  
**December 4, 2023**
- 5. PUBLIC HEARINGS:**
  - 1. A public hearing is called to order relative to proposed amendments to the Code of Ordinances. (Attachment #1)**
    - a. Public Hearing called to order.**
    - b. Reading of public notice by Mr. Peters.**
    - c. Comments by Mr. Evans.**
    - d. Call for public comments. (Public should state name and address for public record.)**
    - e. Adjourn public hearing.**

**(Recommended action: Approve amendments as presented.)**
- 6. SCHEDULED APPOINTMENT(S):**
  - A. Alan Thompson with Thompson, Price, Scott & Adams to present the FY-23 Audit. (Attachment #2)**
  - B. Dr. Mark Cockrell, Executive Director of North East Preparatory School, to present update on school performance and planned projects. (Attachment #3)**
- 7. PUBLIC PETITIONS.**
  - Public present should state name and address for public record. (limit 3 minutes)**

- **Mr. Evans to read public petitions submitted via email or postal mail.**

**8. OTHER BUSINESS:**

**A. Consideration of approval of budget amendments. (Attachment #4)**

**(Recommended action: Approve as presented.)**

**B. Consideration of approving increasing Mileage Reimbursement rate. (Attachment #5)**

**(Recommended action: Approve as presented.)**

**C. Consideration of approval of approving sign-on and retention bonuses for Social Workers in Child Welfare. (Attachment #6)**

**(Recommended action: Approve as presented.)**

**D. Consideration of approval of acceptance of Grant Award for Eastpointe. (Attachment #7)**

**(Recommended action: Approve as presented.)**

**E. Consideration of approval of Health Department fees. (Attachment #8)**

**(Recommended action: Approve as presented.)**

**F. Consideration of approval of Bad Debt Write-off for Health Department. (Attachment #9)**

**(Recommended action: Approve as presented.)**

**G. Consideration of approval of acceptance of Golden Leaf grant for Kingsboro Infrastructure Project. (Attachment #10)**

**(Recommended action: Approve as presented.)**

**H. Consideration of approval of amendments to the Compensation Plan. (Attachment #11)**

**(Recommended action: Approve as presented.)**

**9. APPOINTMENTS:**

**A. Parks and Recreation Advisory Board.**

**10. AFTERLISTS AND RELEASES FOR REVIEW AND APPROVAL.**

- 11. CONTRACTS FOR REVIEW AND/OR APPROVAL.**
- 12. DEPARTMENTAL REPORTS FOR REVIEW.**
  - A. Water and Sewer update.**
  - B. Monthly Financial Summary.**
  - C. Department of Social Services Celebration of Efforts in Foster Care.**
- 13. MANAGER'S REPORT.**
  - A. Update on Getting Off the Lists initiative.**
  - B. Major events and updates.**
  - C. Workforce Development Indicators.**
  - D. TDA financial report.**
  - E. Update on Vehicle Purchase for the Sheriff's Office**
  - F. Save the date: Commissioners Retreat, March 11, 2024, 8 a.m. to 5 p.m. Location TBD**
  - G. NCACC District Meeting – January 22<sup>nd</sup> at 12 p.m. in Wilson.**
  - H. Farm City Breakfast – January 7<sup>th</sup> at 7:30 a.m. at the Ag. Center.**
- 14. COMMISSIONERS' REPORT.**
- 15. ATTORNEY'S REPORT.**
- 16. CLOSED SESSION.**
  - A. Economic Development. [N.C.G.S. 143-318.11 (a)(4)]**
- 17. ADJOURNMENT.**

**MINUTES  
REGULAR SCHEDULED MEETING OF THE BOARD OF COMMISSIONERS  
OF EDGEcombe COUNTY  
DECEMBER 4, 2023 AT 7:00 P.M.  
JONATHAN FELTON COMMISSIONERS ROOM  
COUNTY ADMINISTRATIVE BUILDING  
TARBORO, NORTH CAROLINA**

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**1. ORGANIZATIONAL MEETING CALLED TO ORDER BY MR. MICHAEL PETERS, COUNTY ATTORNEY AT 7:00 P.M.**

**MEMBERS PRESENT:** Mr. Leonard Wiggins, Rev. E. Wayne Hines, Mr. Ralph Webb, Mrs. Viola Harris, Mr. Donald Boswell, Mrs. Evelyn Powell and Mr. George Thorne.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Mr. Eric Evans, County Manager, Mrs. Natalie Bess, Deputy County Manager, Mr. Michael Peters, County Attorney, Mrs. Linda Barfield, CFO and Ms. Frankie Mungo, Clerk to the Board.

**2. MINUTES OF PREVIOUS MEETINGS PRESENTED FOR APPROVAL.**

Rev. Hines moved to approve the minutes of the November 6, 2023 and November 15, 2023 meetings as presented. Mrs. Powell seconded the motion, which carried by unanimous vote.

**3. ELECTION OF OFFICERS – 2024.**

Mr. Peters called for nominations for Board of Commissioners Chairman for 2024.

Rev. Hines nominated Mr. Wiggins. There were no other nominations.

Mr. Boswell moved to elect Mr. Wiggins as Chairman. Mrs. Powell seconded the motion, which carried by unanimous vote.

Mr. Peters called for nominations for Board of Commissioners Vice-Chairman.

Mr. Wiggins nominated Rev. Hines.

Mr. Thorne nominated Mrs. Harris.

Mr. Boswell moved to elect Mrs. Harris as Vice-Chairman. Mr. Webb seconded the motion, which carried by a vote of 4 for (Thorne, Boswell, Webb and Harris) and 3 opposing (Wiggins, Hines and Powell).

4. **REGULAR MEETING CALLED TO ORDER BY CHAIRMAN LEONARD WIGGINS.**
5. **SAFETY INSTRUCTIONS.**  
Mrs. Bess provided safety instructions.
6. **PRAYER.**  
Rev. Hines provided prayer.
7. **SCHEDULED APPOINTMENTS.**
  - A. **Dalton Barrett, Community Paramedic Supervisor, presented an update on the Community Paramedic Program.**
    - Mission statement.
    - Local CP Programs.
    - Substance -Use Focus.
    - Opioid Settlement FY 23-24.
    - Naloxone distribution.
    - Where is the need.
    - Overdose death rates/100K (2021)
    - Traditional response to the Opioid cases.
    - Edgecombe's CP response to the crisis.
    - Community Paramedic stats (12/1/2023)
    - Success stories.
    - Partnership opportunities.
  - B. **Joya Bullock, Regional Director for Congressman Don Davis, provided an update.**
    - Working for the East: Casework, Outreach, Educational Opportunities for Youth, Commendations & Greetings, Flag Requests, Federal Grant Assistance; Representation in Congress.
    - Legislative updates.
    - Appropriations and Community Project Funding update.
    - Full Circle (Special moments).
    - Social Media. (Twitter, Facebook and Instagram.)
8. **PUBLIC PETITIONS.**  
Dr. Stacy Phillips stated the following: *Title: Addressing Poverty in Edgecombe County: A Call to Action. In examining the state of Edgecombe County, the prevalent poverty rates stand out as a significant social determinant affecting the well-being of its residents. According to the 2020 US Census, the county's poverty*

*rate is alarmingly high at 22.4%. This issue is compounded by the fact that 21.2% of the population is over 65 years old, and a distressing 33% of children live in poverty. The recent revelation from the County Social Services Director that 51% of residents, approximately 5,400 people, are eligible for Medicaid expansion adds another layer to this complex problem. Disturbingly, Edgecombe County ranks 99 out of 100 NC Counties for health outcomes, reflecting both the length and quality of life. These troubling statistics underscore the impact of historical and current policies. Adding to the distress, despite these challenges, Edgecombe County residents bear the second-highest property tax burden in the state. This disproportionately affects the economically disadvantaged, exacerbating the struggles of those already facing financial hardships. Over the past two decades, the county has witnessed a decline in population, health, and overall welfare. The apparent lack of responsiveness, willingness, or concern from county leadership has contributed to this decline. Even recent initiatives like the Get off the Lists campaign seem more symbolic than substantive, lacking meaningful action or communication with the community. Community engagement is a potent force for positive change. It involves partnerships and coalitions that can mobilize resources, influence systems, and bring about environmental and behavioral changes. Unfortunately, the county's recent efforts have fallen short in this regard, raising questions about transparency, resource allocation, and whose concerns are genuinely considered. Amidst the holiday season, it's crucial to remember those in need. This Christmas, as we revel in festivities, let's not forget the impoverished in Edgecombe County. Beyond the consumerism, there are families without food or medicine, individuals starting anew, and hardworking citizens struggling to make ends meet. Addressing persistent poverty requires a catalyst for change. It demands a shift in priorities and a commitment to transparency and effective communication. With this vision, I am excited to announce my candidacy for Edgecombe County Commissioner, District 1. I believe in the power of citizens to bring about significant change, and I invite you, Edgecombe County, to join me in this transformative journey. As we reflect on this season of giving, let's not only remember the less fortunate but also pledge to be the agents of change our county needs.*

**Crystal Anderson, Rocky Mount, stated that we are undergoing a demerger. She stated that typically when she comes and advocate at the school level and talk directly to those that are involved. However, her children are no longer in the public school system due to incidents that have occurred within the school system so now they pay out of pocket for them to be in private school. She stated that as we are going through this demerger that it is kept in mind of the things that have been occurring within the Nash County Rocky Mount system to the children on the Edgecombe County side of town. There are a lot of schools that are dealing with issues when it comes to violence and drugs in the school systems. When it comes to just everyday things that should not happen in our school systems. She asked that the Board be mindful as we are demerging that there are going to be some**

additional services that are going to be required for out students on the Edgecombe Rocky Mount side of town when it comes down to mental health services. Mrs. Anderson stated that she would like for us to be proactive because we have lost a lot of advocates in the system. The schools will need additional officers in there that can actually communicate with them. She stated that she came before the Board as an advocate for the children.

Curmilus Dancy congratulated the election of the Chair and Vice-Chair. Mr. Dancy thanked the opioid team, because he hears a lot about the opioid situation in Edgecombe County and he appreciates that team forming and doing good things and maybe he can get into some of the training. He stated that he could relate the spokesperson from Congressman Don Davis' Office regarding IRS. He thanked the Board for all the hard work they have done, along with the School Board, on the merger.

Roger Savain commended the Opioid presenter.

9. **OTHER BUSINESS:**

**A. Approval of budget amendments.**

Mr. Boswell moved to approve the budget amendment 2a as presented. Mrs. Harris seconded the motion, which carried by unanimous vote.

Budget amendment 1 to be approved under agenda item E.

Budget amendment 2 to be approved under agenda item B.

**B. Approval of accepting ownership of the Edgecombe County Industrial Incubator facility.**

Mr. Evans stated that Rocky Mount-Edgecombe Community Development Corporation (RMECDC) owns a facility at Fountain Business Park called the Edgecombe County Industrial Incubator. It is a 40,000 SF facility that used to have both large, anchor tenants, including a call center for the NC Department of Revenue, as well as small businesses. The facility is now vacant, and RMECDC wants to sell the building and reinvest the proceeds in Crossings at 64, their mixed-use development in Rocky Mount. The availability of this facility comes at an opportune time for us. It is well-positioned for the County and our partners, including Edgecombe County Public Schools, Edgecombe Community College, Turning Point Workforce Development, and Carolinas Gateway Partnership, to jointly repurpose the facility into a workforce readiness center focused on manufacturing, engineering, and technology. In addition, to the work all our partners are currently doing, this additional effort is needed to meet existing and future workforce demands, especially with our prospects at Kingsboro Industrial Park. Mr. Evans stated that we are fortunate that there

are state funds that will allow us to acquire the building without any County appropriation. Edgecombe Community College received a state grant appropriation that was to be used to equip the training facility we were going to build at Kingsboro Industrial Park. That facility was put on hold indefinitely once Triangle backed out of their plans for a manufacturing facility. Therefore, ECC stands to lose those funds. However, with the help of Representative Shelly Willingham, those funds have been repurposed and now can be used for the purchase of this facility. Considering what a tremendous asset the facility would be for us and our partners, and that no County funds are needed to purchase it, he recommended that we take ownership of the building and if the Board agrees, he asked that they approve the accompanying budget amendment to appropriate \$25,000 to cover utilities and maintenance for the remainder of the fiscal year.

Mrs. Powell moved to approve taking ownership of the building and to approve budget amendment 2 as presented. Mr. Wiggins seconded the motion.

Mrs. Harris asked about the covering of the utility and maintenance for the remainder of the fiscal year and if it went through June 30<sup>th</sup>.

Mr. Evans replied that it will go through June 30<sup>th</sup>.

Mr. Thorne asked if this is going to be maintained by Edgecombe County or Edgecombe County Public Schools.

Mr. Evans stated that for the time being he is asking that we take ownership and maintain the building. Once we have the opportunity to work out the details of partnership in the building, we may decide it be owned by either of the two, or we maintain ownership of the building.

Mr. Thorne asked if there is an upfit cost in this.

Mr. Evans stated that there likely would be. Currently of the state funds that is available, there is \$2.5 million. \$2.3 million is offered for the building so the remainder \$200,000 will be available to do some upfit.

Mr. Wiggins stated that more than likely it is going to require some upfit depending upon what the use is going to be.

Mr. Boswell stated that he talked to Mr. Evans about this and he is not against this at all, but every time we take on another building we take on a lot more expense and it is more than what is here. When you figure additional insurance and other things we need to be realistic about what we have to spend.

The motion carried by a vote of 6 for and 1 opposing. (Mr. Thorne opposed)

**C. Approval of Edgecombe County Board of Commissioners 2024 Regular Meeting Schedule.**

Mrs. Powell moved to approve the schedule as presented. Mrs. Harris seconded the motion, which carried by unanimous vote.

Mr. Boswell moved to call for a public hearing on January 2, 2024 regarding the proposed amendment to Chapter 2, Article II "Board of Commissioners" of the County Ordinance: Section 2-56 "Meetings". The amendment would change the time of the regularly scheduled meetings and change the scheduling of regular meetings on months when the first Monday falls on a holiday. Mr. Webb seconded the motion, which carried by unanimous vote.

**D. Approval of the reappointment of Tarasa Lewis as the Tax Administrator.**

Mr. Evans stated that North Carolina General Statutes require that the Board of Commissioners appoints both a Tax Collector and Tax Assessor for a term of at least two years and no more than four years. Mrs. Tarasa Lewis, who serves both roles, meets the statutory requirements for serving in that role.

Mr. Webb moved to reappoint Mrs. Lewis, in her capacity as the Tax Administrator as the Tax Administrator, to serve as Tax Collector and Tax Assessor for a four-year term. Mrs. Powell seconded the motion, which carried by unanimous vote.

Mrs. Lewis was sworn in by Mr. Peters.

**E. Approval of modification of Urgent Repair Program Funding Agreement.**

Mr. Evans stated that Edgecombe County was awarded \$67,000 by the North Carolina Housing Finance Agency (NCHFA) under the 2023 cycle of the Urgent Repair Program (URP). The goal of the project is to assist at least five very-low and low-income families with special needs in addressing housing conditions that pose imminent threats to their life and/or safety or to provide accessibility modifications and other repairs necessary to prevent displacement. Since the acceptance of the award, we have been offered the opportunity to receive and additional \$65,000 in URP'23 funds.

Mrs. Harris moved to accept the additional award by approving the funding agreement and amended project ordinance. Rev. Hines seconded the motion, which carried by unanimous vote.

**F. Approval of Edgecombe County Public School request for School Building Lottery Funds.**

Mr. Evans stated that Edgecombe County Schools plans to use state lottery funds to perform roof repairs at Bulluck Elementary, Carver Elementary, North Edgecombe High School, and Phillips Middle School. To use these funds for these projects, the Board of Commissioners must jointly request the release of these funds along with ECPS.

Mrs. Powell moved to the applications as presented. Rev. Hines seconded the motion, which carried by unanimous vote.

**G. Approval of Memorandum of Agreement with Cooperative Extension.**

Mr. Evans presented for Board consideration an updated Memorandum of Agreement with NC State University for Cooperative Extension. The MOA describes the nature of the relationship and our respective responsibilities for hosting and supporting Cooperative Extension here in the County. A summary of the previous agreement is provided. These changes are improvements in clarifying the provisions of the agreement, but there are no substantive changes to our relationship, roles and responsibilities.

Mr. Webb moved to approve the MOA as presented. Mr. Boswell seconded the motion, which carried by unanimous vote.

**H. Approval of the use of State grant funds for staff retention in the Health Department.**

Mr. Evans stated that our Health Department is receiving \$264,835 in funding from the NC Department of Health and Human Services through the Public Health Infrastructure: Local Workforce program. The intent of this program is to hire, support, and retain staff in local Health Departments. Michelle Etheridge, Health Director, is recommending we use these funds to help retain staff by providing a one-time bonus, which is an eligible use of the funds. Considering the increased turnover we have experienced in the Health Department in the last three years, Mr. Evans agrees with Mrs. Etheridge's recommendation and believe this will help with retaining staff.

Mrs. Harris moved to approve the using of these funds to provide a one-time bonus of \$1,000 for full-time staff and \$500 for part-time staff for staff members employed on or before June 20, 2023. Mr. Thorne seconded the motion, which carried by unanimous vote.

**10. AFTERLISTS AND RELEASES FOR REVIEW AND APPROVAL.**

Mr. Thorne moved to approve the afterlists and releases as presented. Rev. Hines seconded the motion, which carried by unanimous vote.

**11. REVIEW AND/OR APPROVAL OF CONTRACTS.**

**Mr. Boswell moved to approve contract with RL Architecture, PLLC and contract with Production Painting and Decorating as presented. Mrs. Powell seconded the motion, which carried by unanimous vote.**

**Mr. Webb moved to approve contract with ES&S Express Votes as a sole source procurement vendor. Mrs. Harris seconded the motion, which carried by unanimous vote.**

**Mr. Boswell moved to approve budget amendment 2b as presented for the Cott Systems contract. Mrs. Powell seconded the motion, which carried by unanimous vote.**

**Mr. Boswell moved to approve contract with Siemens Industry as a sole source procurement vendor. Mrs. Powell seconded the motion, which carried by unanimous vote.**

**12. DEPARTMENTAL REPORTS FOR REVIEW.\*\*\*Received\*\*\***

**A. Water and Sewer update.**

**B. Monthly Financial Summary provided by Mrs. Barfield and provided an update on the audit.**

**13. MANAGER'S REPORT.\*\*\*Received\*\*\***

**A. Update on Getting Off the Lists initiative.**

**Mr. Evans introduced Mrs. Tracy Puddy, Career Navigator.**

**B. Major events and updates.**

**C. Workforce Development indicators.**

**D. TDA Financial Report.**

**E. Farm City Breakfast: January 4, 2024 at 7:30 a.m. at the East Carolina Education and Agriculture Center.**

**F. Notice of Grant Award from Eastpointe.**

**G. Update on Countyline Merger.**

**14. COMMISSIONERS' REPORT.**

**Mrs. Harris invited the Board and audience to the Martin Luther King, Jr. Oratorical Contest that the Ebonette Club of Tarboro will be hosting on Thursday at 6 p.m. in the Carmon Auditorium.**

**15. ATTORNEY'S REPORT.**

**None.**

**16. CLOSED SESSION.**

**Rev. Hines moved to go into closed session to discuss:**

**A. Economic Development. [N.C.G.S. 143-318.11 (a)(4)]**

**B. Attorney- Client Privilege [N.C.G.S. 143-318.11 (a)(3)]**

**Mrs. Harris seconded the motion, which carried by unanimous vote.**

**Mrs. Powell moved to go out of closed session and resume the regular meeting. Mrs. Harris seconded the motion, which carried by unanimous vote.**

**17. Approval of Agreement with NC Department of Information Technology and Brightspeed.**

**Mr. Thorne moved to rescind the agreement with Cloudewyze. Mrs. Harris seconded the motion, which carried by unanimous vote.**

**Mr. Boswell moved to approve the agreement with NC Department of Information and Technology and Brightspeed as presented. Mr. Thorne seconded the motion, which carried by unanimous vote.**

**18. MR. BOSWELL MOVED TO ADJOURN THE MEETING UNTIL TUESDAY, JANUARY 2, 2024 AT 6:00 P.M. MR. WEBB SECONDED THE MOTION, WHICH CARRIED BY UNANIMOUS VOTE.**

# ATTACHMENT #1

## NOTICE OF PUBLIC HEARING PROPOSED AMENDMENTS TO THE EDGECOMBE COUNTY CODE OF ORDINANCES

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Notice is hereby given that a Public Hearing will be held on Tuesday, January 2, 2024 at 6:00 PM in the Jonathan Felton Commissioners Room on the 2<sup>nd</sup> floor of the County Administration Building located at 201 St. Andrew Street, Tarboro, North Carolina. The purpose of this public hearing is to consider and act on a proposed amendment in **Chapter 2, Article II “Board of Commissioners” of the County Ordinances: Section 2-56 “Meetings”**.

The proposed amendment would change the time of the Board’s regularly scheduled meetings; as well as change the scheduling of regular meetings on months when the first Monday falls on a holiday. A copy of the proposed amendment is on display on the County’s website at [www.edgecombecountync.gov](http://www.edgecombecountync.gov) as well as in the office of the County Manager, 4<sup>th</sup> Floor of the County Administration Building located at 201 St. Andrew St., Tarboro, NC 27886. Interested parties may also request a copy of the proposed changes by calling (252) 641-7834.

Those who would like to share their comments on this matter are encouraged to attend the meeting in person. You may also submit public comments via email to [publiccomments@edgecombeco.com](mailto:publiccomments@edgecombeco.com) by 5:00 p.m. on Tuesday, January 2, 2024. Public comments may also be submitted by mail addressed to Eric Evans, County Manager, P.O. Box 10, Tarboro, NC 27886. All public comments received by 5:00 p.m. on January 2nd will be read at the Board of Commissioners Meeting.

Frangie Mungo  
Clerk to the Board of Commissioners

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## Current Ordinance

### Sec. 2-56. Meetings.

(a) *Regular meetings.* The board shall hold a regular meeting on the first Monday of each month, with the following exceptions:

(1) The September board of commissioners meeting will be on the Monday following Labor Day at 7:00 p.m. due to Labor Day being the first Monday of September.

(2) If any other regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting.

(3) Regular meetings shall be held at the county commissioner's room and shall begin at 7:00 p.m.

The board may change the place or time of a particular regular meeting or all regular meetings within a specified time period by resolution adopted, posted, and noticed no less than seven days before the change takes effect. Such a resolution shall be filed with the clerk to the board and posted at or near the regular meeting place, and copies shall be sent to all persons who have requested notice of special meetings of the board.

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## Proposed, Amended Ordinance

### Sec. 2-56. Meetings.

*Regular meetings.* The board shall hold a regular meeting at 6:00 p.m. in the Jonathan Felton Commissioners' Room on the first Monday of each month. If any regular meeting day is a holiday on which county offices are closed, the meeting shall be held on the next business day, or such succeeding day as may be specified in the motion adjourning the immediately preceding regular meeting.

The board may change the place or time of a particular regular meeting or all regular meetings within a specified time period by resolution adopted, posted, and noticed no less than seven days before the change takes effect. Such a resolution shall be filed with the clerk to the board and posted at or near the regular meeting place, and copies shall be sent to all persons who have requested notice of special meetings of the board.

## ATTACHMENT #2



EDGECOMBE  
COUNTY

# Edgecombe County

## Presentation Agenda

	<u>PAGE(s)</u>
I. GENERAL COMMENTS	
II. REQUIRED COMMUNICATIONS	
SAS 114	1-4
III. AUDIT RESULTS	5-14
IV. QUESTIONS AND COMMENTS	
V. CLOSE	



*Thompson, Price, Scott, Adams & Co, P.A.*

P.O. Box 398  
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Whiteville, NC 28472  
Telephone (910) 642-2109  
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Alan W. Thompson, CPA  
R. Bryon Scott, CPA  
Gregory S. Adams, CPA

December 28, 2023

To the Board of Commissioners  
Edgecombe County  
Tarboro, North Carolina

We have audited 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 of Edgecombe County for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 1, 2023. Professional standards also required that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Edgecombe County are described in Note 1 to the financial statements. The County adopted GASB 96 "Subscription Based Information Technology Arrangements," effective for fiscal year ended June 30, 2023. We noted no transactions entered into by Edgecombe County during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the County's financial statements were:

Management's estimate of depreciation of capital assets is based on management's estimate of the remaining useful lives of the assets. We evaluated the key factors and assumptions used to develop the remaining useful lives of the assets in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the allowance for doubtful accounts is based on historical revenues, historical loss levels, and an analysis of the collectability of individual accounts. We evaluated key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representation*

We have requested certain representations from management that are included in the management representation letter dated December 28, 2023.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Auditing Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Edgecombe County's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

In the course of our testing for billings recalculation for randomly selected Water & Sewer utilities customers, we identified a customer who was being charged at the incorrect factor rate and was therefore underpaying based upon their usage. This was communicated to management, who once aware investigated the issue and identified that this customer, as well as 29 other customers, had been entered into the County's system at the improper factor rate and therefore their billings were being calculated at 1/10 the correct amount. The County has opted to forgo any collection procedures on the missed billings (the amounts were deemed immaterial), and the factor rates have since been corrected.

The County has recorded several prior period adjustments which are detailed in the footnotes and in the Schedule of Findings and Questioned Costs in the audit report (Finding 2023-001).

The County has historically maintained several projects in the same project fund. When grant revenues and expenditures overlap, it is hard to segregate the information to agree with reports filed for reimbursement, etc. If the County has a major project, it would be easier to track if they would account for

the project in a separate fund. Certain grants require separate reporting, so this would make it easier to track the various ongoing projects if they activity were tracked in separate funds. It is imperative that the reports for the grant agencies are reconciled to the general ledger to ensure accurate presentation. The County attempted to segregate most of these out for the year ending June 30, 2021 and 2022, but as the projects were closed, it was determined that some of the expenses were still in the General Fund and expenses that were thought to be governmental projects turned out to be for water and sewer infrastructure, which resulted in more prior period adjustments), so the projects should now be properly reflected in the statements, and this issue should be remedied going forward.

Refer to Finding 2023-002 for a description of budget violations. G.S. 143c requires budget revisions to be made prior to expenditures being incurred that would exceed the amount budgeted.

As disclosed in the Stewardship note, the County was delinquent in making a debt service payment due on October 1, 2022. The payment was made on October 14, 2022 in the amount of \$26,350. This late payment should have been disclosed on the EMMA portal within 10 days, but the County was not aware of this requirement, so it wasn't filed until January 31, 2023 with the annual disclosure submission.

In addition, the County was not in compliance with bond covenants for the Water District 4 Revenue Bonds. This is discussed in the report as Finding 2023-003.

There were findings reported associated with the testing of Medicaid (see Findings 2023-004 through 2023-008). Please refer to the findings listed in the audit report for further discussion.

The Local Government Commission (LGC) will no longer initiate communications about concerns or findings (formerly considered unit letters). They have created a spreadsheet that has to be completed and submitted with the audit report. If that worksheet identifies what they consider a "Financial Performance Indicators of Concern" (FPICs), we are required to communicate those items to the Board. The County is required to submit a response within 60 days of the Board meeting in which the financial statements are presented. The detailed audit response should be presented to the entire Board, and signed by the entire Board, Finance Officer, and Manager. The indicators that the County has to address to the LGC are corrective action plans for (1) prior period adjustments that were required (refer to finding 2023-001), budget violations (refer to finding 2023-002), delinquent debt service payments not properly disclosed on the EMMA portal, and noncompliance with bond covenants (see finding 2023-003).

#### Other Matters

We applied certain limited procedures to the Schedule of County's Proportionate Share of Net Pension Assets (LGERS), Schedule of County Contributions (LGERS), Schedule of County's Proportionate Share of Net Pension Asset (ROD), Schedule of County Contributions (ROD), Schedule of Changes in Total Pension Liability – Law Enforcement Officers' Special Separation Allowance, Schedule of Changes in Total Pension Liability as a Percentage of Covered Payroll – Law Enforcement Officers' Special Separation Allowance, and Schedule of Changes in the Total OPEB Liability and Related Ratios, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted 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 we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual non-major fund statement schedules, budgetary schedules, and other schedules, and the schedule of expenditures of federal and State awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Please ensure that management and the Board is aware of the new GASB pronouncements for the upcoming fiscal year.

Restriction on Use

This information is intended solely for the use of the Board of Commissioners and management of Edgecombe County and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Thompson, Price, Scott, Adams & Co., P.A.*

Thompson, Price, Scott, Adams & Co, P.A.

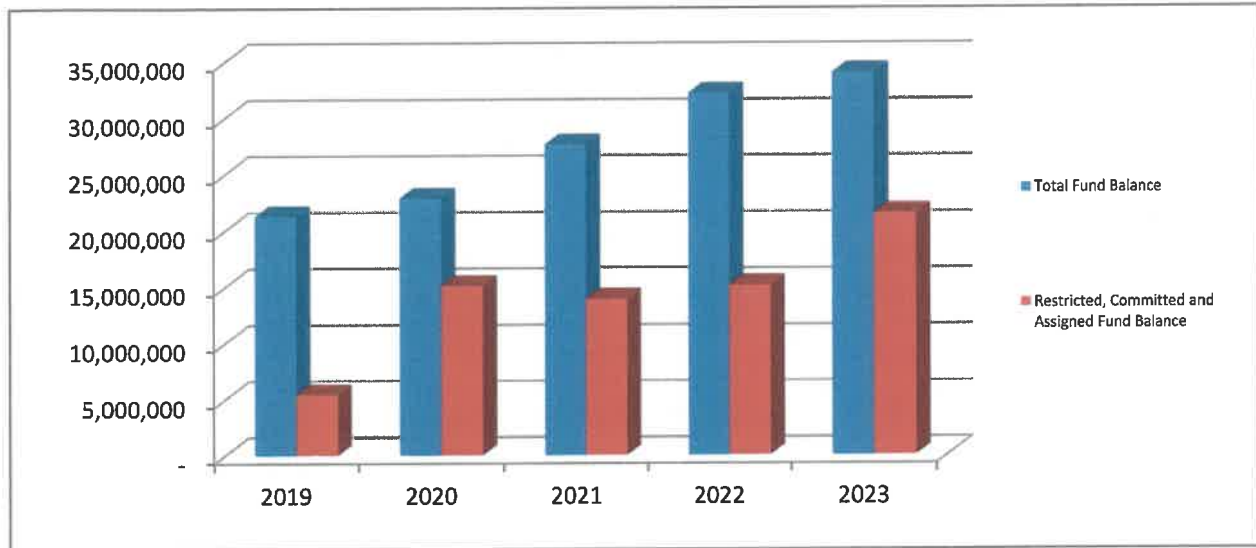
Edgecombe County									
FINANCIAL INFORMATION FOR 5 YEARS									
				2023	2022	2021	2020	2019	
Total Fund Balance - General Fund				34,010,478	32,196,992	27,658,757	22,906,896	21,304,148	
Unavailable Fund Balance - GF (Restricted for State Statute, Inventories, Prepaids, Leases, Debt Service)				12,423,730	8,378,059	8,125,853	5,925,241	10,374,170	
Nonspendable, Restricted, Committed, and Assigned Fund Balance				21,497,036	15,157,484	13,951,062	15,129,832	5,454,146	
General Fund Expenditures (including net Transfers out less loan proceeds)				71,360,255	64,990,079	61,710,886	59,809,363	61,203,486	
Fund Balance Available as % of General Fund Expenditures				30.25%	36.65%	31.65%	28.39%	17.86%	
Unassigned Fund Balance				12,513,442	17,039,508	13,707,695	7,777,064	5,475,832	
Unassigned Fund Balance as % of General Fund Expenditures (including Transfers out less loan proceeds)				17.54%	26.22%	22.21%	13.00%	8.95%	
Revenues over (under) expenditures before other financing sources									
	General Fund			(4,271,026)	213,071	4,391,585	1,488,286	393,452	
	Water and Sewer Fund			(107,207)	(199,177)	(211,797)	(456,844)	(348,805)	
	Solid Waste Fund			(563,825)	(402,837)	(87,375)	(184,568)	(476,776)	
Cash vs. Fund Balance (Net Position)									
	Cash - General			25,069,324	27,055,142	21,881,401	21,569,787	14,565,660	
	Cash - Other Governmental			4,654,041	2,477,754	457,623	521,803	401,371	
	Cash - Water & Sewer Fund			5,101,588	1,911,092	1,375,402	460,705	268,082	
	Cash - Solid Waste			2,853,670	2,076,219	1,510,936	1,125,958	1,138,079	
	Fund Balance - General			34,010,478	32,196,992	27,658,757	22,906,896	21,304,148	
	Fund Balance - Other Governmental Funds			(305,310)	(1,247,437)	(1,914,909)	(726,508)	(69,480)	
	Net Position - Water & Sewer Fund			43,056,437	40,188,154	39,230,193	37,766,929	36,810,657	
	Net Position - Solid Waste			837,935	781,328	763,555	359,570	544,137	
Property Tax Rates				0.950	0.950	0.950	0.950	0.950	
Collection Percentages				95.95%	96.01%	96.29%	94.50%	95.83%	
Collection Percentages (excluding Motor Vehicle)				95.34%	95.44%	95.76%	93.76%	95.27%	
Total Property Valuation				3,504,121,158	3,511,802,947	3,420,248,316	3,225,512,636	3,194,120,974	
Total Levy Amount				33,504,723	33,417,762	32,570,224	30,741,404	30,390,494	
Breakdown of Debt (Excl Compensated Absences & OPEB)									
	Governmental - General Obligation			2,635,000	3,302,000	3,977,000	4,660,000	5,351,000	
	Governmental - Installment Purchases and Notes			18,639,822	20,665,285	24,709,562	25,182,652	27,583,200	
	Governmental - Limited Obligation Debt			2,070,000	2,630,000	3,185,000	3,525,200	4,878,000	
	Governmental - Premium on Debt			425,719	449,370	473,021	496,672	170,644	
	Governmental - Leases and Subscriptions			526,689	297,452	273,406	-	-	
	Business-type - General Obligation			3,168,000	3,230,000	3,290,000	3,348,000	3,404,000	
	Business-type - Notes payable			897,223	970,329	1,075,995	1,226,861	1,377,727	
	Business-type - Limited obligation			7,695,000	8,100,000	8,500,000	8,890,000	8,672,000	
	Business-type - Revenue Bonds			4,704,000	1,617,000	1,651,000	1,684,000	1,717,000	
	Business-type - Premium on Debt			476,698	503,181	529,664	556,147	595,896	
				41,238,151	41,764,617	47,664,648	49,569,532	53,749,467	
Breakdown of General Fund Revenues									
	Ad Valorem Taxes			33,842,212	34,041,737	34,225,039	30,890,115	30,895,217	
	Local option sales taxes			10,566,519	8,922,727	9,271,734	9,319,390	7,074,807	
	Other taxes and license			197,845	170,923	136,304	150,592	123,536	
	Intergovernmental Revenue			12,966,201	14,645,223	17,275,259	16,057,983	18,794,255	
	Permits and fees			1,321,144	1,172,286	1,109,003	1,025,138	1,376,389	
	Sales and Services			6,003,311	5,411,463	3,772,098	2,159,596	1,684,414	
	Investment Earnings			1,264,467	49,104	3,880	490,782	107,763	
	Miscellaneous			456,006	759,408	612,431	912,069	592,402	
	Total			66,617,705	65,172,871	66,405,748	61,005,665	60,648,783	

## Edgecombe County

### FINANCIAL INFORMATION FOR 5 YEARS

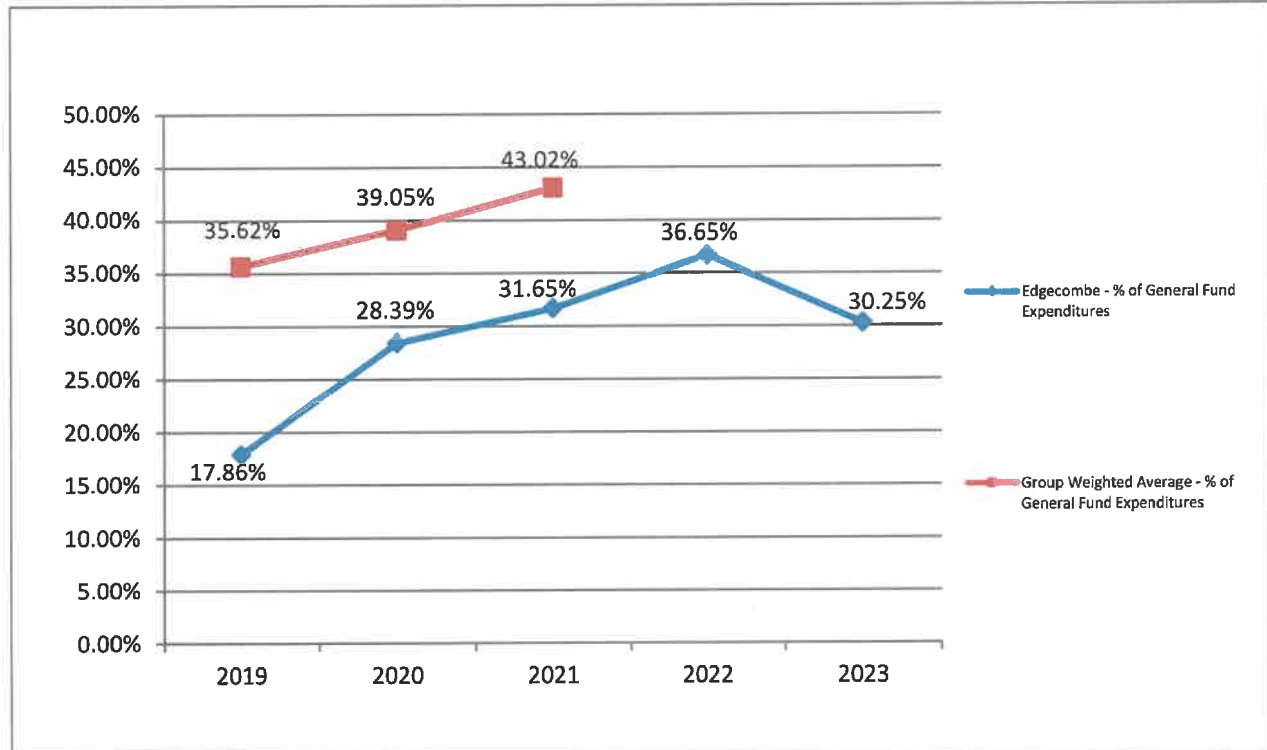
				<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Breakdown of General Fund Expenditures:								
	General Government			10,030,856	6,113,671	7,350,436	7,444,750	6,021,305
	Public Safety			19,737,242	18,760,258	17,200,048	13,076,224	13,695,324
	Transportation			61,982	61,982	62,066	208,709	124,203
	Economic and Physical Development			5,058,564	1,907,970	1,275,696	2,129,324	4,606,827
	Human Services			15,376,975	17,452,743	17,383,550	17,155,864	17,613,189
	Cultural & Recreational			925,868	665,233	642,107	606,839	599,723
	Environmental Protection			1,604	2,139	52,851	80,264	1,665,524
	Education			14,978,461	13,753,401	13,699,989	14,272,284	11,552,006
	Debt Service			4,717,179	6,242,403	4,347,420	4,543,211	4,377,230
	Total			70,888,731	64,959,800	62,014,163	59,517,469	60,255,331

## Edgecombe County Analysis of Fund Balance



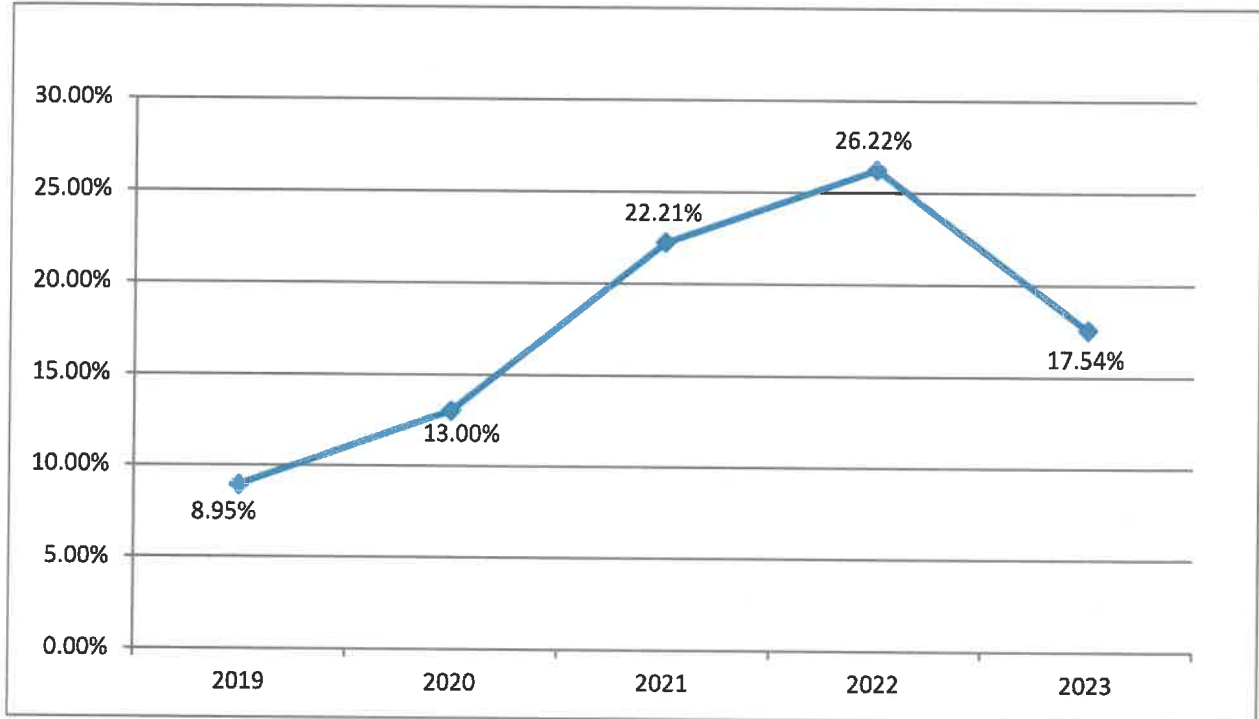
## Edgecombe County Analysis of Fund Balance Available

(Note - 2022 and 2023 Group Weighted Average Not Available at Date of Presentation)



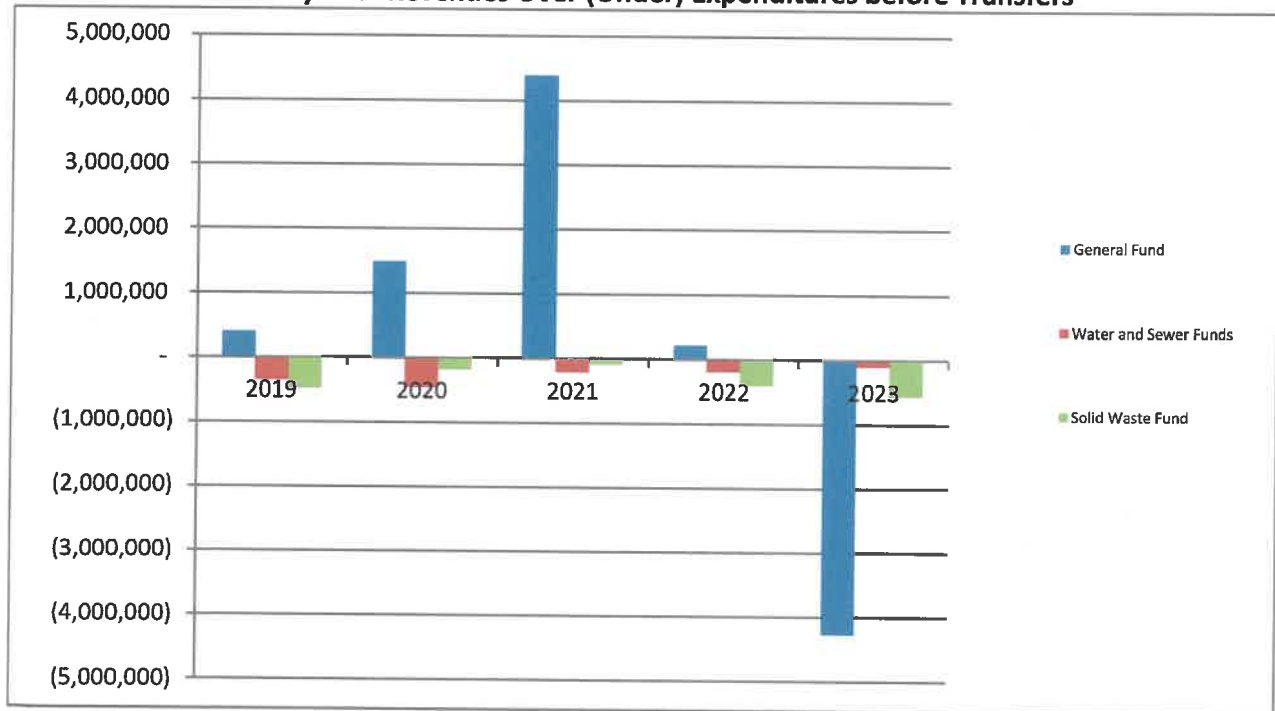
## Edgecombe County

### Analysis of Unassigned Fund Balance as a % of General Fund Expenditures



## Edgecombe County

### Analysis of Revenues Over (Under) Expenditures before Transfers

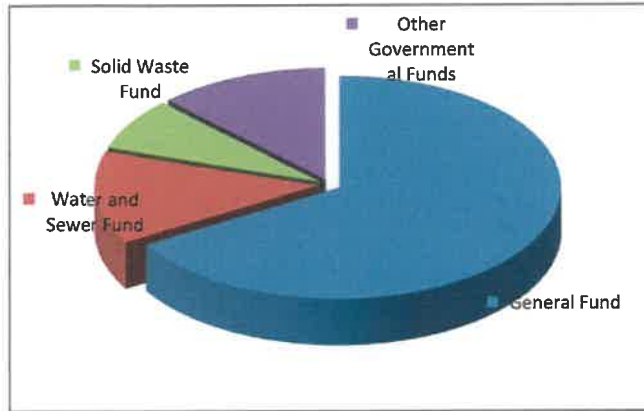


# Edgecombe County

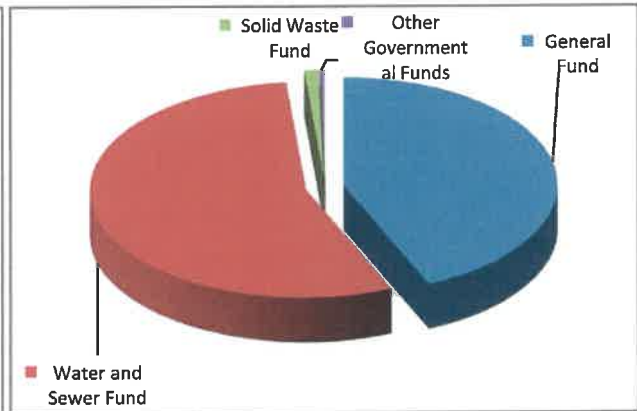
## Analysis of Cash and Fund Balances

### at June 30, 2023

#### CASH BALANCES



#### FUND BALANCES



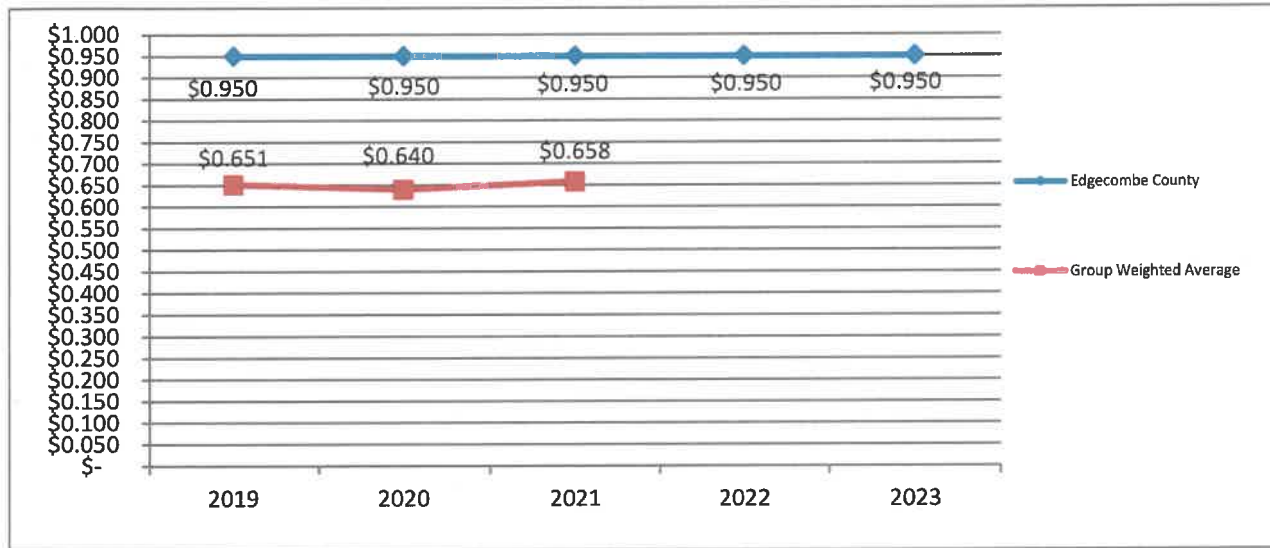
2023

	<u>Cash Balances</u>	<u>Fund Balances</u>
General Fund	\$ 25,069,324	\$ 34,010,478
Water and Sewer Fund	5,101,588	43,056,437
Solid Waste Fund	2,853,670	837,935
Other Governmental Funds	4,654,041	(305,310)
<b>Total</b>	<b>\$ 37,678,623</b>	<b>\$ 77,599,540</b>

## Edgecombe County

### Property Tax Rates

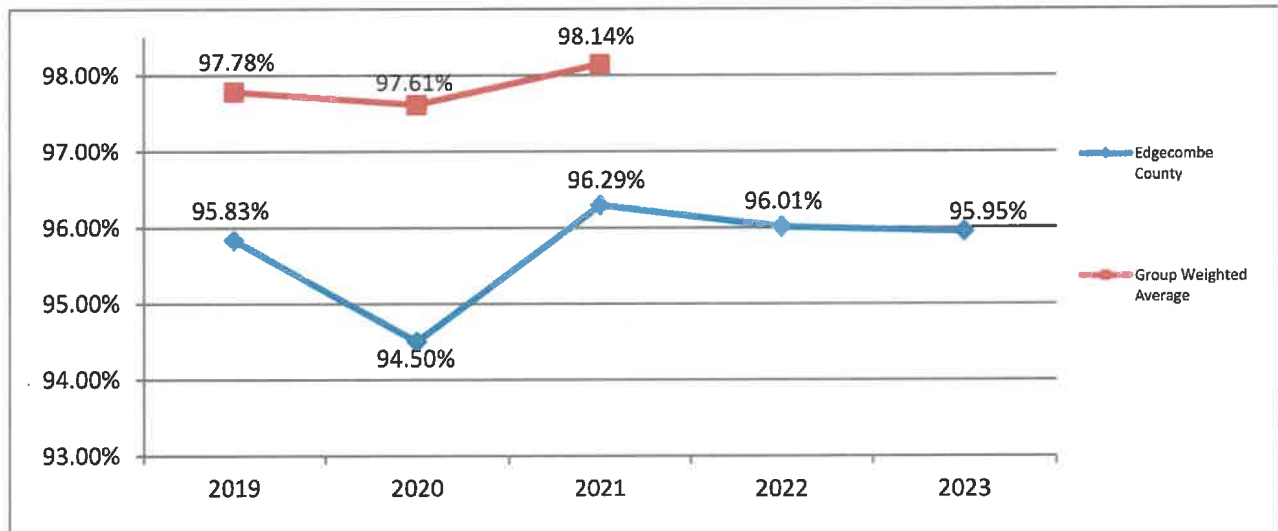
(Note - 2022 and 2023 Group Weighted Average Not Available at Date of Presentation)



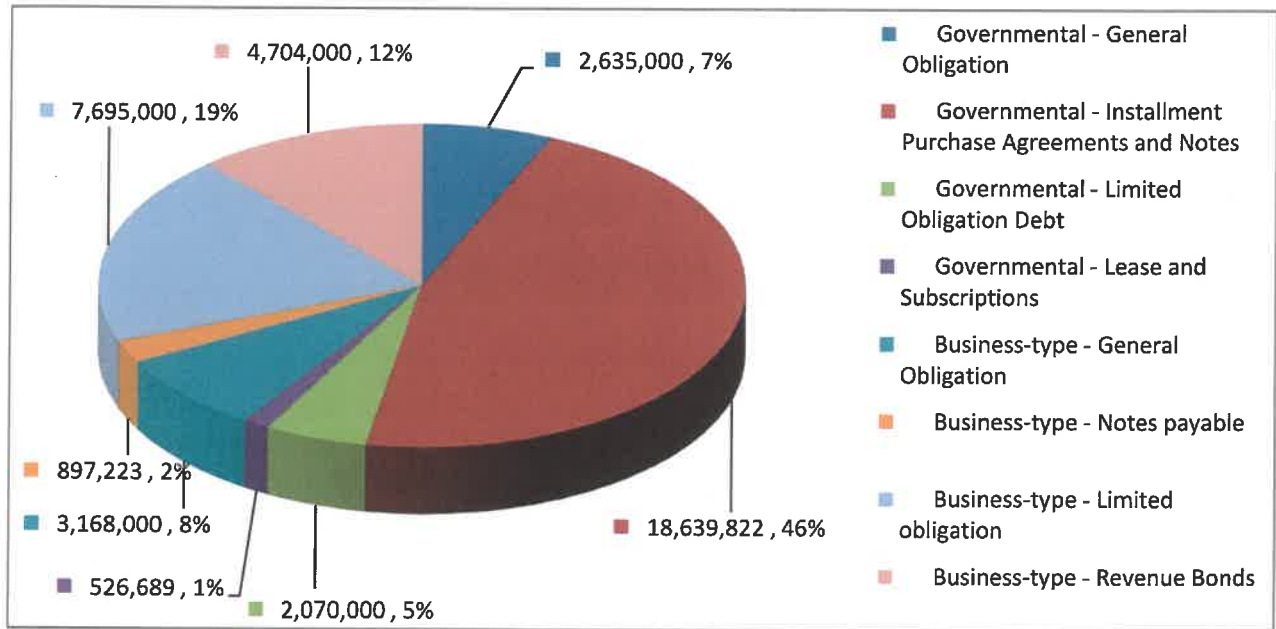
## Edgecombe County

### Collection Percentages

(Note - 2022 and 2023 Group Weighted Average Not Available at Date of Presentation)



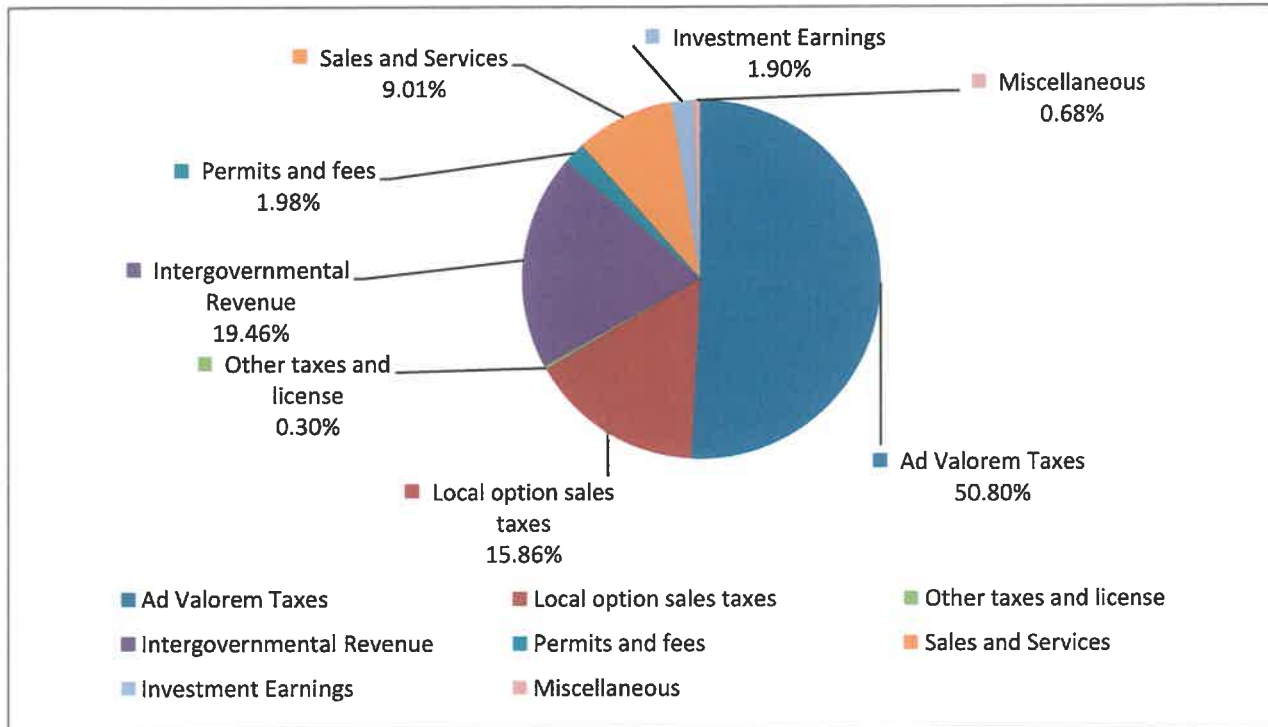
# **Edgecombe County** **Debt Analysis (excluding Compensated Absences & OPEB)** **FYE June 30, 2023**



# Edgecombe County

## Break Down of General Fund Revenue

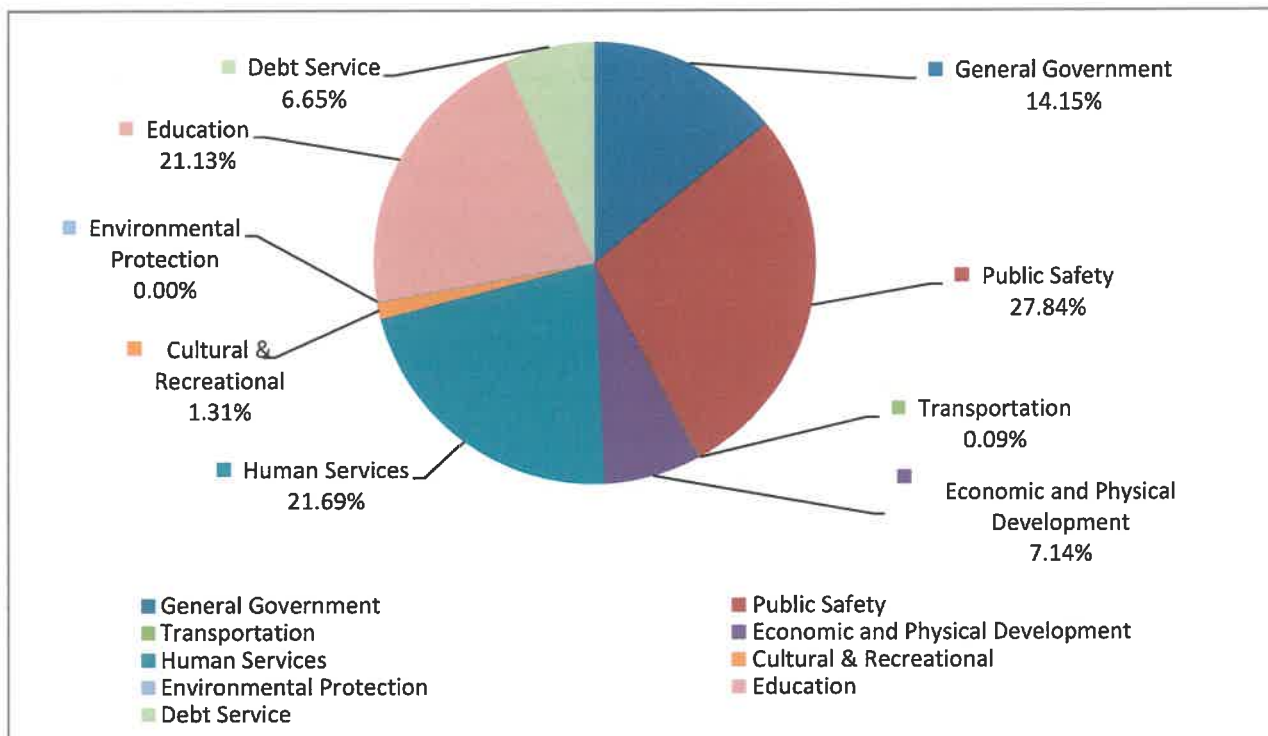
### FYE June 30, 2023



# Edgecombe County

## Break Down of General Fund Expenditures

### FYE June 30, 2023



## ADDITIONAL REQUIRED COMMUNICATIONS

### Changes to the Audit Process

The Local Government Commission (LGC) will no longer initiate communications about concerns or findings (formerly considered unit letters). They have created a spreadsheet that has to be completed and submitted with the audit report. If that worksheet identifies what they consider a "Financial Performance Indicators of Concern" (FPICs), we are required to communicate those items to the Board.

You are required to submit a response within 60 days of the Board meeting in which the financial statements are presented. The detailed audit response should be presented to the entire Board, and signed by the entire Board, Finance Officer, and Manager.

There were three financial statement findings noted in our audit report plus one additional FPIC's, which are the items that have to be addressed in a response to the LGC.

### Findings

#### 2023-001 Prior Period Adjustments

The County made prior period adjustments to correct beginning balances. An adjustment was made to set up fines and forfeitures for 2021 and 2022 that were not properly accrued, which decreased fund balance in the General Fund by \$81,243. Additionally, the County discovered that a HCCBG grant had not been properly recorded, which resulted in an adjustment that decreased fund balance in the General Fund by \$119,497. In reviewing project records, it was determined that \$353,525 of project costs associated with the Princeville Water & Sewer project were expensed in the General Fund in prior years. This resulted in an increase in fund balance of \$353,525 in the General Fund that is offset by an increase in expenses and Construction in Process in the Water and Sewer Capital Project Fund. Additionally, it was determined that project expenses that were thought to be associated with Governmental Activities was for Water and Sewer Infrastructure, and some of the expenses had been capitalized in prior years but not removed from CIP, so a prior period adjustment was recorded that decreased construction in process in the government-wide statements of \$8,290,482, and increased CIP in the Water District fund in the amount of \$2,948,023. Also associated with the transfer of the Economic Development Fund from Governmental Funds to the Enterprise Funds was the prior year cash balance \$90,850, which increased governmental fund balance by \$90,850 and decreased the water fund balance by this amount. Net effect of all prior period adjustments resulted in a decrease in Governmental Activities fund balance on the government-side statements of \$7,570,430; an increase in Business-type activities and Enterprise fund balance in the amount of \$2,027,232; an increase in General Fund fund balance of \$629,202, and an increase in Nonmajor Governmental Funds fund balance of \$90,850.

## **ADDITIONAL REQUIRED COMMUNICATIONS**

### **2023-002      Budget Violation**

For the fiscal year ended June 30, 2023, the following departments' expenditures exceeded amount approved in the budget ordinance and subsequent amendments: Data Processing \$67,742, Sheriff \$148,977, Rescue Squad \$131,841, Debt Service \$92,107. The budget violations in Data Processing and Debt Service were a result of the implementation of GASB 96 where budgeted amounts were not amended to account for the first year implementation and reclassification of debt service payments from departmental expenses to debt service for both lease and subscription principal payments. Over expenditures in the Sheriff's department and Rescue Squads related to salaries and benefits exceeding the budget.

### **2023-003      Noncompliance with Revenue Bond**

The County has pledged future water and sewer customer revenues of Water District No. 4, net of specified operating expenses, to repay \$93,000 and \$410,000 in water and sewer system revenue bonds issued in October 2022. Proceeds from the bonds provided financing for the water and sewer lines for Water and Sewer District No. 4. The bonds are payable solely from water and sewer customer net revenues of the District and are payable through 2062. Annual principal and interest payments on the bonds are expected to require less than 25% of net revenues. The total principal and interest remaining to be paid on the bonds is \$503,000. Principal and interest paid for the current year and total customer net revenues were \$6,346 and \$84,769, respectively.

Additional FPIC's that require a response to the LGC are:

The County was delinquent in making a debt service payment due on October 1, 2022. The payment was made on October 14, 2022 in the amount of \$26,350. This late payment should have been disclosed on the EMMA portal within 10 days, but the County was not aware of this requirement, so it wasn't filed until January 31, 2023 with the annual disclosure submission.

# ATTACHMENT #3

## North East Carolina Prep

An Investment in Edgecombe County

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## What is a Charter School?

- Charter schools are public schools of choice that are authorized by the State Board of Education and operated by independent non-profit boards of directors.
- State and local tax dollars are the primary funding sources for charter schools, which have open enrollment and cannot discriminate in admissions, associate with any religion or religious group, or charge tuition.
- Charter schools operate with freedom from many of the regulations that govern district schools, but charter schools are held accountable through the State assessment and accountability system.

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## School Report Card

- [https://ncreports.ondemand.sas.com/src/school?school=33A000&year=2023&residing\\_district=3301EA](https://ncreports.ondemand.sas.com/src/school?school=33A000&year=2023&residing_district=3301EA)

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### Highlights

- Edgecombe County's only Charter School
- 2022-2023 Enrollment - **922** students - PreK - 12
- 2023-2024 Enrollment - **1045** students - PreK - 12
- 75% of students reside in Edgecombe County
- 25% of students reside in Halifax, Nash, Pitt, Wilson, and Martin counties
- 1 of 2 PreK - 12 Agricultural programs in the state
- Three Star FFA Chapter
- Member of NCHSAA - Tar River Conference - (We have all sports except Football)

4

### 2022-2023 Test Scores

ALL TESTS COMBINED				
NAME	GRADE SPAN	GRADE	WASIT	WASIT
North East Carolina Prep	PreK - 5th	5th	48.8	48.8
Edgecombe County Public Schools	PreK - 5th	5th	48.8	48.8

ELEMENTARY SCHOOL READING				
NAME	GRADE SPAN	GRADE	WASIT	WASIT
North East Carolina Prep	2nd - 5th	5th	48.8	48.8
North East Carolina Prep	2nd - 5th	5th	48.8	48.8
Edgecombe County Public Schools	2nd - 5th	5th	48.8	48.8
Edgecombe County Public Schools	2nd - 5th	5th	48.8	48.8

ELEMENTARY SCHOOL MATH				
NAME	GRADE SPAN	GRADE	WASIT	WASIT
North East Carolina Prep	2nd - 5th	5th	48.8	48.8
North East Carolina Prep	2nd - 5th	5th	48.8	48.8
Edgecombe County Public Schools	2nd - 5th	5th	48.8	48.8
Edgecombe County Public Schools	2nd - 5th	5th	48.8	48.8

ELEMENTARY SCHOOL SCIENCE				
NAME	GRADE SPAN	GRADE	WASIT	WASIT
North East Carolina Prep	2nd - 5th	5th	48.8	48.8
Edgecombe County Public Schools	2nd - 5th	5th	48.8	48.8

5

### 2022-2023 Test Scores

MIDDLE SCHOOL READING				
NAME	GRADE SPAN	GRADE	WASIT	WASIT
North East Carolina Prep	6th - 8th	8th	48.8	48.8
North East Carolina Prep	6th - 8th	8th	48.8	48.8
Edgecombe County Public Schools	6th - 8th	8th	48.8	48.8
Edgecombe County Public Schools	6th - 8th	8th	48.8	48.8

MIDDLE SCHOOL MATH				
NAME	GRADE SPAN	GRADE	WASIT	WASIT
North East Carolina Prep	6th - 8th	8th	48.8	48.8
North East Carolina Prep	6th - 8th	8th	48.8	48.8
Edgecombe County Public Schools	6th - 8th	8th	48.8	48.8
Edgecombe County Public Schools	6th - 8th	8th	48.8	48.8

MIDDLE SCHOOL SCIENCE				
NAME	GRADE SPAN	GRADE	WASIT	WASIT
North East Carolina Prep	6th - 8th	8th	48.8	48.8
Edgecombe County Public Schools	6th - 8th	8th	48.8	48.8

ALL TESTS COMBINED				
NAME	GRADE SPAN	GRADE	WASIT	WASIT
North East Carolina Prep	6th - 8th	8th	48.8	48.8
Edgecombe County Public Schools	6th - 8th	8th	48.8	48.8

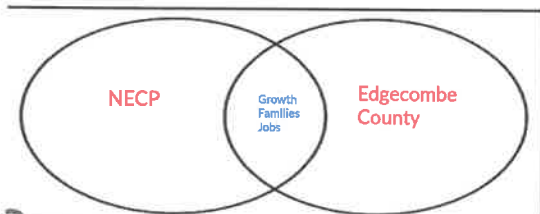
6

## 2022-2023 Test Scores

[illegible]

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## Our Vision, Our Future



8

## Agricultural Building



9

### Growth Plan - Three Phases

- Phase 1 - Track, Soccer Field, Cafeteria, Dressing Rooms, Additional Entrance to Campus, Student Parking Lot
- Phase 2 - Gym, Additional Classrooms (bleachers)
- Phase 3 - Baseball, Softball, Tennis Courts, Football, Field House

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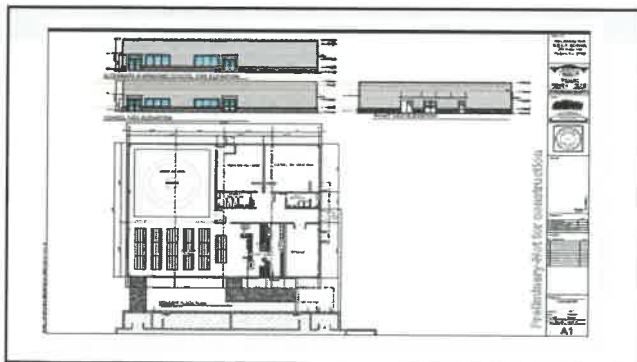
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### House Bill 219

- Charter schools receive a per pupil share of local current expense funds from LEAs, but do not receive a share of local capital funding provided by county commissioners.
- Allows counties to use property taxes to provide direct appropriations for capital funds to charter schools that can be used for real property, building construction and renovation, and furnishings and equipment.
- Counties receive a security interest if charters used the funds to acquire or improve property, which the county could subordinate to other liens, and release if the charter paid back the capital funds provided.
- Counties can lease real property to charters.
- If a charter dissolved, any assets purchased with county capital funds would be deemed the property of the contributing county or counties.

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12/11/23 12:06 PM Page 10 Bladen County Leadership Academy Receives \$70,000 for Gymnasium Renovation from Bladen County Commissioners

**Education Local News**

**Paul R. Brown Leadership Academy Receives \$70,000 for Gymnasium Renovation from Bladen County Commissioners**

By Amy J. Price 12/11/23 12:06 PM

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HEALTHCARE

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A. J. J. P.

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12/11/23 12:06 PM Page 10 Bladen County Leadership Academy Receives \$70,000 for Gymnasium Renovation from Bladen County Commissioners

**Education Local News**

**Paul R. Brown Leadership Academy Receives \$70,000 for Gymnasium Renovation from Bladen County Commissioners**

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## Fiscal Responsibility

CER Appraises Report Validating Charter School Effectiveness  
Pathbreaking Report Finds Charter Schools Provide Better ROI

WASHINGTON, DC -- A new study finds that "charter schools tend to demonstrate greater efficiency on both metrics of cost-effectiveness and return on investment, using fewer dollars to achieve better outcomes, relative to traditional public schools."

The pathbreaking report from the University of Arkansas' Department of Education Reform, *Still a Good Investment: Charter School Productivity in Nine Cities*, also finds that charter schools earn higher NAEP scores for every \$1,000 spent, and that the lifetime earnings of charter students are double those in traditional public schools.

"The reason this is so valuable is because on a daily basis people discount the importance of charter schools," says Jeanne Allen, Founder and CEO of the Center for Education Reform (CER). "But it turns out when public schools have freedom and flexibility to do their work, are not hamstrung by traditional rules and regulations, and parents have these choices, students thrive. It's no surprise that students who attend public charter schools in nine big metropolitan and Washington DC, despite receiving much less funding, achieve at a rate that is two to three times higher than their traditional public school counterparts."

The University of Arkansas studied nine cities which are representative of the charter school movement at large, including Camden, Denver, Houston, Indianapolis, Memphis, New Orleans, New York City, San Antonio, and Washington, DC. The results reinforce that charter school level have an impact on charter outcomes. According to the Annual Charter School Law Rankings and Scorecard developed and published by CER annually, states with strong charter school laws that ensure funds follow students and that charter schools have autonomy do indeed perform better. Most of the cities studied in the report are in strong law states.

<https://scdp.uark.edu/files/2023/10/still-a-good-investment-charter-school-productivity-in-9-cities.pdf>

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## Investing in NECP, Investing in Edgecombe County!



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## **ATTACHMENT #4**

### **Budget Amendments to Be Approved by the Board of Commissioners**



# EDGECOMBE COUNTY BUDGET CONTROL REQUEST

Budget Revision Number 1  
Journal Number \_\_\_\_\_  
Date \_\_\_\_\_

FROM: Eric Evans RE: County Manager DEPARTMENT \_\_\_\_\_

PURPOSE: TO DISTRIBUTE THE SALARY RESERVE TO THE DEPARTMENT SALARY LINES TO COVER INCREASES AND MOVES TO THE MINIMUM.

G/L ACCOUNT#	ACCOUNT NAME	CURRENT BUDGET	INCREASE (DECREASE)	AMENDED BUDGET
Decrease				
10-9901-9999-01	Salaries and Benefits Reserve	1,700,000	\$ (1,700,000.00)	0
Increase:				
10-4111-5121-00	SALARY	176,460	\$ 14,220.00	190,680
10-4111-5181-00	FICA	13,600	\$ 1,088.00	14,688
10-4111-5182-00	RETIREMENT	21,522	\$ 1,849.00	23,371
10-4111-5188-00	401K	39,000	\$ 711.00	39,711
10-4120-5121-00	SALARY	590,800	\$ 41,285.00	632,085
10-4120-5181-00	FICA	46,400	\$ 3,158.00	49,558
10-4120-5182-00	RETIREMENT	74,000	\$ 5,367.00	79,367
10-4120-5188-00	401K	12,200	\$ 2,064.00	14,264
10-4130-5121-00	SALARY	417,004	\$ 31,861.00	448,865
10-4130-5181-00	FICA	39,469	\$ 2,437.00	41,906
10-4130-5182-00	RETIREMENT	58,016	\$ 4,142.00	62,158
10-4130-5188-00	401K	9,800	\$ 1,593.00	11,393
10-4140-5121-00	SALARY	334,000	\$ 26,843.00	360,843
10-4140-5181-00	FICA	26,500	\$ 2,054.00	28,554
10-4140-5182-00	RETIREMENT	42,100	\$ 2,490.00	44,590
10-4140-5188-00	4018	7,000	\$ 1,342.00	8,342
10-4146-5121-00	SALARY	117,500	\$ 11,207.00	128,707
10-4146-5181-00	FICA	9,100	\$ 857.00	9,957
10-4146-5182-00	RETIREMENT	14,400	\$ 1,457.00	15,857
10-4146-5188-00	401K	2,400	\$ 560.00	2,960
10-4145-5121-00	SALARY	117,500	\$ 11,094.00	128,594
10-4145-5181-00	FICA	9,100	\$ 849.00	9,949
10-4145-5182-00	RETIREMENT	14,400	\$ 1,442.00	15,842
10-4145-5188-00	401K	2,400	\$ 555.00	2,955
10-4170-5121-00	SALARY	157,000	\$ 19,578.00	176,578
10-4170-5181-00	FICA	18,000	\$ 1,498.00	19,498
10-4170-5182-00	RETIREMENT	19,139	\$ 2,545.00	21,684
10-4170-5188-00	401K	3,400	\$ 979.00	4,379
10-4180-5121-00	SALARY	180,624	\$ 20,594.00	201,218
10-4180-5181-00	FICA	13,818	\$ 1,575.00	15,393
10-4180-5182-00	RETIREMENT	22,050	\$ 2,677.00	24,727
10-4180-5188-00	401K	3,620	\$ 1,060.00	4,680
10-4210-5121-00	SALARY	280,000	\$ 34,595.00	314,595
10-4210-5181-00	FICA	22,000	\$ 2,647.00	24,647
10-4210-5182-00	RETIREMENT	35,000	\$ 4,497.00	39,497
10-4210-5188-00	401K	6,000	\$ 1,730.00	7,730
10-4260-5121-00	SALARY	362,848	\$ 32,607.00	395,455
10-4260-5181-00	FICA	28,106	\$ 2,494.00	30,600
10-4260-5182-00	RETIREMENT	41,532	\$ 4,239.00	45,771
10-4260-5188-00	401K	7,348	\$ 1,630.00	8,978
10-4310-5121-00	SALARY	3,185,930	\$ 158,960.00	3,344,890
10-4310-5181-00	FICA	316,603	\$ 12,161.00	328,764

10-4310-5182-00	RETIREMENT	474,091	\$	20,665.00	494,756
10-4310-5188-00	401K	174,000	\$	7,948.00	181,948
10-4312-5121-00	SALARY	495,715	\$	44,856.00	540,571
10-4312-5181-00	FICA	41,388	\$	3,431.00	44,819
10-4312-5182-00	RETIREMENT	65,950	\$	5,831.00	71,781
10-4312-5188-00	401K	10,821	\$	2,243.00	13,064
10-4313-5121-00	SALARY	51,339	\$	1,841.00	53,180
10-4313-5181-00	FICA	3,927	\$	141.00	4,068
10-4313-5182-00	RETIREMENT	6,987	\$	239.00	7,226
10-4313-5188-00	401K	2,567	\$	92.00	2,659
10-4320-5121-00	SALARY	2,380,698	\$	81,239.00	2,461,937
10-4320-5181-00	FICA	206,738	\$	6,215.00	212,953
10-4320-5182-00	RETIREMENT	329,429	\$	10,561.00	339,990
10-4320-5188-00	401K	54,049	\$	4,062.00	58,111
10-4330-5121-00	SALARY	247,967	\$	5,838.00	253,805
10-4330-5181-00	FICA	22,500	\$	447.00	22,947
10-4330-5182-00	RETIREMENT	32,000	\$	759.00	32,759
10-4330-5188-00	401K	5,000	\$	292.00	5,292
10-4350-5121-00	SALARY	151,000	\$	6,605.00	157,605
10-4350-5181-00	FICA	10,121	\$	505.00	10,626
10-4350-5182-00	RETIREMENT	15,537	\$	859.00	16,396
10-4350-5188-00	401K	26,447	\$	330.00	26,777
10-4371-5121-00	SALARY	2,000,730	\$	85,700.00	2,086,430
10-4371-5181-00	FICA	281,950	\$	6,556.00	288,506
10-4371-5182-00	RETIREMENT	328,300	\$	11,141.00	339,441
10-4371-5188-00	401K	58,000	\$	4,285.00	62,285
10-4381-5121-00	SALARY	107,257	\$	9,074.00	116,331
10-4381-5181-00	FICA	10,137	\$	694.00	10,831
10-4381-5182-00	RETIREMENT	16,152	\$	1,180.00	17,332
10-4381-5188-00	401K	3,100	\$	454.00	3,554
10-4910-5121-00	SALARY	168,000	\$	12,962.00	180,962
10-4910-5181-00	FICA	12,181	\$	992.00	13,173
10-4910-5182-00	RETIREMENT	19,410	\$	1,685.00	21,095
10-4910-5188-00	401K	3,185	\$	648.00	3,833
10-4960-5121-00	SALARY	82,798	\$	11,981.00	94,779
10-4960-5181-00	FICA	6,571	\$	917.00	7,488
10-4960-5182-00	RETIREMENT	10,470	\$	1,558.00	12,028
10-4960-5188-00	401K	1,718	\$	599.00	2,317
10-5330-5121-00	SALARY	44,592	\$	9,806.00	54,398
10-5330-5181-00	FICA	3,581	\$	750.00	4,331
10-5330-5182-00	RETIREMENT	5,704	\$	1,275.00	6,979
10-5330-5188-00	401K	939	\$	490.00	1,429
10-5820-5121-00	SALARY	46,823	\$	7,973.00	54,796
10-5820-5181-00	FICA	3,703	\$	610.00	4,313
10-5820-5182-00	RETIREMENT	5,966	\$	1,036.00	7,002
10-5820-5188-00	401K	1,000	\$	399.00	1,399
19-5310-5121-00	SALARY	5,767,701	\$	400,807.00	6,168,508
19-5310-5181-00	FICA	445,566	\$	30,662.00	476,228
19-5310-5182-00	RETIREMENT	696,722	\$	52,105.00	748,827
19-5310-5188-00	401K	114,319	\$	20,040.00	134,359
56-5233-5121-00	SALARY	120,100	\$	2,549.00	122,649
56-5233-5181-00	FICA	9,189	\$	195.00	9,384
56-5233-5182-00	RETIREMENT	15,506	\$	331.00	15,837
56-5233-5188-00	401K	2,402	\$	127.00	2,529
60-4720-5121-00	SALARY	725,000	\$	27,876.00	752,876
60-4720-5181-00	FICA	55,000	\$	2,133.00	57,133
60-4720-5182-00	RETIREMENT	38,000	\$	3,624.00	41,624
60-4720-5188-00	401K	6,200	\$	1,394.00	7,594
66-7110-5121-00	SALARY	480,000	\$	36,320.00	516,320
66-7110-5181-00	FICA	34,000	\$	2,778.00	36,778
66-7110-5182-00	RETIREMENT	55,000	\$	4,722.00	59,722
66-7110-5188-00	401K	9,000	\$	1,816.00	10,816
12-5100-5121-00	SALARY	75,715	\$	11,860.00	87,575
12-5100-5181-00	FICA	6,034	\$	907.00	6,941

12-5100-5182-00	RETIREMENT	9,616	\$	1,542.00	11,158
12-5100-5188-00	401K	1,580	\$	593.00	2,173
12-5111-5121-00	SALARY	219,826	\$	13,586.00	233,412
12-5111-5181-00	FICA	17,287	\$	1,039.00	18,326
12-5111-5182-00	RETIREMENT	27,545	\$	1,766.00	29,311
12-5111-5188-00	401K	4,520	\$	679.00	5,199
12-5120-5121-00	SALARY	37,158	\$	4,417.00	41,575
12-5120-5181-00	FICA	2,929	\$	338.00	3,267
12-5120-5182-00	RETIREMENT	4,668	\$	574.00	5,242
12-5120-5188-00	401K	766	\$	221.00	987
12-5121-5121-00	SALARY	324,083	\$	17,186.00	341,269
12-5121-5181-00	FICA	25,511	\$	1,315.00	26,826
12-5121-5182-00	RETIREMENT	40,652	\$	2,234.00	42,886
12-5121-5188-00	401K	6,670	\$	859.00	7,529
12-5122-5121-00	SALARY	7,186	\$	290.00	7,476
12-5122-5181-00	FICA	556	\$	22.00	578
12-5122-5182-00	RETIREMENT	886	\$	38.00	924
12-5122-5188-00	401K	146	\$	14.00	160
12-5148-5121-00	SALARY	8,015	\$	835.00	8,850
12-5148-5181-00	FICA	631	\$	64.00	695
12-5148-5182-00	RETIREMENT	1,006	\$	109.00	1,115
12-5148-5188-00	401K	165	\$	42.00	207
12-5151-5121-00	SALARY	134,131	\$	10,372.00	144,503
12-5151-5181-00	FICA	10,572	\$	793.00	11,365
12-5151-5182-00	RETIREMENT	16,847	\$	1,348.00	18,195
12-5151-5188-00	401K	2,764	\$	519.00	3,283
12-5154-5121-00	SALARY	29,167	\$	1,526.00	30,693
12-5154-5181-00	FICA	2,305	\$	117.00	2,422
12-5154-5182-00	RETIREMENT	3,672	\$	198.00	3,870
12-5154-5188-00	401K	602	\$	76.00	678
12-5155-5121-00	SALARY	65,457	\$	7,728.00	73,185
12-5155-5181-00	FICA	5,097	\$	591.00	5,688
12-5155-5182-00	RETIREMENT	8,122	\$	1,005.00	9,127
12-5155-5188-00	401K	1,332	\$	386.00	1,718
12-5156-5121-00	SALARY	42,577	\$	3,049.00	45,626
12-5156-5181-00	FICA	3,353	\$	233.00	3,586
12-5156-5182-00	RETIREMENT	5,342	\$	396.00	5,738
12-5156-5188-00	401K	877	\$	152.00	1,029
12-5160-5121-00	SALARY	134,867	\$	15,138.00	150,005
12-5160-5181-00	FICA	10,721	\$	1,158.00	11,879
12-5160-5182-00	RETIREMENT	17,084	\$	1,968.00	19,052
12-5160-5188-00	401K	2,803	\$	757.00	3,560
12-5163-5121-00	SALARY	13,141	\$	2,999.00	16,140
12-5163-5181-00	FICA	1,054	\$	229.00	1,283
12-5163-5182-00	RETIREMENT	1,680	\$	390.00	2,070
12-5163-5188-00	401K	276	\$	150.00	426
12-5164-5121-00	SALARY	414,710	\$	26,126.00	440,836
12-5164-5181-00	FICA	32,713	\$	1,999.00	34,712
12-5164-5182-00	RETIREMENT	52,127	\$	3,396.00	55,523
12-5164-5188-00	401K	8,552	\$	1,306.00	9,858
12-5165-5121-00	SALARY	180,674	\$	11,936.00	192,610
12-5165-5181-00	FICA	14,218	\$	913.00	15,131
12-5165-5182-00	RETIREMENT	22,655	\$	1,552.00	24,207
12-5165-5188-00	401K	3,717	\$	597.00	4,314
12-5166-5121-00	SALARY	82,344	\$	5,851.00	88,195
12-5166-5181-00	FICA	6,551	\$	448.00	6,999
12-5166-5182-00	RETIREMENT	10,440	\$	761.00	11,201
12-5166-5188-00	401K	1,713	\$	293.00	2,006
12-5167-5121-00	SALARY	195,267	\$	4,726.00	199,993
12-5167-5181-00	FICA	15,265	\$	362.00	15,627
12-5167-5182-00	RETIREMENT	24,323	\$	614.00	24,937
12-5167-5188-00	401K	3,990	\$	236.00	4,226
12-5168-5121-00	SALARY	147,278	\$	5,533.00	152,811
12-5168-5181-00	FICA	11,357	\$	423.00	11,780

12-5168-5182-00	RETIREMENT	18,096	\$	719.00	18,815
12-5168-5188-00	401K	2,970	\$	277.00	3,247
12-5174-5121-00	SALARY	506,975	\$	33,666.00	540,641
12-5174-5181-00	FICA	39,686	\$	2,575.00	42,261
12-5174-5182-00	RETIREMENT	63,237	\$	4,377.00	67,614
12-5174-5188-00	401K	10,375	\$	1,683.00	12,058
12-5180-5121-00	SALARY	309,697	\$	17,100.00	326,797
12-5180-5181-00	FICA	24,014	\$	1,308.00	25,322
12-5180-5182-00	RETIREMENT	38,266	\$	2,223.00	40,489
12-5180-5188-00	401K	6,278	\$	855.00	7,133
12-5183-5121-00	SALARY	6,625	\$	116.00	6,741
12-5183-5181-00	FICA	513	\$	9.00	522
12-5183-5182-00	RETIREMENT	818	\$	15.00	833
12-5183-5188-00	401K	135	\$	6.00	141
12-5189-5121-00	SALARY	42,594	\$	3,540.00	46,134
12-5189-5181-00	FICA	3,388	\$	271.00	3,659
12-5189-5182-00	RETIREMENT	5,400	\$	460.00	5,860
12-5189-5188-00	401K	886	\$	177.00	1,063
12-5198-5121-00	SALARY	18,792	\$	2,596.00	21,388
12-5198-5181-00	FICA	1,464	\$	199.00	1,663
12-5198-5182-00	RETIREMENT	2,333	\$	338.00	2,671
12-5198-5188-00	401K	383	\$	130.00	513
12-5212-5121-00	SALARY	17,560	\$	2,987.00	20,547
12-5212-5181-00	FICA	1,372	\$	229.00	1,601
12-5212-5182-00	RETIREMENT	1,919	\$	388.00	2,307
12-5212-5188-00	401K	315	\$	149.00	464
12-5231-5121-00	SALARY	30,091	\$	1,405.00	31,496
12-5231-5181-00	FICA	2,302	\$	107.00	2,409
12-5231-5182-00	RETIREMENT	3,886	\$	182.00	4,068
12-5231-5188-00	401K	603	\$	70.00	673
12-5225-5121-00	SALARY	50,000	\$	127.00	50,127
12-5225-5181-00	FICA	3,825	\$	10.00	3,835
12-5225-5182-00	RETIREMENT	5,125	\$	17.00	5,142
12-5225-5188-00	401K	1,000	\$	6.00	1,006

TOTAL \$ 1,700,000.00  
\$ -

CORRECT

MUST BE "CORRECT"

DEPARTMENT HEAD

*Linda J Bayfield*

DATE 12-21-23

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

FINANCE OFFICER

12/1/2023

☒ APPROVED

☐ RECOMMENDED

☐ NOT APPROVED

☐ NOT RECOMMENDED

*Eva*

12/21/23

COUNTY MANAGER

DATE

ACTION TAKEN BY BOARD OF COMMISSIONERS:

APPROVED AND ENTERED ON MINUTES DATED:

NOT APPROVED-DATE:



*For Information*  
**Budget Amendments Reviewed  
by the Finance Director**



# Memorandum

**To:** Board of Commissioners  
**From:** Eric Evans, County Manager *EE*  
**Date:** 12/21/23  
**Re:** Mileage Reimbursement Rate



It is the County's practice to follow the standard mileage reimbursement rate set by the Internal Revenue Service. Recently, the IRS issued a notice that it is increasing the rate from 65.5 cents to 67 cents per mile.

I recommend that the Board approves the new mileage reimbursement rate of 67 cents.



# IRS issues standard mileage rates for 2024; mileage rate increases to 67 cents a mile, up 1.5 cents from 2023

IR-2023-239, Dec. 14, 2023

WASHINGTON — The Internal Revenue Service today issued the 2024 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2024, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 67 cents per mile driven for business use, up 1.5 cents from 2023.
- 21 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, a decrease of 1 cent from 2023.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2023.

These rates apply to electric and hybrid-electric automobiles as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving expenses for members of the armed forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the

standard mileage rate is chosen.

[Notice 2024-08](#) [PDF](#) contains the optional 2024 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2024 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

*Page Last Reviewed or Updated: 14-Dec-2023*

## ATTACHMENT #6

# Memorandum

**To:** Board of Commissioners  
**From:** Eric Evans, County Manager *EE*  
**Date:** 12/29/23  
**Re:** Sign-on and Retention Bonus Policy for Child Welfare Position



In the last few years, we have experienced higher than average vacancies in Child Welfare positions in Social Services, especially with Social Worker Investigative/Assessment & Treatment positions. Though Ms. Betty Battle, DSS Director, and her team have done an excellent job in making sure those critical services are provided, the longer we experience such high turnover, the more difficult it becomes to effectively provide those services.

Most agencies across the state and nation are experiencing the same challenge. That has prompted counties to employ new strategies to mitigate the problem. As you know, we recently overhauled our Compensation Plan, which included raising salaries across the County. We have already seen the new Compensation Plan positively impact turnover in most of our departments. However, with the Social Worker IAT position, turnover continues to be high. We believe that is due to the ongoing competition for qualified social workers in the field, as well as the difficulty of the work of that particular position. This position provides the most intensive service of our child welfare positions and often puts the employee in difficult or even threatening circumstances.

One strategy we see many counties now using is sign-on and retention bonuses. From the information Ms. Battle gathered, counties are offering between \$2,000 and \$20,000 for sign-on and/or retention bonuses. Though the use of such bonuses is relatively new, and therefore data from large

samples is not available to definitively prove its effectiveness, feedback we're receiving shows that it is a strategy worth using.

Considering the dire importance of us addressing the high turnover in Child Welfare, and that 50% of the cost of the bonus is reimbursable from the state which minimizes the cost to the County, I recommend that the Board approves the attached Sign-on and Retention Bonus policy and authorize staff to develop Sign-on and Retention Bonus agreements consistent with the policy. It should also be noted that at their last meeting, there was consensus support from the Human Services Board for the use of sign-on and retention bonuses.

**Edgecombe County**  
**Sign-On and Retention Bonus Policy for**  
**Social Worker Investigative/Assessment & Treatment Positions**  
**in the Department of Social Services**

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**Purpose and Use:**

The purpose of this Sign-On and Retention Bonus Policy is to attract and retain qualified individuals for hard-to-fill Social Worker Investigative/Assessment & Treatment positions within Edgecombe County's Department of Social Services necessary to carry out critical services of the agency.

The Sign-On and Retention Bonuses are discretionary bonuses that serve as a recruitment and retention incentive to aid in the employment of staff in critical Social Worker Investigative/Assessment & Treatment positions which have labor market shortages, and which these shortages effect the provision of critical services in our Child Welfare unit.

Sign-on and Retention Bonuses are not tied to meeting specific goals, special levels of productivity, quality and accuracy or work, efficiency, or attendance.

**Eligibility:**

New employees in full-time, Social Worker Investigative/Assessment & Treatment positions in the Child Welfare Unit of the Edgecombe County Department of Social Services are eligible for a Sign-on Bonus. This includes employees in work-against status. The employee must be willing to execute a Sign-on Bonus Agreement at the time of hire.

Existing, full-time employees in Social Worker Investigative/Assessment & Treatment positions in the Child Welfare Unit of the Edgecombe County Department of Social Services that have successfully completed their probationary period, and have not received a sign-on bonus, are eligible for a Retention Bonus. The employee must be willing to execute a Retention Bonus Agreement.

**Payment and Recoupment of Sign-on or Retention Bonus:**

A Sign-On Bonus of \$6,000 will be paid in three installments to new, full-time employees in Social Worker Investigative/Assessment & Treatment positions in the Child Welfare Unit of the Edgecombe County Department of Social Services who have executed a Sign-on Bonus Agreement. The first installment of \$2,000 will be paid withing 30 days of the employee's first paycheck. The second installment of \$2,000 will be paid within 30 days of the 12<sup>th</sup> month of employment. The third installment of \$2,000 will be paid within 30 days of the 24<sup>th</sup> month of employment. The second and third installments will only be paid if the employee is in an active pay status and remains employed in a full-time Social Worker

Investigative/Assessment & Treatment position in the Child Welfare Unit of the Edgecombe County Department of Social Services.

A Retention Bonus of \$6,000 will be paid in three installments to existing, full-time employees in Social Worker Investigative/Assessment & Treatment positions in the Child Welfare Unit of the Edgecombe County Department of Social Services who have successfully completed their probationary period, have not received a Sign-on Bonus, and have executed a Retention Bonus Agreement. The first installment of \$2,000 will be paid within 30 days after signing the Retention Bonus Agreement. The second installment of \$2,000 will be paid within 30 days of the 12<sup>th</sup> month following the signing of the Retention Bonus Agreement. The third installment of \$2,000 will be paid within 30 days of the 24<sup>th</sup> month following the signing of the Retention Bonus Agreement. The second and third installments will only be paid if the employee is in an active pay status and remains employed in a full-time Social Worker Investigative/Assessment & Treatment position in the Child Welfare Unit of the Edgecombe County Department of Social Services.

Employees are not required to accept a Sign-on or Retention Bonus. If a Sign-on or Retention Bonus is offered to an applicant or employee, the applicant or employee is free to decline the bonus. Sign-on or Retention Bonuses are not mandatory, and it is not a condition of employment to accept a Sign-on or Retention Bonus.

**Repayment:**

Before an employee may receive a Sign-on or Retention Bonus, that employee must execute an agreement under which the employee must repay the bonus, in whole or in part, if they terminate employment with Edgecombe County Department of Social Services or transfer to another position not covered by this policy, either voluntarily or involuntarily, before the completion of the defined period of consecutive service. The period of consecutive service begins at the payment of the first installment and will equal to 12 months for each installment of \$2,000 for a total of 36 months of consecutive service for 3 installments totaling \$6,000.

One month of credit towards the period of consecutive service is granted for each month that the employee is in pay status for one-half or more of the scheduled workdays and holidays in the pay period. Time on military leave or workers' compensation leave applies to the period of consecutive service, with the final installment being paid when the employee returns to work.

If an employee is on leave without pay, all periods of time for the consecutive service calculation, and all agreements under which the employee must repay the bonus, will be paused for the time while the employee is on leave without pay. (For example, if an employee receives a Retention Bonus first installment at signing, then the second installment at the 12<sup>th</sup> month, but then goes on leave without pay for 2 months, the third installment would be paid 14 months after the second installment.)

Employees are free to not sign this agreement and not receive a Sign-on or Retention Bonus, but the employee must sign the repayment agreement to receive the bonus.

The repayment shall be based on the following formula:

Amount of Sign-on or Retention Bonus Received / Period of Consecutive Service, in Months = Prorated Monthly Amount

Prorated Monthly Amount Prorated Monthly Amount x (Period of Consecutive Service – Months Worked) = Amount Due

For example, if a new employee executed a Sign-on Bonus agreement, then received a \$2,000 Sign-on Bonus first installment, and a second installment of \$2,000 at twelve months of employment, but the employee leaves one month later, the repayment would be calculated as follows:

\$4,000 Sign-on bonus received / 24-month period of consecutive service = \$167 Prorated Monthly Amount

\$167 x (24 months – 13 months) = \$1,837 Amount Due

The amount due shall be deducted, in full, from the final paycheck to the employee from the County. If the amount deducted exceeds the final paycheck, the remaining balance shall be paid in full to the County within 60 days from the last date of employment.

Employees may not be disciplined for failing to stay in the position for the full period of consecutive service. Similarly, although an employee may have an amount to repay if the employee received a Sign-on or Retention Bonus but did not stay in the position for the full period of consecutive service, the only remedy is to recover those funds from the employee, not to seek disciplinary action against the employee.

Notwithstanding any other provision of this Policy, an employee does not need to repay any amount of a bonus if the employee's transfer or termination of employment was due to:

- Death or severe illness requiring hospitalization of the employee or the employee's immediate family member;
- Separation because employee was unable to perform all the position's essential duties because of a medical condition as verified by a licensed physician; or
- A reduction in force; or
- The employee is promoted to a supervisory position within the Department of Social Services.

**Chief Finance Officer's Approval**

Sign-on and/or Retention Bonus payouts of 10 or more employees within a fiscal year shall require advance approval by the Chief Finance Officer to confirm funds availability. Written confirmation must be sent to the County Manager before a bonus payout is authorized.

The approval of all personnel actions, including Sign-on and Retention bonuses, is subject to the availability of funds. No action can be implemented that would exceed the funds available. Any Sign-on Bonus Agreement or Retention Bonus Agreement shall include a statement of notification that the bonus is subject to the availability of funds.

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Reviewed and approved by the Edgecombe County Board of Commissioners on January 2, 2024.

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Chairman

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Clerk to the Board

## ATTACHMENT #7

# Memorandum

**To:** Board of Commissioners  
**From:** Eric Evans, County Manager *EE*  
**Date:** 12/28/23  
**Re:** Acceptance of Grant Award from Eastpointe



We have been awarded a \$60,000 grant from Eastpointe through the County Initiative for the Impact of Opioid Use. These funds will be used to purchase critical equipment for our Community Paramedic program. A list of approved equipment is included in the grant agreement.

I recommend that you approve the acceptance of this grant award with its accompanying project ordinance.



**Corporate Office:**  
514 East Main Street  
Post Office Box 369  
Beulaville, N.C. 28518  
Provider Service Line: 888-977-2160  
Member and Recipient Service Line: 800-913-6109  
24/7 Behavioral Health Crisis Line: 866-218-1328  
  
Sarah N. Stroud, CEO

November 9, 2023

County of Edgecombe  
Mr. Eric Evans  
County Manager  
201 St. Andrew Street, Rm 402; PO Box 10  
Tarboro, NC 27886

Dear Mr. Evans,

Congratulations! Edgecombe County's Community Paramedic Program proposal has been chosen to participate in Eastpointe's County Initiative for the Impact of Opioid Use and/or Whole Person Integrated care.

The amount of \$60,000 will be awarded for this FY24 initiative. We are excited for our expanded partnership in serving Edgecombe's residents. Eastpointe's Contracts Department will reach out to you with the next steps for this process.

If you have any questions about this award, please contact me at 252-520-8866 or [mcroom@eastpointe.net](mailto:mcroom@eastpointe.net).

Sincerely,  
DocuSigned by:

*Monique Croom* 11/9/2023

0BF007D71CEA40F...  
Monique Croom MS, NCI

Network Project & Provider System Maintenance Manager

cc: Victoria Jackson, Chief, External Operations  
Terrell Alston, Senior Director of Provider Contracting & Community Affairs  
Tarmeldria Lane, Contracts Administrator  
Catherine Dalton, Chief of Business Operations  
Sarah Stroud, Chief Executive Officer  
Mark Lloyd, Assistant Director of Network Operations  
Dalton Barrett, Community Paramedic

DocuSigned by:

*Eric Evans*  
064918E8AB8644B...

11/13/2023



**If you are deaf or hard of hearing, dial 711 for NC Relay or 1-888-819-5112**

An Equal Opportunity/Affirmative Action Employer

[www.eastpointe.net](http://www.eastpointe.net)



**Corporate Office:**  
514 East Main Street  
Post Office Box 369  
Beulaville, N.C. 28518  
Administration: 800-513-4002  
24/7 Access to Care: 800-913-6109  
Sarah N. Stroud, CEO

TO: PROVIDER

FROM: CONTRACTS DEPARTMENT

RE: **FY 23-24 STATE FUNDED SERVICES CONTRACT**

Enclosed please find your contract for State funded (IPRS) services for Fiscal Year 2023-2024, effective **July 1, 2023, through June 30, 2024**. This is separate and apart from your Medicaid (MCO) contract, it does not relate to the Medicaid (MCO) contract.

The following forms may need to be submitted to Network Operations as part of your contractual requirements:

- a. Eastpointe Practitioner Provider Change Form: **If updates are necessary.**
- b. Eastpointe Agency Provider Change Form: **If updates are necessary.**
- c. Provider Participants for Disaster Shelters Form (**Must be submitted annually**)
- d. Disaster Plan Template (**Must be submitted annually**, can use template or another format)
- e. Request for MCO Approval Letter to Subcontract (**Must be submitted if update or new submission needed**)
- f. IRS Form W-9 (**Must be submitted if changes have occurred in your organization during the year and have not previously been submitted**)
- g. Electronic Funds Transfer Form (EFT) (**Must be submitted if changes have occurred in your organization during the year and have not previously been submitted**)
- h. Trading Partner Agreement (TPA) (**Must be submitted if changes have occurred in your organization during the year and have not been previously submitted**)

If you need to complete these forms, they can be found on the Eastpointe website at [www.eastpointe.net](http://www.eastpointe.net) then under the "For Provider Community" section and "Contracting Forms."

Once completed, please submit forms to Network Operations at: [networkoperations@eastpointe.net](mailto:networkoperations@eastpointe.net)

### **Provider Relations Account Representative**

Every provider who has a contract with Eastpointe is assigned a Provider Relations Account Representative (PRAR) as your first point of contact. You and your organization can reach out to your assigned PRAR with any questions and if the question is outside of their scope, they will connect you with the internal staff members who may assist you. To determine which PRAR is assigned to your agency you can check our website [www.eastpointe.net](http://www.eastpointe.net) and then click on Provider, then Information, Manuals and



*If you are deaf or hard of hearing, dial 711 for NC Relay or 1-888-819-5112*

Forms then Manuals and Information then click on Provider Relations Account Representative Provider Assignment List. This will provide you with the name, direct phone number and email address for the PRAR assigned to your agency.

You may also contact our Network Operations Call Center at (888) 977-2160 and they will connect you with the PRAR assigned to your agency.

#### **Provider Operations Manual:**

The contract incorporates the Provider Operations Manual by reference in Article I.1.O. The Operations Manual is available to providers on the Eastpointe's website at [www.eastpointe.net](http://www.eastpointe.net) under the "For Provider Community" section and "Manuals/Information." Please review this manual prior to entering into the agreement with Eastpointe. The manual contains a listing of pertinent rules, regulations, standards, and other information distributed by the Department of Health and Human Services (DHHS) that are necessary for the provider's performance under the terms of the contract. Under the terms of the contract, it is the provider's responsibility to access this information. It is Eastpointe's responsibility to notify providers of any substantive change in rule or regulation as soon as possible after receipt of the information from DHHS; therefore, we encourage providers to check our website frequently for these updates.

#### **Liability Insurance:**

The Provider Operations Manual sets forth the terms for liability insurance. We encourage providers to review this section with their insurance carrier prior to entering into the agreement. Providers are responsible for submitting updated Certificates of Insurance (COI) to Eastpointe Human Services as policies are renewed.

Please submit all COIs to Network Operations at: [networkoperations@eastpointe.net](mailto:networkoperations@eastpointe.net), with subject line: Your Agency Name – COI.

#### **Responders to Survivors of Disasters and Other Hazards:**

Article II, Section 16 of the contract sets forth the terms for Responders to Survivors of Disasters and Other Hazards. The **PROVIDER PARTICIPANTS FOR DISASTER SHELTERS FORM** must be submitted annually to Network Operations. This form is only for providers that provide MH/SA services only. This information is used in case of a disaster. Eastpointe will identify staff to contact the licensed staff identified on the **PROVIDER PARTICIPANTS FOR DISASTER SHELTERS FORM**. The link is available on the website to access the form and complete it electronically. Disaster Plans are due annually and must be submitted to Network Operations. A Disaster Plan Template is available, but you are not required to utilize our format, however; all disaster plans should include the following required elements:

- Policies and Procedures to address staff expectations during natural and man-made disasters.
- Location of emergency/first aid kits to deal with loss of power, water supply, heat, or minor injury.
- Training requirements of staff including blood borne pathogens, first aid, CPR, crisis intervention, Critical Incident Stress Debriefing, etc.
- Communication plans among the agency and responsible parties for communicating during a disaster, plans for communicating with the LME during a disaster.
- Safety and communication plans to facilitate open communication with consumers, their families, and others in preparation in case of a disaster.

***If you are deaf or hard of hearing, dial 711 for NC Relay or 1-888-819-5112***

Please submit all Disaster Plans to Network Operations at: [networkoperations@eastpointe.net](mailto:networkoperations@eastpointe.net)

**Subcontracting:**

Article I, Section 15, states that it is the provider's responsibility to notify the LME of any subcontracting arrangements. A REQUEST FOR MCO APPROVAL LETTER TO SUBCONTRACT must be included if the subcontract has not been approved by Eastpointe previously.

**Attachments A-1 through A-4:**

Attachments A-1 through A-4 contain the list of services covered by this agreement. Please review the Attachments for accuracy before signing. If there are any errors or needed corrections, please contact Eastpointe Network Operations at [networkoperations@eastpointe.net](mailto:networkoperations@eastpointe.net) or **888-977-2160**.

**NCTracks**

All contracted providers **MUST** be enrolled with NCTracks. All sites must be enrolled in NCTRACKS prior to being added to your contract and all Practitioners must be linked to your agency prior to being credentialed and/or linked to your agency in our electronic system. If you are not enrolled with NCTracks call 800-688-6696 or email [NCMedicaid@csc.com](mailto:NCMedicaid@csc.com).

**Implementation of COVID-19 Billing Codes**

Since the beginning of the COVID-19 Public Health Emergency, an unprecedented array of temporary regulatory waivers and new rules have been issued to equip the healthcare system with maximum flexibility to respond to the 2019 Novel Coronavirus (COVID-19) pandemic. These temporary changes have resulted in an on-going surge of COVID-19 Billing Codes. Eastpointe remains vigilant at distributing all updates to the COVID-19 Billing Codes and loading the appropriate codes in Eastpointe's Provider Portal, AlphaMCS.

As opposed to completing Contract Amendments for each batch of COVID-19 Billing Codes and potentially causing interruptions in service, Eastpointe has decided to expedite the implementation of COVID-19 Billing Codes by utilizing Eastpointe's Listserv. Eastpointe will distribute all COVID-19 Billing Codes via Memorandum/Bulletin on Eastpointe's Listserv. Therefore, **it is imperative that Provider's sign-up for Eastpointe's Provider Listserv**, maintain accurate contact information in the Listserv, and designate staff from their organization to monitor the Listserv and receive many important updates and announcements as required by Eastpointe's Provider Operations Manual.

**Listserv**

As required by Eastpointe's Provider Operations Manual, Providers **MUST** sign-up for Eastpointe's Provider Listserv, maintain accurate contact information in the Listserv, and designate staff from their organization to monitor the Listserv and receive all of Eastpointe's updates and announcements. To sign-up for Eastpointe's Provider Listserv:

- 1) Go to Eastpointe's website at <http://www.eastpointe.net>
- 2) Click on **Provider**
- 3) Then click on Manuals and Forms
- 4) Then click on Listserv Announcements
- 5) Go to: Sign up to join the Eastpointe Listserv!
- 6) Enter your email address (make sure you type it correctly), enter your first and last name and agency
- 7) Click on the Sign-Up button

***If you are deaf or hard of hearing, dial 711 for NC Relay or 1-888-819-5112***

- 8) After you sign up, a Thank you page will open. You have been added to the mailing list and can exit
- 9) You will receive an email that your request has been submitted

**\*Every provider must have at least one member of their staff signed up for Listserv as this is our main means for communication to our Eastpointe Provider Network.**

Once you have electronically signed this contract it will automatically be sent to Eastpointe to add the additional required signatures. Once all signatures are complete and the contract is fully executed you will receive a completed copy to the email address of the person who signed as your agency representative.

If you have any questions, please contact your Provider Relations Account Representative (PRAR). If you do not know who your PRAR is, please contact Network Operations at (888) 977-2160 or [networkoperations@eastpointe.net](mailto:networkoperations@eastpointe.net).

Enclosures

State Funded Contract

***If you are deaf or hard of hearing, dial 711 for NC Relay or 1-888-819-5112***



**Corporate Office:**  
514 East Main Street  
Post Office Box 369  
Beulaville, N.C. 28518  
Administration: 800-513-4002  
24/7 Access to Care: 800-913-6109

Sarah N. Stroud, CEO

December 20, 2023

**TO: COUNTY OF EDGECOMBE**  
**FROM: EASTPOINTE CONTRACTS DEPARTMENT**  
**RE: FY 23-24 STATE FUNDED CONTRACT AMENDMENT 1**

Enclosed please find attached the FY 23-24 State Funded Contract Amendment. Please DocuSign the amendment and return; you will get your copy once it has been fully executed (after all signatures).

Thank you for your attention to this matter. If you have any questions regarding this amendment, please contact [networkoperations@eastpointe.net](mailto:networkoperations@eastpointe.net) or 888-977-2160.



***If you are deaf or hard of hearing, dial 711 for NC Relay or 1-888-819-5112***



**EASTPOINTE HUMAN SERVICES  
PO BOX 369  
BEULAVILLE, NC 28518-0369**

**AND  
COUNTY OF EDGECOMBE  
56-6000298**

**PURCHASE OF SERVICE  
CONTRACT AMENDMENT 1**

THIS CONTRACT is hereby AMENDED between **EASTPOINTE HUMAN SERVICES** Area Authority/County Program (herein known as the Local Management Entity or LME/MCO), and **COUNTY OF EDGECOMBE**, (herein known as the "Provider"), operating under the laws of North Carolina.

This Contract Amendment is effective as of July 1, 2023 through September 30, 2024. Other than as amended hereby, terms of the original contract which will remain in full force and effect.

Description of item(s) being amended:

If awarded County Initiative funds are not depleted within Fiscal Year 23/24, funds will rollover to FY 24/25 for utilization until September 30, 2024.

**IN WITNESS WHEREOF**, each Party has caused this Contract Amendment to be executed in multiple copies, each of which shall be deemed an original, as the act of said Party. Each individual signing below warrants he/she is duly authorized by the Party to sign this Contract Amendment and to bind the Party to the terms and conditions of this Contract.

**COUNTY OF EDGECOMBE**  
**56-6000298**

DocuSigned by:  _____ DULY AUTHORIZED OFFICIAL	12/21/2023 _____ DATE
--	-----------------------------

**EASTPOINTE HUMAN SERVICES**

DocuSigned by:  _____ CHIEF EXECUTIVE OFFICER	12/21/2023 _____ DATE
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*Per G.S. 159-28, this instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.*

DocuSigned by:  _____ CHIEF OF BUSINESS OPERATIONS	12/21/2023 _____ DATE
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FY 23-24

**THIS IS A NON- UNIT COST REIMBURSEMENT CONTRACT (ATTACHMENT A-3)****This contract applies to Eastpointe members only except for CASP funded programs.****COUNTY OF EDGEcombe**

SERVICE CODE / DESCRIPTION	RATE / UNIT	ALLOCATION		
COUNTY INITIATIVES FOR IMPACT OF OPIOID USE AND/OR WHOLE PERSON INTEGRATED CARE	NON-UCR	Any unused funds from previous allocated amount of \$60,000		
COUNTY OF EDGECOMBE BUDGET				
For the period: 7/1/2024-9/30/2024				
Total Award	\$60,000.00			
Net Cost	\$56,203.91			
Tax	\$3,793.76			
Grand Total	\$59,997.67			
Portable Ultrasounds	H8031VA	\$4,584.90	2	\$9,169.80
	227100	\$2.41	12	\$28.92
	58655	\$29.99	2	\$59.98
Intravenous Pumps	1185252	\$2,064.44	2	\$4,128.88
	2530-16253	\$83.99	2	\$167.98
	1712-12503	\$11.09	77	\$853.93
Handheld VIPER Radios for CP Staffmembers	VP5430F2 Viking Portable	\$1,681.10	2	\$3,362.20
	KSC-52BK	\$87.40	2	\$174.80
Mobile VIPER Radios for CP Vehicles	VM6930 Viking Mobile Remote Mount, KES-5A	\$3,614.90	2	\$9,169.80
	MAX 7603S, NMO58U-NC, RFN-1005-3C	\$66.00	2	\$28.92
Handheld Blood Analyzer	664811	\$14,626.71	2	\$59.98
	581694	\$6.25	48	\$4,128.88
	581697	\$15.52	75	\$167.98
	810463	\$89.10	2	\$853.93
Subtotal				\$56,203.91

**Annual Summary Report of activities, members served, successes, challenges, etc. is due no later than October 20, 2023, to be submitted to Eastpointe Network Operations**

**Department [networkoperations@eastpointe.net](mailto:networkoperations@eastpointe.net).**

**In order to be reimbursed you must submit a statement, on your letterhead, outlining what you are requesting reimbursement for and include copies of documentation to be reimbursed. (i.e. receipts, vouchers paid etc.)**

**All invoices and supporting documentation should be emailed to:**

**[accountspayable@eastpointe.net](mailto:accountspayable@eastpointe.net)**

**Invoices submitted by other means will not be accepted or processed.**

# Memorandum

**To:** Board of Commissioners  
**From:** Eric Evans, County Manager *EE*  
**Date:** 12/28/23  
**Re:** Health Department PCV 20 Fee



Attached is the proposed Health Department fee for PCV 20, a pneumonia vaccine, which is replacing PCV 13. The proposed fee is \$288, which includes the cost of the vaccine itself and the cost to administer it.

At their last meeting, the Human Services Board unanimously approved recommending the new fee.



## EDGECOMBE COUNTY HEALTH DEPARTMENT

a division of the

Edgecombe County Human Services Agency

PO Box 100

122 E. St. James Street • Tarboro NC 27886

252-641-7511



TO: Eric Evans, Edgecombe County Manager

FROM: Michelle Etheridge, Health Director

DATE: December 14, 2023

RE: Proposed Fee from the ECHD

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Attached please find a spreadsheet with the proposed fee for PCV 20 at \$288.00, which is replacing the PCV 13. PCV 20 or Prevnar 20 helps protect against more strains of the bacteria that causes pneumococcal pneumonia than any other pneumococcal conjugate vaccine that has been offered previously. The spreadsheet shows how the fee was determined. Included last is the form with instructions on how we set a fee from our state consultant.



EDGECOMBE COUNTY  
PUBLIC HEALTH

Rocky Mount Office • Edgecombe Dental Office • Environmental Health  
252-985-4100 252-641-1331 252-641-7573

## Clinic Name/Visit Type: Visit Cost

<b>Organization:</b> Edgecombe County Health Department		<b>Year:</b> 2023-2024	
<b>Department:</b> PCV 20		<b>Submitted by:</b> Karen Fellows 121323	
<b>Cost of (plug in visit type):</b>			
<b>Supply Cost:</b> \$252	<b>Incidental Cost:</b> \$0	<b>Total Cost:</b> \$288	
<b>HR Cost:</b> \$36	<b>LAB Cost:</b> \$0		

New Fee: Taking the Place of PCV 13  
 which is \$255.00

Cost of Clinic Supplies					
Line	Item	Description/Justification	Qty.	Unit Cost/Rate	Total
1	Table Paper	6 Feet of Table Paper	1	\$ -	0.00
2	Gloves - NS	1 Pairs of Non-sterile Gloves	1	\$ 0.07	0.07
3	Gloves - S	1 Pair of Sterile Gloves	1	\$ -	0.00
4	Drape	1 Drape	1	\$ -	0.00
5	PH Paper	1 Strip	1	\$ -	0.00
6	Speculums	1 Speculum	1	\$ -	0.00
7	Cavi Wipes	1 Wipe	1	\$ -	0.00
8	Paper Towels	2 Paper Towels	1	\$ -	0.00
9	Tissues	5 Tissues	1	\$ -	0.00
10	Cape	1 Cape	1	\$ -	0.00
11	Tongue Depressor	1 Tongue Depressor	1	\$ -	0.00
12	6 inch Applicator	1 - 6 Inch Applicator (Dacron)	1	\$ -	0.00
13	8 inch Applicator	1 - 8 Inch Applicator (Big Swab)	1	\$ -	0.00
14	Normal Saline	1ml Normal Saline	1	\$ -	0.00
15	Saline Tube	1 Saline Tube	1	\$ -	0.00
16	Specimen Slide	1 Specimen Slide	1	\$ -	0.00
17	Calgi Swap	1 Calgi Swap	1	\$ -	0.00
18	KY Jelly	1 oz KY Jelly	1	\$ -	0.00
19	GC/Chl NAAT Probe	1 GC/Chl NAAT Probe	1	\$ -	0.00
20	PVC 20	Cost of PCV 20 for 1 vaccine	1	\$ 251.44	251.44
<b>Grand Total</b>					251.51

## Clinic Name/Visit Type: Visit Cost

Organization: Edgecombe County Health Department
 Year: 2023-2024

Department: PCV 20
 Submitted by: Karen Fellows 121323

Cost of (plug in visit type):

Supply Cost: \$252
 Incidental Cost: \$0
 Total Cost: \$288

HR Cost: \$36
 LAB Cost: \$0

New Fee: Taking the Place of PCV 13 which is \$255.00

### Cost of Human Resources

Line	Item	Description/Justification	Time	Unit Cost/Rate	Total
1	Physician/FNP	Amount of Time MD Spends w/Patient	0.25	\$ 50.29	12.57
2	Mid-Level	Amount of Time Mid-Level Spends w/Patient		\$ -	0.00
3	Immunization Nurse	Amount of Time RN Spends w/Patient	0.5	\$ 21.06	10.53
4	Lab Staff	Amount of Time LAB Staff Spends w/Patient		\$ -	0.00
5	MOA	Amount of Time MOA Spends w/Patient		\$ -	0.00
6	Registration	Amount of Time Registrar Spends w/Patient	0.25	\$ 15.99	4.00
7	Eligibility	Amount of Time Eligibility Spends w/Patient		\$ -	0.00
8	Purchasing	Amount of Time Cashier Spends w/Patient	0.25	\$ 15.99	4.00
9	Billing-Set up Pt Pay-appt	Amount of Time Billing Spends w/Patient	0.25	\$ 20.16	5.04
10	Interpreters	Amount of Time Interpreters Spends w/Patient			0.00
					0.00
					0.00
					0.00
					0
					0
<b>Grand Total</b>					<b>\$36</b>

## Clinic Name/Visit Type: Visit Cost

Organization:	Edgecombe County Health Department	Year:	2023-2024
Department:	PCV 20	Submitted by:	Karen Fellows 121323
Cost of (plug in visit type):			
Supply Cost:	\$252	Incidental Cost:	\$0
HR Cost:	\$36	LAB Cost:	\$0
		Total Cost:	\$288

New Fee: Taking the Place of PCV 13 which is \$255.00

### Costs for Incidentals

Line	Item	Description/Justification	Qty.	Unit Cost/Rate	Total
1	Provider Malpractice Ins.		0	\$ -	0
2	Electric Bill		0	\$ -	0
3	Water/Sewer		0	\$ -	0
4	Building Maintenance		0	\$ -	0
5	Cleaning		0	\$ -	0
6	Building Insurance		0	\$ -	0
7	Paper		0	\$ -	0
8	Paper Chart		0	\$ -	0
9	Computerized MR		0	\$ -	0
10	Encounter Forms		0	\$ -	0
11	Exam Lights		0	\$ -	0
12	U/S Machine		0	\$ -	0
13	B/P Cuff		0	\$ -	0
14	U/S Paper		0	\$ -	0
15		% of Use for Each Item			
Grand Total					\$0

## Clinic Name/Visit Type: Visit Cost

Organization: Edgecombe County Health Department      Year: 2023-2024  
 Department: PCV 20      Submitted by: Karen Fellows 121323  
 Cost of (plug in visit type):   
 Supply Cost: \$252      Incidental Cost: \$0      Total Cost: \$288  
 HR Cost: \$36      LAB Cost: \$0  
New Fee: Taking the Place of PCV 13 which is \$255.00

### Costs of LAB Services

Line	Item	Description/Justification	Qty.	Unit Cost/Rate	Total
16	Collection Tubes	Collection Tubes Needed for Standard Labs		\$ -	0.00
17	Needles	23 G Needle			0.00
18	RPR Mailer	1 RPR Mailer		\$ -	0.00
19	HIV Mailer	1 HIV Mailer		\$ -	0.00
20	QuickView Chlamydia	1 Quickview Chlamydia (In-House)		\$ -	0.00
21	Collection Tubes Holder	Vacutainer (Collection Tube Holder)		\$ -	0.00
22	Bandaid	Sterile Bandid	1	\$ 0.02	0.02
23	Alcohol Pads	Alcohol Pads for Lab Work	2	\$ 0.01	0.02
24	Guaze Pads	2 Guaze Pads for Lab Work		\$ -	0.00
25	Cotton Ball	Cotton Ball	1	\$ 0.01	0.01
26	U/A Plastic Cups	Plastic Cup Used for Specimen Collection		\$ -	0.00
27	Dynarex Personal Wipes	Personal Wipes		\$ -	0.00
28	Pipettes	1 Pipettes		\$ -	0.00
29	Cover Slips	1 Cover Slip		\$ -	0.00
30	KOH	KOH		\$ -	0.00
31	Biohazard Bag	Biohazard Bag		\$ -	0.00
32	Gram Stain Kit	Gram Stain Kit		\$ -	0.00
33	Pregnancy Test	1 Pregnancy Test		\$ -	0.00
<b>Grand Total</b>					<b>0.05</b>

# FEE SETTING IN THE LHD

NC Division of Public Health - Local Technical Assistance & Training Branch

## In this issue:

- Why do we charge fees?
- What makes up our fees?
- How should we set fees?
- Do's and Don'ts
- Resources

## Why do we charge fees?

The purpose of charging fees is to increase resources and use them to meet residents' needs in a fair and balanced way. Fees are necessary to help cover the full cost of providing recommended and needed health services. As much as possible, we set fee amounts based on the real cost of providing that service (calculated as **direct costs** plus indirect costs).

### Direct Costs may include:

- Salary and fringe -typically 75-80% of budget (or more)
- Supplies- band aids, table paper, forms, syringes, alcohol wipes, etc.
- Pharmaceuticals
- Travel
- Computer hardware & software

### Indirect Costs may include:

- Facility costs (utilities, rent, insurance, cleaning contracts, etc)

Fees for Health Department services are authorized under North Carolina 130A-39 (g), provided that 1) they are in accordance with a plan recommended by the Health Director and approved by the Board of Health and the County Commissioners, and 2) they are not otherwise prohibited by law. Fees are based on the cost of providing the service.

It is recommended that your agency develop a pricing policy addressing establishment of usual and customary charges, applying income-based discounts, third party billing/reconciliation, Medicaid (physician administered drugs, fee for service drugs (340b), managed care, Medicaid as secondary payer). This information may be included in the agency's Fee and Elig-

Fees are a means to help distribute services to citizens of the county and help finance and extend public health resources as government funding cannot support the full cost of providing all requested services in addition to required services. Fees are considered appropriate, in the sense that while the entire population benefits from the availability of subsidized public health services for those in need, it is the actual users of such services who gain benefits for themselves.

### Do's and Don'ts

**Do** set fees based on the cost to provide each service. You may use tools such as the Medicaid Cost Report, vendor rates (increased or decreased cost of supplies and services), personnel costs. It is acceptable to inquire from surrounding county health departments as to their fee schedule to see if you are in the "ballpark".

Another tool you may use is the "Workbook for Setting Fees" located under the Policy & Procedure heading on the DPH/LTAT/ LHD website.

**Do not** take your current fees and add a percentage, such as 5%. This is not an acceptable method for fee setting.

**Do** document your methodology for setting your fees in a policy or procedure. In addition, be sure to retain any notes or minutes from your fee setting team meetings. These are required as documentation for Re-Accreditation.

**Do** charge Medicaid your acquisition cost for all 340b drugs and devices

### Resources:

- **Local Fee and Eligibility Policy (and others as they apply to billing/collections)**
- **Consolidated Agreement**
- **Medicaid Participation Agreement**
- **Program Rules and Regulations**
- **NC General Statutes**
- **NC Administrative Code**
- **Public Health Administrative Consultants**

Brook Johnson 919-710-0133  
brook.johnson@dhhs.nc.gov

Kathy Brooks 336-212-1878  
kathy.brooks@dhhs.nc.gov

# Memorandum

**To:** Board of Commissioners  
**From:** Eric Evans, County Manager *EE*  
**Date:** 12/28/23  
**Re:** Health Department - Bad Debt Write Off



The Edgecombe County Health Department's *Bad Debt Write Off Policy* states that a patient's account will be handled as Bad Debt when there has been no activity on the account for more than six months. This does not mean that there will be no further efforts to collect the debt. In fact, if there is any new activity on the account, for example the patient presents at the Health Department for services, then the account is reactivated. This action is an accounting method whereas the written off debt no longer shows on our books as a receivable.

The attached report is for your consideration. The Human Services Board voted unanimously to recommend this debt be written off.



## **EDGECOMBE COUNTY HEALTH DEPARTMENT**

a division of the  
Edgecombe County Human Services Agency  
PO Box 100  
122 E. St. James Street • Tarboro NC 27886  
252-641-7511

**TO:** Eric Evans, Edgecombe County Manager  
**FROM:** Michelle Etheridge, Health Director  
**DATE:** October 4, 2023  
**RE:** Bad Debt Write off 04-01-23 to 09-30-23

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Attached please find a copy of the Bad Debt Write Off for the period 04-01-23 to 09-30-23 for approval by the Edgecombe County Human Services Board at their next meeting. Also included is a copy of the Bad Debt Write Off along with copies of the last two Bad Debt Write Offs that were approved.



**EDGECOMBE COUNTY  
PUBLIC HEALTH**

Rocky Mount Office • Edgecombe Dental Office • Environmental Health  
252-985-4100 252-641-1331 252-641-7573



**Edgecombe County Health Department**

**Bad Debt Write Off**

**04-01-23 to 09-30-23**

<b><u>Program</u></b>	<b><u>Amount</u></b>
Adult Health	\$187.22
Family Planning	\$446.77
Child Health	\$279.00
Maternal Health	\$26.85
Immunizations	\$48.91
Dental	\$0.00
CAP	\$0.00
<b>Total</b>	<b>\$988.75</b>

**Policy and Procedure**  
**EDGECOMBE COUNTY HEALTH DEPARTMENT**

<b>Policy Title</b>	Bad Debt Write Off	<b>Revision #:</b> 5	<b>Page</b> 1 of 1
<b>Category or Program:</b>	Fiscal Management	<b>Original Effective Date:</b>	05/17/2011
		<b>This Revision Effective:</b>	04/28/2022
<b>Approved By: Date:</b>	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   Lany Woodley, Chair, Human Services Board  Date 05/03/22 </div> <div style="text-align: center;">   Michelle B. Etheridge, Health Director  Date 5/3/22 </div> </div>		
<b>Review Date &amp; Initials</b>			

**POLICY STATEMENT**

A patient's account will be considered uncollectible and will be handled as Bad Debt Write Off when there has been no activity on the account for more than six (6) months.

**PROCEDURE**

1. At the time services are rendered, management support staff will inform the patient of the cost of the service(s) for that visit, and any account balance owed.
2. Payment or payment arrangements are due and expected at the time services are rendered.
3. When a patient is unable to pay in full at the time services are rendered, a payment agreement will be issued for the remaining amount of the bill. The patient will be asked to sign a payment agreement, which will be scanned into the patient's EHR (Electronic Medical Record), and a copy given to the Billing Clerk.
4. When a patient requests no mail, discussion of payment of outstanding debts shall occur at the time service is rendered.
5. If a patient will accept mail, a bill will be sent within 30 days from the date of service. Each month a bill will be sent. After three months with no payment received, the patient will be notified that they are being sent to Debt Set-Off if the bill is over \$50.
6. The patient's account will be considered uncollectible when there has been no account activity for more than 6 months.
7. Delinquent patient accounts, approved by the Health Director, the Edgecombe County Human Services Board, and the Edgecombe County Commissioners, will be written off.
8. The patient should NEVER be informed that a debt has been written off.
9. A patient that returns to the clinic after a bad debt has been determined uncollectible, shall have the bad debt write off reactivated, and the billing process resumes per policy.
10. Bills will not be sent to patients requesting confidential services.

**REFERENCE PLANS AND POLICIES**

- Fees and Eligibility Determination Policy

**Edgecombe County Health Department**

**Bad Debt Write Off**

**10-01-2022 to 03-31-2023**

<b><u>Program</u></b>	<b><u>Amount</u></b>
Adult Health	\$181.00
Family Planning	\$2674.75
Maternal Health	\$1,432.54
Immunizations	\$4.00
Dental	\$0.00
CAP	\$0.00
<b>Total</b>	<b>\$4292.29</b>

**Edgecombe County Health Department**

**Bad Debt Write Off**

**04-01-22 to 09-30-22**

<b><u>Program</u></b>	<b><u>Amount</u></b>
Adult Health	\$105.45
Family Planning	\$3,407.90
Child Health	\$1.42
Maternal Health	\$1,037.40
Immunizations	\$242.69
Dental	\$0.00
CAP	\$0.00
<b>Total</b>	<b>\$4,794.86</b>

# Memorandum

**To:** Board of Commissioners  
**From:** Eric Evans, County Manager *ee*  
**Date:** 12/22/2023  
**Re:** Golden LEAF Grant Kingsboro Mega-Site Infrastructure



As you may recall, Golden LEAF awarded Carolinas Gateway Partnership a grant in the amount of \$7,537,500.00 to construct water & wastewater lines, road access improvements and conduct a groundwater study at the Kingsboro Mega-site.

A portion of these funds were to extend wastewater to the Training Center. However, with the Training Center funds being rescinded, Golden LEAF funds remained in the project. After discussions with Golden LEAF, they have agreed to repurpose the remaining \$3,502,645.77 to construct a waterline extension along Leonard Wiggins Parkway and that Edgecombe County would be the grantee moving forward.

Before you is a Revised Grantee Acknowledgement and Agreement from Golden LEAF to Edgecombe County in the amount of \$3,502,645.77.

I recommend that you approve the acceptance of this revised grant agreement as presented.

The Golden LEAF Foundation ("Golden LEAF")

REVISED GRANTEE ACKNOWLEDGMENT AND AGREEMENT

1. Grantee: County of Edgecombe
2. Number & Title: G-5192 / Kingsboro Mega-Site Infrastructure (A CSX Select Site)
3. Purpose of Grant: This grant, originally awarded to the Carolinas Gateway Partnership and transferred to Edgecombe County, provides funding to construct water, wastewater, and road access improvements that will serve the 1,449-acre Kingsboro Mega-Site in Edgecombe County, and to conduct a groundwater study at the site. The site is located on US 64 between Rocky Mount and Tarboro and within 10 minutes of I-95 and the recently announced CSX Carolina Connector transmodal shipping site. The Kingsboro site has been seriously considered by several large projects, including automobile and tire manufacturing companies, among others, which each would have created between 500 and 1,000 jobs. It is a certified mega site and, with 10,000 of rail frontage, is also a CSX Select Site.
4. Amount of Grant: \$7,537,500.00 (\$3,502,645.77 unpaid as of Dec. 7, 2023)
5. Award Date: December 1, 2016  
Prior Revision Dates: August 2, 2018; June 6, 2019  
Revision Date: December 7, 2023
6. Special Terms and Conditions Applicable to Grant:
  - a) The term of the grant will end on December 6, 2025. Golden LEAF may extend the term of the grant. All project-related expenses must be incurred during the term of the grant. The provisions of this Grantee Acknowledgment and Agreement (this "Agreement") that by their nature extend beyond the term of the grant will survive the end of the term of the grant.
  - b) Infrastructure constructed with Golden LEAF grant funds must be located on publicly owned or publicly controlled property and may not be for the exclusive use of any private entity or individual.
  - c) Funds will be used for construction of water and sewer infrastructure to serve the Kingsboro site. The use of funds must be approved in advance by Golden LEAF.
  - d) Grantee acknowledges that this grant was originally awarded to the Carolinas Gateway Partnership and transferred to the Grantee on December 7, 2023. Grantee further acknowledges that, as of December 7, 2023, Golden LEAF has released \$4,034,854.23 of grant funds for project-related expenses and those funds have been previously expended, and that the maximum remaining amount of this award as of the Revision Date is \$3,502,645.77. Funds may be used for eligible expenses that were incurred prior to the Revision Date.
7. Standard conditions on the release of grant funds:
  - a) Release of grant funds is contingent on Grantee attending a Golden LEAF grants management workshop or participating in satisfactory discussions with Golden LEAF staff to gain training in the management of Golden LEAF grants and reporting requirements.
  - b) Release of funds is contingent on Grantee returning a fully executed copy of this Agreement no later than forty-five (45) days after the Revision Date unless Golden LEAF agrees to extend the deadline for its submission.
  - c) Release of funds is contingent on Golden LEAF's approval of activities and outcomes that will be used to monitor and assess Grantee's implementation of the project. Unless otherwise directed by Golden LEAF, Grantee must submit proposed outcomes and activities for approval within forty-five (45) days of the Revision Date.
  - d) Release of funds is contingent on the Grantee submitting a project budget for approval by Golden LEAF. The project budget must be submitted for approval within forty-five (45) days of the Revision Date unless Golden LEAF agrees to extend the deadline. Unless otherwise approved, the project budget must be submitted on Golden LEAF form(s).
  - e) If the approved project budget includes funds from other sources that are required for project implementation, Golden LEAF grant funds will not be released until Grantee demonstrates that it has

- secured those funds.
- f) Golden LEAF grant funds may not be used for acquisition of interests in real property or for costs of grant administration.
  - g) If the Grantee fails to comply with its obligations under this Agreement, no further grant funds will be released unless such noncompliance is resolved to the satisfaction of Golden LEAF.
8. Confirmation of Eligibility/Permissible use of Funds: The Grantee confirms: (1) that the Internal Revenue Service has determined that the Grantee is an organization described in Section 501(c) (3) of the Internal Revenue Code of 1986, as amended, and that such determination has not been revoked, or (2) that the Grantee is a federal, state, or local governmental unit. Grantee agrees to notify Golden LEAF promptly if the Grantee's tax-exempt status is revoked or modified in any way. The Grantee agrees that it will use the funds from this grant only for charitable, educational, or scientific purposes within the meaning of Section 501(c)(3) of the Code, and that it will not use the funds from this grant in any way that would result in or give rise to private inurement or impermissible private benefit. The Grantee agrees that no funds from this grant will be used to carry on propaganda or otherwise to attempt to influence legislation, to influence the outcome of any public election, or to carry on directly or indirectly any voter registration drive. If grant funds are used to pay for sales tax for which the Grantee receives a refund, Grantee will use the refund for expenses that are consistent with the purpose of the grant and permissible under this Agreement. Unless otherwise agreed by Golden LEAF in writing, no portion of the Grantee's rights or obligations under this Agreement may be transferred or assigned to any other entity.
9. Compliance with laws/liens: The Grantee is in material compliance with all federal, state, county, and local laws, regulations, and orders that are applicable to the Grantee, and the Grantee has timely filed with the proper governmental authorities all statements and reports required by the laws, regulations, and orders to which the Grantee is subject. There is no litigation, claim, action, suit, proceeding or governmental investigation pending against the Grantee, and there is no pending or (to the Grantee's knowledge) threatened litigation, claim, action, suit, proceeding or governmental investigation against the Grantee that could reasonably be expected to have a material adverse effect upon the Grantee's ability to carry out this grant in accordance with its terms. The Grantee has timely paid all judgments, claims, and federal, state, and local taxes payable by the Grantee the non- payment of which might result in a lien on any of the Grantee's assets or might otherwise adversely affect the Grantee's ability to carry out this grant in accordance with its terms.
10. Conflict of interest: In connection with the project funded by Golden LEAF, no employee, officer, director, volunteer, or agent of the Grantee shall engage in any activity that involves a conflict of interest or that would appear to a reasonable person to involve a conflict of interest. Without limiting the foregoing principle, except as described below, in connection with implementation of the project funded by Golden LEAF, Grantee shall not procure goods or services from any Interested Person or from any individual or entity with which any Interested Person has a financial interest or from any family member of an Interested Person, nor shall Grantee use Golden LEAF grant funds to provide goods, services, or compensation (other than customary and reasonable wages and benefits) to any Interested Person or to any family member of an Interested Person. "Interested Person" includes officers and directors of the Grantee, and employees of the Grantee with authority to procure goods or services for the Grantee related to the project funded by Golden LEAF. For purposes of this section, family members shall include: (1) spouse, (2) ancestor, (3) brother, (4) half-brother, (5) sister, (6) half-sister, (7) child (whether by birth or by adoption), (8) grandchild, (9) great grandchild, or (10) spouse of brother, half-brother, sister, half-sister, child, grandchild, or great grandchild. An Interested Person has a financial interest if the Interested Person has, directly or indirectly, through business, investment, or family: a) an ownership or investment interest in any entity with which the Grantee has a transaction or arrangement; b) a compensation arrangement with the Grantee or with any entity or individual with which the Grantee has a transaction or arrangement; or c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Grantee is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. An Interested Person must inform the Grantee of the Interested Person's financial interest upon becoming aware that the Grantee is considering procuring goods or services from any individual or entity with which any Interested Person has a financial interest. The foregoing notwithstanding, if after exercising due diligence, the governing board or committee of the Grantee determines that the Grantee is not reasonably able to secure a more advantageous transaction or arrangement from an individual or entity with which an Interested Person does not have a financial interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Grantee's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination the Grantee shall make its decision as to whether to enter into the transaction or arrangement and shall keep written records of the meeting at which that decision was made. The Grantee shall inform all Interested Persons

of the requirements set forth in this section. If the requirements set forth in this section conflict with any statute or regulation applicable to the Grantee, the statute or regulation shall control. If the Grantee has a conflicts of interest policy or similar policy that provides more stringent restrictions and protections than those in this section, the Grantee may comply with its policy rather than the policy contained herein. The Grantee may request that the President of the Foundation approve a conflict of interest policy that varies from the requirements of this section. This section does not alter the requirement that Grantee may not use the funds from this grant in any way that would result in or give rise to private inurement or impermissible private benefit.

11. **Procurement/Disposition:** All goods or services acquired using Golden LEAF grant funds must be reasonably necessary to implement the project funded. All procurement transactions involving the use of Golden LEAF grant funds will be conducted to provide, to the extent possible and reasonable, free and open competition among suppliers. The Grantee should use reasonable efforts to procure goods and services from local businesses, small businesses, minority-owned firms, and women's business enterprises. The Grantee will seek competitive offers where possible and reasonable to obtain the best possible quality at the best possible price. Some form of cost or price analysis shall be made and documented in connection with every individual procurement in excess of \$1,000.00. Price analysis may be accomplished in various ways, including the comparison of price quotations or market prices, including discounts. For any single procurement of \$100,000.00 or more, Grantee will use a competitive bid process that is designed to attract a reasonable number of responsive bidders. The requirements of the bid process may vary depending on the value of the procurement. When evaluating bids received, the Grantee is not required to take the lowest price if other factors are reasonably important to the Grantee; however, the bases for evaluation and selection should be listed in the procurement documents and there should be an objective method for the decision made by the Grantee. The decision should be documented in writing. If the Grantee is subject to statutory or regulatory procurement requirements, those requirements supersede this section. The Grantee may request that the President of Golden LEAF approve the Grantee's use of a procurement policy that varies from the requirements of this section. If equipment purchased by the Grantee using Golden LEAF funds is no longer needed or used for the project funded, the Grantee may donate the equipment to a North Carolina governmental entity or a North Carolina organization recognized as an organization described under Section 501(c)(3) of the Internal Revenue Code. In making such a donation, the Grantee must comply with statutory or regulatory requirements that apply to the Grantee, must use reasonable efforts to ensure that the equipment is used for purposes consistent with this grant, and must document and retain records evidencing the donation in accordance with the terms and condition of this Agreement.
12. **Project and budget modification:** The Grantee will immediately notify Golden LEAF of anything that may materially affect the Grantee's ability to perform the project funded. **If the Grantee proposes to modify the budget, the objectives, or any other feature of the project funded, the Grantee shall not encumber or expend any funds from this grant for such purposes unless and until Golden LEAF has approved such proposed modifications in writing.** Moreover, no further payments shall be made to the Grantee in connection with the project funded unless and until Golden LEAF has approved such proposed modifications in writing, which may be a communication sent through Golden LEAF's grants management system to the Grantee.
13. **Use of grant funds/rescission and termination of grants:** The Grantee accepts and will retain full control of the disposition of funds awarded to the Grantee by Golden LEAF under this grant and accepts and will retain full responsibility for compliance with the terms and conditions of the grant. Grant funds shall be utilized exclusively for the purposes set forth above. If the Grantee breaches any of the covenants or agreements contained in this Agreement, uses grant funds for purposes other than those set out above, or any of the representations and warranties made by the Grantee are untrue as to a material fact, the Grantee agrees to repay to Golden LEAF the full amount of this grant. Any condition, purpose, term or provision in Golden LEAF's resolution approving funding, in this Agreement, or in the budget or other forms approved by Golden LEAF shall take precedence over any conflicting provision in the Grantee's application. Grantee shall not use grant funds for any purpose not included in the Grantee's application for funding unless specifically approved by Golden LEAF. If there is a conflict between the purpose of the grant and use of grant funds described in this Agreement and the Grantee's application for funding, this Agreement will control.
14. **The Grantee acknowledges receipt of Golden LEAF's policy regarding termination and rescission of grants, which policy is incorporated in this Agreement by reference and is intended to supplement but not replace or limit the rights and remedies of Golden LEAF set forth elsewhere in this Agreement. The Grantee acknowledges that Golden LEAF may, from time to time, amend its policy regarding termination and rescission of grants, and the Grantee acknowledges that the Grantee will be subject to the policy as amended.**

15. Release of Funds: Unless otherwise agreed by Golden LEAF, up to twenty percent (20%) of funds may be released in advance after all conditions on the release of funds are satisfied. Funds may be released in additional advances of up to twenty percent (20%) of the grant amount upon receipt of evidence satisfactory to Golden LEAF that funds previously released have been properly expended and accounted for. Funds may also be released on a reimbursement basis, in which case payments may be made in an amount equal to or up to eighty percent (80%) of the grant amount upon receipt of evidence satisfactory to Golden LEAF that funds have been properly expended and accounted for. Unless otherwise approved by the President of Golden LEAF, a sum equal to twenty percent (20%) of the total amount of the grant will be retained by Golden LEAF until the Grantee completes its obligations under this grant, including submission of a satisfactory final report on the project funded. This final twenty percent (20%) retained by Golden LEAF shall be paid to the Grantee on a reimbursement basis. If the grant is conditional or contingent, all conditions and contingencies must be met before any payment will be made. Each request for payment shall be submitted through Golden LEAF's online grants management system in accordance with instruction provided by Golden LEAF, unless otherwise directed by Golden LEAF. Payment should not be requested until the Grantee has need for actual expenditures of the funds. The Grantee should request payment at least thirty (30) days prior to its desired payment date.
16. Reporting: The Grantee agrees to submit a progress report to Golden LEAF twice each year, to be received by Golden LEAF six months from the Revision Date and every six months thereafter unless some other schedule is approved by Golden LEAF. The Grantee agrees to submit a final Progress Report for receipt by Golden LEAF within sixty (60) days after the completion of all obligations for the project funded or the end date, whichever comes first. The Grantee may be required to report results and accomplishments to Golden LEAF for a period beyond the grant term that is reasonably necessary to evaluate the outcomes of the grant. Report forms may be found on Golden LEAF's website, [www.goldenleaf.org](http://www.goldenleaf.org). The Grantee will submit reports through Golden LEAF's online grants management system following in accordance with instructions provided by Golden LEAF, unless otherwise directed by Golden LEAF. The Grantee will furnish additional or further reports if requested by Golden LEAF on forms and following in accordance with processes prescribed by Golden LEAF.
17. Records: The Grantee agrees to maintain full, accurate and verifiable financial records, supporting documents, and all other pertinent data for the project funded in such a manner so as to identify and document clearly the activities and outcomes of the project funded and the expenditure of Golden LEAF grant funds. Financial records regarding Golden LEAF's grant shall be maintained in such a way that they can be reported separately from monetary contributions, or other revenue sources of the Grantee. The Grantee agrees to retain all financial and programmatic records, supporting documents, and all other pertinent records related to the project funded for a period of five (5) years from the end of the grant term. In the event such records are audited, all project records shall be retained beyond such five-year period until all audit findings have been resolved. The Grantee shall provide to Golden LEAF copies of all financial and other records requested by Golden LEAF and shall make available to Golden LEAF, or Golden LEAF's designated representative, all of the Grantee's records that relate to the grant, and shall allow Golden LEAF or Golden LEAF's representative to audit, examine and copy any data, documents, proceedings, records and notes of activity relating to the grant. Access to these records shall be allowed upon request at any time during normal business hours and as often as Golden LEAF or its representative may deem necessary. The Grantee may be subject to audit by the State Auditor.
18. This Section 18 is applicable if the following blank is marked: \_\_\_\_\_ Staff Initials & date: \_\_\_\_\_

Intellectual property/new developments: In consideration of its receipt of funds granted by Golden LEAF, the Grantee agrees that during the course of the project funded by the grant, the Grantee, and any recipient of grant funds, will promptly disclose to Golden LEAF any improvements, inventions, developments, discoveries, innovations, systems, techniques, ideas, processes, programs, and other things, whether patentable or unpatentable, that result from any work performed by or for the Grantee in connection with the project funded, or by individuals whose work is funded by the grant (the "New Developments"). If the Grantee provides to Golden LEAF a copy of any Invention Disclosure Reports it receives from Grantee employees that report making inventions under this Agreement, then the Grantee will be deemed to have satisfied the disclosure requirement in the preceding sentence.

The Grantee agrees that it, and any recipient of grant funds, shall take all reasonably appropriate actions to assure that the New Developments shall be and remain the sole and exclusive property of the Grantee. In the event that the interests of the public would be served by commercialization of the New Developments, the Grantee agrees to use its best reasonable efforts to pursue the commercialization of any such New Developments in a manner that will serve the interests of the

public, including but not limited to the transfer, assignment or licensing of such New Developments; provided, however, that the Grantee, and any recipient of grant funds, shall not transfer, assign or license such New Developments in part or in whole without first having obtained the written consent of Golden LEAF.

Any revenue generated as a result of transferring, assigning, or licensing New Developments will be managed by the Grantee in accordance with its published patent, copyright and technology transfer procedures, if any, and in the absence of such procedures such revenue will be managed by the Grantee in accordance with procedures approved by Golden LEAF. Such procedures typically will prioritize the distribution of revenues to insure that the Grantee first honors its obligation to its inventors and then to cover its own out-of-pocket expenses as necessary to protect its intellectual property.

The Grantee and Golden LEAF further agree that should there be any revenue generated greater than that necessary to meet the obligations of the preceding paragraph ("Net Revenue"), the Net Revenue shall be managed by the Grantee as follows:

- a) 15% of the Net Revenue will be retained by the Grantee as a fee for the management and distribution of funds as required under this Agreement.
- b) 30% of the remaining Net Revenue will be paid to Golden LEAF.
- c) 70% of the remaining Net Revenue will be retained by the Grantee and used in accordance with the procedures referenced in the preceding paragraph above.

The Grantee's obligations pursuant to this Section will continue beyond the expiration of the funding period.

19. Independent entity: The Grantee acknowledges and agrees that the Grantee is an entity independent from Golden LEAF, is not an agent of Golden LEAF, and is not authorized to bind Golden LEAF to any agreement of payment for goods or services. The Grantee is responsible for payment of all its expenses, including rent, office expenses and all forms of compensation to employees. It shall provide workers compensation insurance to the extent required for its operations and shall accept full responsibility for payments of unemployment compensation, social security, income taxes and any other charges, taxes or payroll deductions required by law in connection with its operations, for itself and its employees. All expenses incurred by the Grantee are the sole responsibility of the Grantee, and Golden LEAF shall not be liable for the payment of any obligations incurred in the performance of the project funded.
20. Non-discrimination: The Grantee shall not discriminate by reason of age, race, ethnicity, religion, color, sex, parental status, national origin, genetic information, political affiliation, protected veteran status, or disability, or any other legally protected status, in connection with the activities of a project funded by Golden LEAF.
21. Publicity: All publicity and printed materials regarding projects or activities supported in whole or in part by this grant should contain the following language: **"This project received support from the Golden LEAF Foundation."** The Golden LEAF logo is to be displayed in all of the Grantee's publicity and printed materials relating to this grant. The Golden LEAF Brand and Publicity Guide can be accessed at [www.goldenleaf.org/brand-and-publicity-guide/](http://www.goldenleaf.org/brand-and-publicity-guide/). For assistance with publicity, including review of all press releases, please contact Golden LEAF staff ([news@goldenleaf.org](mailto:news@goldenleaf.org)).
22. Authority to execute/Necessary Approvals Obtained: The individual signing below certifies their authority to execute this Agreement on behalf of the Grantee and that the Grantee has received any third-party approval that may be required prior to entering this Agreement. By executing this Agreement, the Grantee, to induce Golden LEAF to make this grant, makes each of the representations set forth hereinabove and certifies that each of such representations is true, accurate and complete as of the date hereof.

IN WITNESS WHEREOF, the Grantee has executed this Agreement as of the date below:

Name of Grantee Organization (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Person Signing (print): \_\_\_\_\_

Title of Person Signing (print): \_\_\_\_\_

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

## ATTACHMENT #11

# Memorandum



**To:** Board of Commissioners  
**From:** Eric Evans, County Manager  
**Date:** 12/28/23 *EE*  
**Re:** Revisions to the Compensation Plan

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As we've continued to review our new Compensation Plan, we've identified additional corrections and additions to be made. Below is a summary of those changes, which corresponds with the number on the draft updates attached.

1. To remove the incorrect title for the position.
2. To add the correct title for the Technical Support Analyst position.
3. Removing this position in the Finance Department to repurpose it to position at note #7.
4. Removing a duplicated position title at the wrong salary grade.
5. To remove a title that's no longer used.
6. To correct the FLSA designation to non-exempt.
7. This is a new position repurposed from the Grants Administrator/Accountant position. The new job description is attached. Per our CFO, this better meets the needs of the Department.

I recommend that you approve the attached job description for the Financial Reporting Administrator and the updated Compensation Plan Ordinance as presented.

**Edgecombe County Classification and Compensation Plan**  
Revised 1/2/2024



GENERAL CLASS					
POSITION TITLE	FLSA	GRADE	MIN	MID	MAX
ANIMAL SHELTER ATTENDANT	N	G00	\$20,800	\$26,000	\$31,200
CONVENIENCE CENTER ATTENDANT	N	G00	\$20,800	\$26,000	\$31,200
ADMINISTRATIVE ASSISTANT I	N	G01	\$26,400	\$33,000	\$39,600
ADMINISTRATIVE SUPPORT SPECIALIST	N	G01	\$26,400	\$33,000	\$39,600
ANIMAL CONTROL OFFICER	N	G01	\$26,400	\$33,000	\$39,600
COMMUNITY HEALTH TECHNICIAN	N	G01	\$26,400	\$33,000	\$39,600
COMMUNITY SOCIAL SERVICES TECHNICIAN	N	G01	\$26,400	\$33,000	\$39,600
COOK	N	G01	\$26,400	\$33,000	\$39,600
CUSTODIAL TECHNICIAN	N	G01	\$26,400	\$33,000	\$39,600
DEPUTY REGISTER OF DEEDS I	N	G01	\$26,400	\$33,000	\$39,600
ELECTIONS TECHNICIAN	N	G01	\$26,400	\$33,000	\$39,600
ENVIRONMENTAL HEALTH TECHNICIAN	N	G01	\$26,400	\$33,000	\$39,600
FOREIGN LANGUAGE INTERPRETER	N	G01	\$26,400	\$33,000	\$39,600
INCOME MAINTENANCE TECHNICIAN	N	G01	\$26,400	\$33,000	\$39,600
LPA CLERK	N	G01	\$26,400	\$33,000	\$39,600
REVENUE CLERK I	N	G01	\$26,400	\$33,000	\$39,600
UTILITIES TECHNICIAN I	N	G01	\$26,400	\$33,000	\$39,600
WEIGHMASTER	N	G01	\$26,400	\$33,000	\$39,600
ACCOUNTING TECHNICIAN I	N	G02	\$29,000	\$36,300	\$43,500
ADMINISTRATIVE ASSISTANT II	N	G02	\$29,000	\$36,300	\$43,500
COOK SUPERVISOR	N	G02	\$29,000	\$36,300	\$43,500
CUSTODIAL TEAM LEAD	N	G02	\$29,000	\$36,300	\$43,500
DEPUTY REGISTER OF DEEDS II	N	G02	\$29,000	\$36,300	\$43,500
ELECTIONS SPECIALIST I	N	G02	\$29,000	\$36,300	\$43,500
GENERAL UTILITY WORKER	N	G02	\$29,000	\$36,300	\$43,500
INCOME MAINTENANCE CASEWORKER I	N	G02	\$29,000	\$36,300	\$43,500
MAINTENANCE TECHNICIAN I	N	G02	\$29,000	\$36,300	\$43,500
PUBLIC INFORMATION SPECIALIST	N	G02	\$29,000	\$36,300	\$43,500
REVENUE CLERK I	N	G02	\$29,000	\$36,300	\$43,500
REVENUE CLERK II	N	G02	\$29,000	\$36,300	\$43,500
TAX ASSISTANT I	N	G02	\$29,000	\$36,300	\$43,500
UTILITIES TECHNICIAN II	N	G02	\$29,000	\$36,300	\$43,500
ACCOUNTING TECHNICIAN II	N	G03	\$31,900	\$39,900	\$47,900
ADMINISTRATIVE ASSISTANT III	N	G03	\$31,900	\$39,900	\$47,900
ANIMAL CONTROL LEAD OFFICER	N	G03	\$31,900	\$39,900	\$47,900
BREASTFEEDING PEER COUNSELOR	N	G03	\$31,900	\$39,900	\$47,900
CHILD SUPPORT AGENT I	N	G03	\$31,900	\$39,900	\$47,900
DELINQUENT TAX SPECIALIST	N	G03	\$31,900	\$39,900	\$47,900
DEPUTY REGISTER OF DEEDS III	N	G03	\$31,900	\$39,900	\$47,900
ELECTIONS SPECIALIST II	N	G03	\$31,900	\$39,900	\$47,900
GIS TECHNICIAN	N	G03	\$31,900	\$39,900	\$47,900
HEAVY EQUIPMENT OPERATOR	N	G03	\$31,900	\$39,900	\$47,900
HUMAN RESOURCES TECHNICIAN I	N	G03	\$31,900	\$39,900	\$47,900
INCOME MAINTENANCE CASEWORKER II	N	G03	\$31,900	\$39,900	\$47,900
INCOME MAINTENANCE INVESTIGATOR I	N	G03	\$31,900	\$39,900	\$47,900
MAINTENANCE TECHNICIAN II	N	G03	\$31,900	\$39,900	\$47,900
PERMIT TECHNICIAN	N	G03	\$31,900	\$39,900	\$47,900
PLANNING TECHNICIAN	N	G03	\$31,900	\$39,900	\$47,900
PUBLIC HEALTH EDUCATOR I	N	G03	\$31,900	\$39,900	\$47,900
REVENUE CLERK III	N	G03	\$31,900	\$39,900	\$47,900

SOCIAL WORKER I	N	G03	\$31,900	\$39,900	\$47,900
TAX ASSISTANT II	N	G03	\$31,900	\$39,900	\$47,900
TRUCK DRIVER	N	G03	\$31,900	\$39,900	\$47,900
UTILITIES CREW LEADER	N	G03	\$31,900	\$39,900	\$47,900
ACCOUNTING SPECIALIST I	N	G04	\$35,100	\$43,900	\$52,700
ADMINISTRATIVE OFFICER	N	G04	\$35,100	\$43,900	\$52,700
CHILD SUPPORT AGENT II	N	G04	\$35,100	\$43,900	\$52,700
COMMUNITY DEVELOPMENT SPECIALIST I	N	G04	\$35,100	\$43,900	\$52,700
EMS BILLING SPECIALIST	N	G04	\$35,100	\$43,900	\$52,700
HUMAN RESOURCES PLACEMENT SPECIALIST	N	G04	\$35,100	\$43,900	\$52,700
HUMAN RESOURCES TECHNICIAN II	N	G04	\$35,100	\$43,900	\$52,700
INCOME MAINTENANCE CASEWORKER III	N	G04	\$35,100	\$43,900	\$52,700
INCOME MAINTENANCE INVESTIGATOR II	N	G04	\$35,100	\$43,900	\$52,700
INCOME MAINTENANCE SUPERVISOR I	N	G04	\$35,100	\$43,900	\$52,700
PUBLIC HEALTH EDUCATION SPECIALIST	N	G04	\$35,100	\$43,900	\$52,700
SENIOR MAINTENANCE TECHNICIAN	N	G04	\$35,100	\$43,900	\$52,700
SOCIAL WORKER II	N	G04	\$35,100	\$43,900	\$52,700
SOIL CONSERVATIONIST	N	G04	\$35,100	\$43,900	\$52,700
TECHNOLOGY SUPPORT SPECIALIST	N	G04	<del>\$35,100</del>	<del>\$43,900</del>	<del>\$52,700</del>
TECHNICAL SUPPORT ANALYST	N	G04	\$35,100	\$43,900	\$52,700
TELECOMMUNICATOR	N	G04	\$35,100	\$43,900	\$52,700
ACCOUNTING SPECIALIST II	N	G05	\$38,600	\$48,300	\$57,900
BILLING SUPERVISOR	N	G05	\$38,600	\$48,300	\$57,900
COMMUNITY DEVELOPMENT SPECIALIST II	N	G05	\$38,600	\$48,300	\$57,900
ENVIRONMENTAL HEALTH SPECIALIST	N	G05	\$38,600	\$48,300	\$57,900
EXECUTIVE ASSISTANT I	N	G05	\$38,600	\$48,300	\$57,900
HUMAN RESOURCE SPECIALIST I	N	G05	\$38,600	\$48,300	\$57,900
INCOME MAINTENANCE SUPERVISOR II	N	G05	\$38,600	\$48,300	\$57,900
LEAD CHILD SUPPORT AGENT	N	G05	\$38,600	\$48,300	\$57,900
MAINTENANCE TEAM LEAD	N	G05	\$38,600	\$48,300	\$57,900
PAYROLL ADMINISTRATOR	N	G05	\$38,600	\$48,300	\$57,900
PLANNER	N	G05	\$38,600	\$48,300	\$57,900
PUBLIC HEALTH EDUCATOR II	N	G05	\$38,600	\$48,300	\$57,900
PURCHASING MANAGER	N	G05	\$38,600	\$48,300	\$57,900
SOCIAL WORKER III	N	G05	\$38,600	\$48,300	\$57,900
SOLID WASTE SUPERVISOR	N	G05	\$38,600	\$48,300	\$57,900
TELECOMMUNICATIONS SUPERVISOR	N	G05	\$38,600	\$48,300	\$57,900
ASSISTANT REGISTER OF DEEDS	N	G06	\$42,500	\$53,100	\$63,800
ASSISTANT TELECOMMUNICATIONS DIRECTOR	N	G06	\$42,500	\$53,100	\$63,800
BUILDING INSPECTOR I	N	G06	\$42,500	\$53,100	\$63,800
BUSINESS PERSONAL PROPERTY APPRAISER	N	G06	\$42,500	\$53,100	\$63,800
CHILD SUPPORT SUPERVISOR I	N	G06	\$42,500	\$53,100	\$63,800
EXECUTIVE ASSISTANT II	N	G06	\$42,500	\$53,100	\$63,800
GIS COORDINATOR	N	G06	\$42,500	\$53,100	\$63,800
GRANT ADMINISTRATOR/ACCOUNTANT	N	G06	<del>\$42,500</del>	<del>\$53,100</del>	<del>\$63,800</del>
HEALTH DEPT FINANCE OFFICER	N	G06	\$42,500	\$53,100	\$63,800
HUMAN RESOURCES SPECIALIST II	N	G06	\$42,500	\$53,100	\$63,800
INCOME MAINTENANCE SUPERVISOR III	N	G06	\$42,500	\$53,100	\$63,800
PARALEGAL	N	G06	\$42,500	\$53,100	\$63,800
PERSONAL PROPERTY APPRAISER	N	G06	\$42,500	\$53,100	\$63,800
REAL PROPERTY APPRAISER	N	G06	\$42,500	\$53,100	\$63,800
SOCIAL SERVICES FINANCE OFFICER	N	G06	\$42,500	\$53,100	\$63,800
SOCIAL WORK SUPERVISOR I	N	G06	\$42,500	\$53,100	\$63,800
SW-INVESTIGATIVE/ASSESSMENT& TREATMENT	N	G06	\$42,500	\$53,100	\$63,800
TECHNICAL SUPPORT ANALYST	N	G06	<del>\$42,500</del>	<del>\$53,100</del>	<del>\$63,800</del>
UTILITIES OPERATION SUPERVISOR	N	G06	\$42,500	\$53,100	\$63,800

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HEALTH CLASS					
POSITION TITLE	FLSA	GRADE	MIN	MID	MAX
DENTAL ASSISTANT	N	H01	\$28,800	\$36,000	\$43,200
NUTRITIONIST I	N	H01	\$28,800	\$36,000	\$43,200
NUTRITIONIST II	N	H02	\$33,100	\$41,400	\$49,700
MEDICAL LABORATORY TECHNICIAN	N	H03	\$38,100	\$47,600	\$57,200
NUTRITIONIST III	N	H03	\$38,100	\$47,600	\$57,200
PRACTICAL NURSE I	N	H03	\$38,100	\$47,600	\$57,200
DENTAL HYGIENIST I	N	H04	\$43,800	\$54,700	\$65,700
MEDICAL LABORATORY SUPERVISOR	N	H04	\$43,800	\$54,700	\$65,700
NUTRITION PROGRAM DIRECTOR	N	H04	\$43,800	\$54,700	\$65,700
PRACTICAL NURSE II	N	H04	\$43,800	\$54,700	\$65,700
PUBLIC HEALTH NURSE I	N	H04	\$43,800	\$54,700	\$65,700
PUBLIC HEALTH NURSE II	N	H05	\$50,300	\$62,900	\$75,500
DENTAL HYGIENIST II	N	H06	\$57,800	\$72,300	\$86,700
PUBLIC HEALTH NURSE III	N	H06	\$57,800	\$72,300	\$86,700
PUBLIC HEALTH NURSING SUPERVISOR	E	H07	\$66,500	\$83,100	\$99,800
PUBLIC HEALTH NURSING DIRECTOR	E	H08	\$76,500	\$95,600	\$114,800
PHYSICIAN EXTENDER II	E	H09	\$87,900	\$109,900	\$131,900
DENTIST	E	H11	\$126,600	\$158,300	\$189,900

EMS CLASS - HOURLY RATES						
POSITION TITLE	FLSA	GRADE	SHIFT	MIN	MID	MAX
EMT BASIC	N	E01A	2236	\$16.50	\$20.63	\$24.75
EMT BASIC	N	E01B	2080	\$16.50	\$20.63	\$24.75
EMT ADVANCED	N	E02A	2236	\$17.75	\$22.19	\$26.63
EMT ADVANCED	N	E02B	2080	\$17.75	\$22.19	\$26.63
PARAMEDIC I	N	E03A	2236	\$20.41	\$25.51	\$30.62
PARAMEDIC I	N	E03B	2080	\$20.41	\$25.51	\$30.62
FIELD TRAINING OFFICER	N	E04A	2236	\$22.45	\$28.06	\$33.68
PARAMEDIC II	N	E04A	2236	\$22.45	\$28.06	\$33.68
COMMUNITY PARAMEDIC	N	E04B	2080	\$22.45	\$28.06	\$33.68
ASSISTANT EMS SUPERVISOR	N	E05	2236	\$24.70	\$30.88	\$37.05
EMS SUPERVISOR	N	E06A	2236	\$27.17	\$33.96	\$40.76
COMMUNITY PARAMEDIC SUPERVISOR	N	E06B	2080	\$27.17	\$33.96	\$40.76
EMERGENCY MEDICAL SERVICES MANAGER	E	E07	2080	\$67,000	\$83,750	\$100,500

SHERIFF - LAW ENFORCEMENT CLASS					
POSITION TITLE	FLSA	GRADE	MIN	MID	MAX
DEPUTY I	N	S01	\$43,500	\$54,000	\$64,600
DEPUTY II	N	S02	\$44,900	\$55,800	\$66,700
DEPUTY III	N	S03	\$46,400	\$57,600	\$68,900
DEPUTY CORPORAL I	N	S04	\$47,900	\$59,500	\$71,100
DEPUTY CORPORAL II	N	S05	\$49,500	\$61,500	\$73,500
DETECTIVE I	N	S06	\$51,100	\$63,500	\$75,900
DETECTIVE II	N	S07	\$52,800	\$65,600	\$78,400
DEPUTY SERGEANT I	N	S08	\$54,500	\$67,700	\$80,900
DEPUTY SERGEANT II	N	S09	\$56,300	\$69,900	\$83,600
DEPUTY LIEUTENANT I	N	S10	\$58,200	\$72,300	\$86,400
DEPUTY LIEUTENANT II	N	S11	\$60,100	\$74,700	\$89,200
DEPUTY SHERIFF/CAPTAIN	E	S12	\$63,700	\$79,100	\$94,600

CHIEF DEPUTY SHERIFF/MAJOR	E	S13	\$67,500	\$83,900	\$100,200
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### SHERIFF - DETENTION CLASS

POSITION TITLE	FLSA	GRADE	MIN	MID	MAX
DETENTION OFFICER I	N	D01	\$39,000	\$48,400	\$57,900
DETENTION OFFICER II	N	D02	\$40,300	\$50,100	\$59,800
DETENTION OFFICER III	N	D03	\$41,600	\$51,700	\$61,800
DETENTION CORPORAL I	N	D04	\$43,000	\$53,400	\$63,800
DETENTION CORPORAL II	N	D05	\$44,400	\$55,200	\$65,900
DETENTION CORPORAL III	N	D06	\$45,900	\$57,000	\$68,100
DETENTION SERGEANT I	N	D07	\$47,400	\$58,900	\$70,400
DETENTION SERGEANT II	N	D08	\$49,000	\$60,900	\$72,700
DETENTION SERGEANT III	N	D09	\$50,600	\$62,900	\$75,100
DETENTION LIEUTENANT I	N	D10	\$52,300	\$65,000	\$77,600
DETENTION LIEUTENANT II	N	D11	\$54,000	\$67,100	\$80,200
DETENTION LIEUTENANT III	N	D12	\$55,800	\$69,300	\$82,800
DETENTION ADMIN/CAPTAIN	E	D13	\$58,600	\$72,800	\$87,000



## ***Financial Reporting Administrator***

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**The Financial Reporting Administrator** will work in our County Administration Building located in beautiful, Historic Tarboro, NC. This position performs various functions within the finance department in accordance with local, state and federal laws and Generally Accepted Accounting Principles (GAAP). He or she will work under the close supervision of the Chief Financial Officer.

Essential duties include:

**Summary:** The Financial Reporting Administrator plays a crucial role in the Finance Department of Edgecombe County by overseeing and managing financial reporting processes, ensuring compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards. This position is responsible for coordinating and facilitating annual audits, preparing financial statements, and providing accurate and timely financial information to internal and external stakeholders.

### **Key Responsibilities:**

#### **1. Financial Reporting Compliance:**

- Stay abreast of changes in GAAP and GASB standards and ensure the organization's financial reporting practices remain in compliance.
- Develop and recommend accounting policies and procedures to adhere to regulatory requirements.

#### **2. Financial Statement Preparation:**

- Prepare accurate and timely financial statements in accordance with GAAP and GASB standards.
- Coordinate with various departments to gather necessary financial data for inclusion in reports.

#### **3. Annual Audits:**

- Serve as the primary point of contact for external auditors during annual audits.
- Coordinate the audit process, including preparing schedules, responding to auditor inquiries, and ensuring a smooth and efficient audit.

#### **4. Grants**

- Oversees the complete lifecycle of grants to include assistance and preparation of grant applications and ensuring the grant application processes comply with all grantor, state/federal, and county procedures and legal requirements.

- Prepare and submit appropriate management and governing body agenda items.
- Assist with related contract approval processes; ensuring all grant budgets and expenditures are correctly accounted for and comply with applicable laws and county procedures, and preparing accurate financial reports.
- Collaborates with county departments to ensure the accurate and timely submission of subrecipients monthly/quarterly reporting.

#### **5. Financial Analysis:**

- Conduct financial analysis to identify trends, variances, and areas for improvement.
- Provide insights and recommendations to management based on financial analysis.

#### **6. Collaboration and Training:**

- Collaborate with other departments to enhance financial reporting processes and address cross-functional financial issues.
- Provide training and guidance to staff members on financial reporting policies and procedures.

#### **7. Budget Support:**

- Assist in the budgeting process by providing historical financial data and insights to support accurate forecasting.

#### **8. Documentation and Recordkeeping:**

- Maintain comprehensive and organized documentation of financial transactions and reporting processes.
- Ensure the retention of financial records in accordance with regulatory requirements.

#### **Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field; CPA or advanced degree preferred.
- Minimum of 5 years of experience in financial reporting, accounting, or auditing, with specific experience in governmental accounting.
- Thorough knowledge of GAAP and GASB standards.
- Strong analytical, organizational, and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficiency in financial software and Microsoft Office Suite.

The salary range for the position is **\$62,200 - \$99,500** and includes *excellent benefits that total over \$11,000 annually*. The starting salary is dependent on the qualifications and experience of the candidate.

*Edgecombe County is an Equal Opportunity Employer.*

## **APPOINTMENTS:**

A. **Parks and Recreation Advisory Board**

Mr. Calvin Adkins resigned and Ms. Tyronda Whitaker is recommended to replace him as Board-at-Large.

**Recommendation:**

Appoint Ms. Whitaker as recommended.

**EDGECOMBE COUNTY**

**APPLICATION FOR CITIZEN BOARDS AND COMMISSIONS**

**FULL NAME:** Tyronda Shawnee Whitaker

**ADDRESS:** 1194 Jenkins Farm Rd

Pinetops, NC 27864

**PHONE:** 252-267-0944

**I am interested in serving on the following Board/Commission:**

Parks & Recreation Advisory Board

**Do you live in Edgecombe County?** X Yes        No

**Male**        **Female** X **Race** AA

**EMPLOYMENT AND EDUCATION**

**Employer** Upper Coastal Plain COG  
**Address** 121 W. Nash St./P.O. Box 9  
Wilson, NC 27893/4

**Phone:** 252-234-5963  
**Occupation** Regional LTC Ombudsman

**Graduate:** Yes X No         
**Major** Social Sciences  
**High School** Southeast Halifax  
**College** University of MD Univ. College  
**Graduate School**         
**Other**       

**Are you currently serving or have you ever served on a public Board or Commission?** yes  
**If so, please list below.**

**Board** Humans Relations Committee **Dates** 2013-14

**Comments:** I'm interested in the continued advocacy for & improving the quality of life of everyone who calls Edgecombe County home.

**Signature:** Tyronda Whitaker  
**Date:** 12/21/2023

**Please attach a brief resume with information pertinent to appointment and return to: Edgecombe County, Attn: Clerk to the Board  
Post Office Box 10, Tarboro, NC 27886.  
(Questions please call 252-641-7832)**

SUMMARY OF RELEASES & AFTERLIST FOR THE MONTH OF NOVEMBER 2023

<b>Total Annual Releases - 2023 Levy</b>	<b>\$</b>	<b>862.31</b>
<b>Total Annual Billing - 2023 Levy</b>	<b>\$</b>	<b>17,375.28</b>

Respectfully submitted,

*Tarasa M Lewis*

Tax Administrator



# After-List and Release Monthly Summary

## AFTER-LISTS 2023 LEVY

	NOVEMBER	Thru Current Month
REAL	\$ 1,502,333.00	\$ 2,716,841,774.00
PERSONAL	\$ 160,375.00	\$ 721,542,916.00
CO. WIDE	\$ 15,785.74	\$ 26,790,407.82
DOG	\$ -	\$ 6,166.00
FIRE DISTRICT	\$ 291.44	\$ 1,274,906.39
SOLID WASTE	\$ 910.00	\$ 1,022,227.14
CONETOE	\$ -	\$ 33,383.23
MACCLESFIELD	\$ -	\$ 57,819.78
PINETOPS	\$ -	\$ 287,646.70
WHITKERS	\$ -	\$ 79,602.40
PRINCEVILLE	\$ 32.33	\$ 225,599.84
SHARPSBURG	\$ -	\$ 47,201.60
LEGGETT	\$ -	\$ 10,166.87
SPEED	\$ -	\$ 12,378.91
DRAINAGE DIST	\$ -	\$ 36,423.09
PENALTY	\$ 345.77	\$ 65,163.09
GARNISHMENT	\$ -	\$ -
ADVERTISEMENT	\$ -	\$ -
GAP	\$ -	\$ 147,813.04
PUBLIC UTILITIES	\$ -	\$ 2,699,907.80
TOTAL	\$ 17,375.28	\$ 32,786,615.70

## RELEASES- 2023 LEVY

	NOVEMBER	Thru Current Month
REAL	\$ 48,284.00	\$ 2,277,920.00
PERSONAL	\$ 15,170.00	\$ 594,402.00
CO. WIDE	\$ 615.33	\$ 27,436.21
DOG	\$ -	\$ 10.00
FIRE DISTRICT	\$ 52.48	\$ 1,010.77
SOLID WASTE	\$ 125.00	\$ 2,275.00
CONETOE	\$ -	\$ -
MACCLESFIELD	\$ -	\$ -
PINETOPS	\$ -	\$ 776.39
WHITAKERS	\$ -	\$ 443.06
PRINCEVILLE	\$ 68.93	\$ 587.08
SHARPSBURG	\$ -	\$ -
LEGGETT	\$ -	\$ -
SPEED	\$ -	\$ -
DRAINAGE DIST	\$ -	\$ -
PENALTY	\$ 0.57	\$ 3,632.10
GARNISHMENT	\$ -	\$ -
ADVERTISEMENT	\$ -	\$ -
TOTAL	\$ 862.31	\$ 36,170.61

## RELEASES FOR BACK YEARS

	2022	2021	2020	2019	2018	2017
REAL	\$ 7,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
PERSONAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CO. WIDE	\$ 70.30	\$ 13.30	\$ 13.30	\$ 13.30	\$ 13.30	\$ 13.30
DOG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FIRE DISTRICT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SOLID WASTE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONETOE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PRINCEVILLE	\$ 36.60	\$ -	\$ -	\$ -	\$ -	\$ -
SHARPSBURG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SPEED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DRAINAGE DIST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GARNISHMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADVERTISEMENT	\$ 4.00	\$ -	\$ -	\$ -	\$ -	\$ -
PENALTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 110.90	\$ 13.30	\$ 13.30	\$ 13.30	\$ 13.30	\$ 13.30

	2016	2015	2014	2013		
REAL	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00		
PERSONAL	\$ -	\$ -	\$ -	\$ -		
CO. WIDE	\$ 13.30	\$ 13.30	\$ 12.53	\$ 12.04		
DOG	\$ -	\$ -	\$ -	\$ -		
FIRE DISTRICT	\$ -	\$ -	\$ -	\$ -		
SOLID WASTE	\$ -	\$ -	\$ -	\$ -		
CONETOE	\$ -	\$ -	\$ -	\$ -		
PRINCEVILLE	\$ -	\$ -	\$ -	\$ -		
SHARPSBURG	\$ -	\$ -	\$ -	\$ -		
SPEED	\$ -	\$ -	\$ -	\$ -		
DRAINAGE DIST	\$ -	\$ -	\$ -	\$ -		
GARNISHMENT	\$ -	\$ -	\$ -	\$ -		
ADVERTISEMENT	\$ -	\$ -	\$ -	\$ -		
PENALTY	\$ -	\$ -	\$ -	\$ -		

## Public Utilities & GAP Monthly Summary

### 2023 LEVY PUBLIC UTILITIES

	Sep-23	Fiscal
Real		
Personal	\$ 444,452,441.00	\$ 444,452,441.00
Co. Wide	\$ 2,500,758.52	\$ 2,500,758.52
Fire Districts	\$ 164,735.20	\$ 164,735.20
Conetoe	\$ 3,549.20	\$ 3,549.20
Princeville	\$ 8,779.00	\$ 8,779.00
Sharpsburg	\$ 3,503.55	\$ 3,503.55
Speed	\$ 610.81	\$ 610.81
Leggett	\$ 165.65	\$ 165.65
Pinetops	\$ 3,423.76	\$ 3,423.76
Macclesfield	\$ 4,076.47	\$ 4,076.47
Whitakers	\$ 10,305.64	\$ 10,305.64
Total	\$ 2,699,907.80	\$ 2,699,907.80

### 2023 LEVY GAPS

	Jul-23	Fiscal
Real		
Personal		\$ -
Co. Wide	\$ 135,739.05	\$ 135,739.05
Fire Districts	\$ 6,364.18	\$ 6,364.18
Conetoe	\$ 416.07	\$ 416.07
Princeville	\$ 2,578.79	\$ 2,578.79
Sharpsburg	\$ 359.51	\$ 359.51
Speed	\$ 36.59	\$ 36.59
Leggett	\$ 4.23	\$ 4.23
Pinetops	\$ 1,511.05	\$ 1,511.05
Macclesfield	\$ 387.45	\$ 387.45
Whitakers	\$ 416.12	\$ 416.12
Total	\$ 147,813.04	\$ 147,813.04

Contracts for January 2, 2024 Commissioners Meeting					
Vendor Name	Contract Amount	Service Description	Dept.		
T.A. Loving Company	Change Order #2 increasing the contract by \$25,907.78 to a total contract of \$7,903,254.03	Additional work added to the scope as described in the attached change order. This additional cost is covered in the current funding secured.	Utilities		
Contracts Approved by the County Manager – For Information					
None to report this month					

# Memorandum



**To:** Board of Commissioners  
**From:** Eric Evans, County Manager  
**Date:** 12/21/2023  
**Re:** Edgecombe WSD No.6 – Water and Wastewater  
System Improvements – Change Order No. 2

Attached you will find Change Order No. 2 to the Edgecombe County Water & Sewer District No. 6 Water & Wastewater System Improvements Project.

This change order will cover additional raised manholes, sidewalk replacement and repair, point repairs and additional tree removal for an amount of \$25,907.78, which will increase the total contract amount for T.A. Loving Company to \$7,903,254.03.

It is recommended that you approve the enclosed Change Order as presented.

**Change Order No.** 02

<b>Date of Issuance:</b> 12/18/2023	<b>Effective Date:</b> 12/15/2023
<b>Owner:</b> Edgecombe Water & Sewer District No. 6	<b>Owner's Contract No.:</b> 1
<b>Contractor:</b> T.A. Loving Company	<b>Contractor's Project No.:</b>
<b>Engineer:</b> The Wooten Company	<b>Engineer's Project No.:</b> 2488-GU
<b>Project:</b> Water and Wastewater System Improvements	<b>Contract Name:</b>

The Contract is modified as follows upon execution of this Change Order:

**Description:**

	Unit Price	Estimated Quantity	Change to Contract Price
CO 2.1 – Raise existing MH 273 to grade. This manhole was discovered to be buried beneath the sidewalk on Mutual Boulevard.		1 LS	(+) \$1,105.44
Line Item 60 – Remove and Replace Sidewalk – Increase s/w quantity for repairs after MH 273 is adjusted to grade.	\$80.00	12 SY	(+) \$960.00
CO 2.2 – Remove trees on Newton Ave. – Point repairs required at two (2) locations between MH's 45 and 45A require trees to be removed to safely excavate to perform the work. The contract establishes a unit price for tree removal from 6 to 12", however the trees in conflict are greater than 12" in diameter.	\$4,830.78	3 EA	(+) \$14,492.34
Line Item 12 – Point Repair (0-6') 8" – Based on CCTV, the existing 8-inch gravity sewer between MH's 45 and 45A requires two (2) point repairs prior to CIPP lining. These point repairs were not anticipated in the contract quantities. See Plan Sheet C.3.8.	\$4,675.00	2 EA	(+) \$9,350.00
<b>Total</b>			<b>(+) \$25,907.78</b>

**Descriptions/Attachments:** *[List documents supporting change]*

TAL change order proposal dated 12/13/23 for MH adjustment.

CP&P Invoice 751064 for grade rings.

TAL change order proposal dated 12/13/23 for tree removal.

Proctor Groundworx Proposal dated 12/13/23.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price:	Original Contract Date: 06/30/2023, NTP 10/09/2023
\$ 5,918,826.25	Substantial Completion: 330 days; 09/03/2024
	Ready for Final Payment: 360 days; 10/03/2024
	days or dates

Increase from previously approved Change Orders No. ____ through No. <u>1</u> :  (+) \$1,958,520.00	[Increase] [ <del>Decrease</del> ] from previously approved Change Orders No. ____ through No. <u>1</u> : Substantial Completion: <u>0</u> calendar days Ready for Final Payment: <u>0</u> calendar days days or dates
Contract Price prior to this Change Order:  \$ 7,877,346.25	Contract Times prior to this Change Order: Substantial Completion: <u>330 days; 09/03/2024</u> Ready for Final Payment: <u>360 days; 10/03/2024</u> days or dates
Increase of this Change Order:  (+) \$25,907.78	Increase of this Change Order: Substantial Completion: <u>0</u> calendar days Ready for Final Payment: <u>0</u> calendar days days or dates
Contract Price incorporating this Change Order:  \$ 7,903,254.03	Contract Times with all approved Change Orders: Substantial Completion: <u>330 days; 09/03/2024</u> Ready for Final Payment: <u>360 days; 10/03/2024</u> days or dates

<b>RECOMMENDED:</b> By: <u></u> Engineer (if required) Title: <u>Construction Administrator</u> Date: <u>12/18/2023</u>		<b>ACCEPTED:</b> By: _____ Owner (Authorized Signature) Title: _____ Date: _____		<b>ACCEPTED:</b> By: <u></u> Contractor (Authorized Signature) Title: <u>Sr. Vice President</u> Date: <u>12/18/2023</u>	
--	--	--	--	--	--

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_



T. A. Loving Company  
400 Patetown Road P.O. Drawer 919  
Goldsboro NC 27533-0919  
919-734-8400 (phone) 919-736-2148 (fax)

Change Proposal  
Request  
No.: 2

### CHANGE ORDER PROPOSAL

Project Name: Water and Wastewater System Improvements Project No. 23409  
Location: Princeville Date 12/13/2023  
Owner: Edgecombe County Drawing No.  
Engineer: The Wooten Company Spec. Section

Reference: RFP No.: Work Directive No.: Field Order No.: Other:

Description: TA Loving was instructed to bring existing MH 273 to grade.

1. LABOR (See attached itemized breakdown) ..... \$461.25  
2. MATERIALS (See attached itemized breakdown) ..... \$203.30  
3. EQUIPMENT/OTHER (See attached itemized breakdown) ..... \$296.70  
4. TIME EXTENSION FIELD COSTS\*\* ..... 0 DAYS @ \$0.00 PER DAY ..... \$0.00  
5. SUB-TOTAL DIRECT WORK ..... \$961.25  
6. OVERHEAD & PROFIT ON DIRECT WORK ..... 15% ..... \$144.19  
7. TOTAL DIRECT WORK ..... \$1,105.44

#### Subcontractor Items

NAME	DESCRIPTION	INVOICE/PROPOSAL DATE

8. SUB-TOTAL BID ITEM WORK: ..... \$0.00  
9. OVERHEAD & PROFIT ON SUBCONTRACTOR ITEM WORK ..... 5% ..... \$0.00  
10. TOTAL BID ITEM WORK ..... \$0.00  
11. SUB-TOTAL DIRECT AND BID ITEM WORK ..... \$1,105.44  
12. BOND & INSURANCE: ..... 0.00% of subtotal # 11 ..... \$0.00  
13. TOTAL CHANGE PROPOSAL REQUEST ..... \$1,105.44

Reviewed By: Date:

\*\* Schedule impact indeterminate at this time. The contractor reserves its rights to a time extension and extended field costs due to the cumulative effect of changes.

Accepted By:

T. A. Loving Company

Date:

Date:

Date:



T. A. Loving Company  
400 Patetown Road P.O. Drawer 919  
Goldsboro NC 27533-0919

Change Proposal  
Request  
No.:

2

919-734-8400 (phone) 919-736-2148 (fax)

## WORKSHEET SUMMARY

	Quantity	Rate	Unit	
<b>MATERIAL COST</b>				
A. Material (From take off worksheet)				\$190.00
B. Miscellaneous/Waste material		0.00%	of A	\$0.00
C. Freight				\$0.00
D. SUBTOTAL				\$190.00
E. Sales Tax		7.00%	of D	\$13.30
<b>F. TOTAL MATERIAL</b>				<b>\$203.30</b>
<b>LABOR COST TA Loving was instructed to bring existing MH 273 to grade.</b>				
A. Labor (From takeoff worksheet)				\$450.00
B. Small Tools		2.50%	of Labor	\$11.25
C. Clean-up		0.00%	of Labor	\$0.00
D. Safety		0.00%	of Labor	\$0.00
E. Safety Training		0.00%	of Labor	\$0.00
F. Reproduction Costs				\$0.00
G. As-Built Drawings	0	\$73.00	HR	\$0.00
H. Testing		0.00%	of Labor	\$0.00
I. Warranty Work		0.00%	of Labor	\$0.00
J. Punch List		0.00%	of Labor	\$0.00
<b>J. TOTAL LABOR</b>				<b>\$461.25</b>
<b>EQUIPMENT/OTHER</b>				
A. Equipment (From take off worksheet)				\$276.00
B. Equipment Fuel Surcharge		2%	of Equipment	\$5.52
C. Equipment Repairs		2%	of Equipment	\$5.52
D. Equipment Yard Work		1.50%	of Equipment	\$4.14
E. Assigned Equipment		2%	of Equipment	\$5.52
F. Other (From take off worksheet)				\$0.00
<b>E. TOTAL EQUIPMENT/OTHER</b>				<b>\$296.70</b>



T. A. Loving Company  
400 Patetown Road P.O. Drawer 919  
Goldsboro NC 27533-0919  
919-734-8400 (phone) 919-736-2148 (fax)

Change Proposal  
Request  
No.: 2

### TAKE OFF WORKSHEET

ITEM	DESCRIPTION	QTY.	UNIT	MATERIAL		LABOR		EQUIPMENT		OTHER	
				UNIT COST	TOTAL COST	LABOR RATE	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
	4" Grade Ring	2	EA	\$65.00	\$130.00						
	3" Grade Ring	1	EA	\$60.00	\$60.00						
	Foreman	2	HR			\$89.00	\$178.00				
	Backhoe Operator	2	HR			\$56.00	\$112.00				
	Labor - Skilled	2	HR			\$40.00	\$80.00				
	Labor - Skilled	2	HR			\$40.00	\$80.00				
	Rubber Tired Backhoe	1	HR					\$276.00	\$276.00		
					\$190.00		\$450.00		\$276.00		0.00



Mail Remittance To:  
210 Stone Spring Road  
Harrisonburg, VA 22801  
Phone: (540) 434-6979  
**CP&P**

Invoice No 751064  
Customer No 01644  
Sales Order No 155548

Sold to: LOVING COMPANY, T A  
PO BOX 919  
GOLDSBORO, NC 27530

**RECEIVED**  
By Alice Harrell at 3:20 pm, Nov 03, 2023

Ship to: Edgecombe Water & Sewer Dist. 6  
1800 Shiloh Farm  
Tarboro, NC 27886

Job Name: Edgecombe Water & Sewer Dist. 6  
Job Type: Precast

#:  
Fed Project #:  
DOT Project #:  
Municipality #:  
PO:

INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
11/3/2023	Dunn	aseabolt	2% 15 NET 30

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
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GRADERING3	3" Grade Ring	Complete	PO:						
ADJRNG24IDX3HX8WDC	Adjusting Ring 24ID X 3H X 8W Dry Cast	EA	1.0000	1.0000	750551	11/2/2023	Dunn	\$60.00	\$60.00
								Tax	\$4.20
								Str GRADERING3 Total	\$64.20

GRADERING4	4" Grade Ring	Complete	PO:						
ADJRNG24IDX4HX8WDC	Adjusting Ring 24ID X 4H X 8W Dry Cast	EA	2.0000	2.0000	750551	11/2/2023	Dunn	\$65.00	\$130.00
								Tax	\$9.11
								Str GRADERING4 Total	\$139.11

ZMH104	4" Diameter sanitary Manhole, 6" Ext Jt Wrap, Reg-Ba	Complete	PO:					\$1,351.00	\$1,351.00
048024B06E00W05J2NSVF	48Ø x 24 Reg Base 6 SU-TG Job	EA	1.0000	1.0000	750551	11/2/2023	Dunn		
INV48CHSMJ	48 Dia Invert Channel (12" and smaller) Job	EA	1.0000	1.0000	750551	11/2/2023	Dunn		
GSKTPSXDD12M	PSX Direct Drive 12M Gasket	EA	1.0000	1.0000	750551	11/2/2023	Dunn		
GSKTPSXDD8QRS	PSX Direct Drive 8QRS Gasket	EA	2.0000	2.0000	750551	11/2/2023	Dunn		
048X24X20CJ2NSAF00	48Ø x 24Ø x 20 Cone SU-TG Step 16	EA	1.0000	1.0000	750551	11/2/2023	Dunn		
BUTRUB1X1450RF	Butyl Rubber 1" x 14.50' Roll (8/ctn)	RL	1.0000	1.0000	750551	11/2/2023	Dunn		
JTWRAP6X1567R	Joint Wrap 6" x 15.67' Roll (12/ctn)	RL	1.0000	1.0000	750551	11/2/2023	Dunn		
								Tax	\$94.56
								Str ZMH104 Total	\$1,445.56

ZMH105	4" Diameter sanitary Manhole, 6" Ext Jt Wrap, Reg-Ba	PO:						\$1,351.00	\$1,351.00
048032B06E00W05J2NSVF	48Ø x 32 Reg Base 6 SU-TG Job	EA	1.0000	1.0000	750551	11/2/2023	Dunn		



T. A. Loving Company  
400 Patetown Road P.O. Drawer 919  
Goldsboro NC 27533-0919  
919-734-8400 (phone) 919-736-2148 (fax)

Change Proposal  
Request  
No.: 2

## CHANGE ORDER PROPOSAL

Project Name: Water and Wastewater System Improvements Project No. 23409  
Location: Princeville Date 12/13/2023  
Owner: Edgecombe County  
Engineer: The Wooten Company Drawing No.  
Spec. Section

Reference: RFP No.: Work Directive No.: Field Order No.: Other:

Description: Removal of 3 trees on Newton Ave for Point Repairs 21 and 22

1. LABOR (See attached itemized breakdown) ..... \$1,189.00  
2. MATERIALS (See attached itemized breakdown) ..... \$0.00  
3. EQUIPMENT/OTHER (See attached itemized breakdown) ..... \$0.00  
4. TIME EXTENSION FIELD COSTS\*\* ..... 0 DAYS @ \$0.00 PER DAY ..... \$0.00  
5. SUB-TOTAL DIRECT WORK ..... \$1,189.00  
6. OVERHEAD & PROFIT ON DIRECT WORK ..... 15% ..... \$178.35  
7. TOTAL DIRECT WORK ..... \$1,367.35

### Subcontractor Items

NAME	DESCRIPTION	INVOICE/PROPOSAL DATE
Proctor's Groundwork	Remove 3 trees on Newton Ave - 3 EA @ \$4,166.66 per tree	

8. SUB-TOTAL BID ITEM WORK: ..... \$12,500.00  
9. OVERHEAD & PROFIT ON SUBCONTRACTOR ITEM WORK ..... 5% ..... \$625.00  
10. TOTAL BID ITEM WORK ..... \$13,125.00  
11. SUB-TOTAL DIRECT AND BID ITEM WORK ..... \$14,492.35  
12. BOND & INSURANCE: ..... 0.00% of subtotal # 11 ..... \$0.00  
13. TOTAL CHANGE PROPOSAL REQUEST ..... \$14,492.35

Reviewed By: Date:

\*\* Schedule impact indeterminate at this time. The contractor reserves its rights to a time extension and extended field costs due to the cumulative effect of changes.

Accepted By:  
T. A. Loving Company

Date:

Date:

Date:



T. A. Loving Company  
400 Patetown Road P.O. Drawer 919  
Goldsboro NC 27533-0919

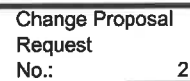
Change Proposal  
Request  
No.:

2

919-734-8400 (phone) 919-736-2148 (fax)

## WORKSHEET SUMMARY

	Quantity	Rate	Unit	
<b>MATERIAL COST</b>				
A. Material (From take off worksheet)				\$0.00
B. Miscellaneous/Waste material		0.00%	of A	\$0.00
C. Freight				\$0.00
D. SUBTOTAL				\$0.00
E. Sales Tax		6.75%	of D	\$0.00
<b>F. TOTAL MATERIAL</b>				<b>\$0.00</b>
<b>LABOR COST</b>				
A. Labor (From takeoff worksheet)				\$1,160.00
B. Small Tools		2.50%	of Labor	\$29.00
C. Clean-up		0.00%	of Labor	\$0.00
D. Safety		0.00%	of Labor	\$0.00
E. Safety Training		0.00%	of Labor	\$0.00
F. Reproduction Costs				\$0.00
G. As-Built Drawings	0	\$73.00	HR	\$0.00
H. Testing		0.00%	of Labor	\$0.00
I. Warranty Work		0.00%	of Labor	\$0.00
J. Punch List		0.00%	of Labor	\$0.00
<b>J. TOTAL LABOR</b>				<b>\$1,189.00</b>
<b>EQUIPMENT/OTHER</b>				
A. Equipment (From take off worksheet)				\$0.00
B. Equipment Fuel Surcharge		2%	of Equipment	\$0.00
C. Equipment Repairs		2%	of Equipment	\$0.00
D. Equipment Yard Work		1.50%	of Equipment	\$0.00
E. Assigned Equipment		2%	of Equipment	\$0.00
F. Other (From take off worksheet)				\$0.00
<b>E. TOTAL EQUIPMENT/OTHER</b>				<b>\$0.00</b>



ITEM	DESCRIPTION	QTY.	UNIT	MATERIAL		LABOR		EQUIPMENT		OTHER	
				UNIT COST	TOTAL COST	LABOR RATE	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
	Superintendent	10	HR			\$116.00	\$1,160.00				
					\$0.00		\$1,160.00		\$0.00		0.00

Proctor Groundworx, LLC  
4206 NC Highway 42 W  
Wilson, NC 27893 US  
252-230-2188  
mdwilliamson@myglnc.com



**ADDRESS**  
TA Loving  
400 Patetown Rd  
Goldsboro, NC 27530

Estimate 502

DATE 12/13/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		Change Order "Edgecombe County Water & Wastewater System Improvements 620 King Avenue Tarboro, NC 27886 " Project Number: 23409-			0.00
	Service	Tree removal for three trees	1	12,500.00	12,500.00

Proctor Groundworx  
4206 NC Highway 42 W  
Wilson, NC 27893

TOTAL \$12,500.00

Accepted By

Accepted Date

**EDGECOMBE  
WATER AND SEWER DEPARTMENT  
CONSTRUCTION AND MAINTENANCE  
REPORT**

**District 1**

Everything has been running according to standards. Staff has been performing routine maintenance on the system, flushing and installing new taps.

**District 2**

Everything has been running according to standards. Staff have been performing routine maintenance on the system, flushing and installing new taps.

**District 3**

Everything has been running according to standards. Staff has been performing routine maintenance on the system, flushing and installing new taps.

**District 4**

Staff has been performing routine maintenance on the system, flushing and installing new taps. Speed Tank overflowed due to SCADA communication issues.

**District 5**

Everything has been running according to standards. Staff has been performing routine maintenance on the system, flushing and installing new taps.

**District 6 – Princeville**

Everything is running according to standards. Staff is performing routine maintenance on the system. The Sewer Rehab Project is running smoothly.

**MONTH NOV**

**EDGECOMBE  
WATER AND SEWER  
MONTHLY UPDATE**

**YEAR 2024**

**November 2023 Information**

Total estimated population: **23,323**

Total current customer base: **7,639**

	<u><b>WATER</b></u>	<u><b>SEWER</b></u>
D-1	1638	6
D-2	1479	85
D-3	804	0
D-4	365	91
D-5	1011	242
D-6	<u>599</u>	<u>567</u>
<b>TOTAL</b>	<b>5,896</b>	<b>991</b>

Estimated population served: **15,742**

Total estimated potential customer base: **7,581**

Total water purchased: **29,181,640 gallons**

Total sewer purchased: **5,007,128 gallons**

Total cost of water purchased: **\$ 123,052.62**

Total cost of sewer purchased: **\$ 34,271.64**

Total cost of water and sewer: **\$ 157,324.26**

Total water gallons billed: **20,594,350 gallons**

Total sewer gallons billed: **2,878,160 gallons**

Total dollar amount billed – Water: **\$ 332,385.98**

Total dollar amount billed – Sewer: **\$ 58,832.37**

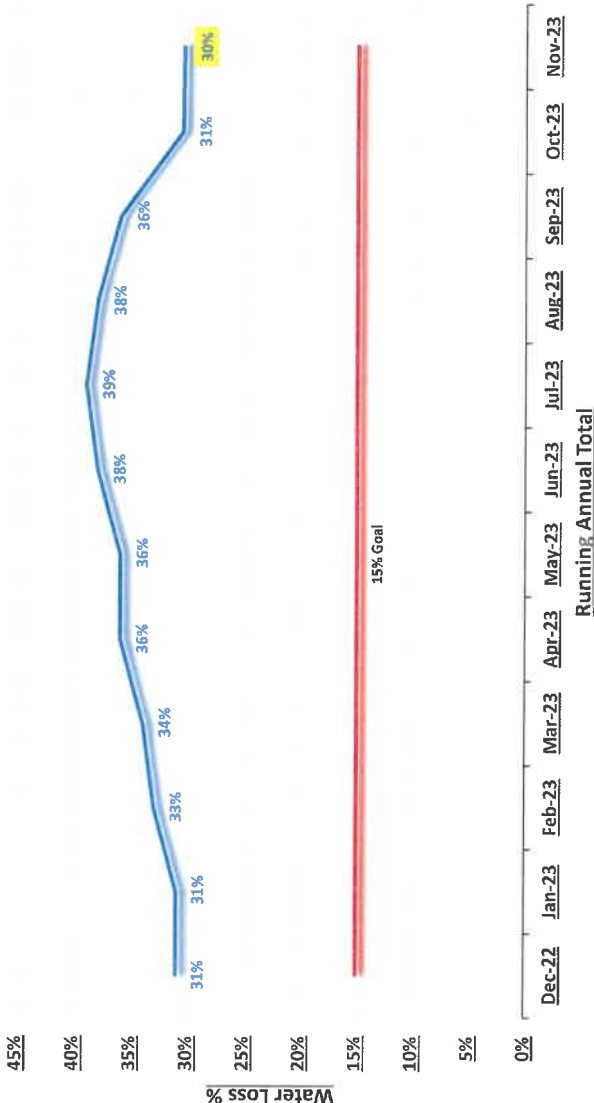
Total dollar amount billed **\$ 391,218.35**

# Edgecombe County Water & Sewer Monthly Water & Sewer Usage

## Monthly Usages

	Vault Readings	Water Purchased (Gallons)	Water Purchased Cost	Water Billed (Gallons)	Water Billed Amount	% Water Loss (Purchased vs. Billed)
Nov-22	41,613,756	39,137,832	\$138,369.92	22,902,840	\$332,926.58	41%
Dec-22	39,356,648	39,694,480	\$140,206.03	23,569,032	\$341,881.24	41%
Jan-23	35,858,704	37,798,036	\$134,206.81	25,535,487	\$356,246.30	32%
Feb-23	39,473,740	37,625,844	\$132,132.37	20,178,499	\$317,341.53	46%
Mar-23	33,408,484	31,007,616	\$118,102.11	22,194,533	\$331,568.32	28%
Apr-23	32,633,504	35,147,828	\$148,483.54	18,235,964	\$304,359.52	48%
23-May	26,632,036	26,250,272	\$96,468.94	20,009,475	\$316,353.30	24%
23-Jun	32,023,300	29,469,544	\$106,532.25	24,375,593	\$348,129.85	17%
23-Jul	32,311,612	34,626,680	\$123,689.89	29,828,309	\$381,360.56	14%
23-Aug	32,805,700	31,227,268	\$119,450.82	30,243,268	\$402,321.86	3%
23-Sep	34,371,308	34,502,828	\$130,780.81	23,868,710	\$358,178.41	31%
23-Oct	27,826,668	31,485,872	\$119,810.43	22,389,770	\$346,583.90	29%
23-Nov	30,748,752	29,181,640	123,052.62	20,594,350	332,385.98	29%
Total	439,064,212	437,155,740	\$1,631,286.54	303,925,830	\$4,469,637.35	30%

## Running Annual Water Loss



## Running Annual Water Loss

Month	Water Loss %	Goal
Dec-22	31%	15%
Jan-23	31%	15%
Feb-23	33%	15%
Mar-23	34%	15%
Apr-23	36%	15%
May-23	36%	15%
Jun-23	38%	15%
Jul-23	39%	15%
Aug-23	38%	15%
Sep-23	36%	15%
Oct-23	31%	15%
Nov-23	30%	15%

Edgecombe County  
Financial Summary Report  
Fiscal Year 2024  
(As of December 31, 2023)

**GENERAL**

<b>REVENUES</b>	<b>REVISED BUDGET</b>	<b>YTD ACTUAL</b>	<b>Y-T-D % COLLECTED</b>	
Ad Valorem Taxes	\$ 33,755,000	\$ 14,846,822	43.98%	
Sales Taxes	9,900,000	2,796,889	28.25%	
Other Taxes	164,000	69,653	42.47%	
Intergovernmental	2,884,692	513,959	17.82%	
Sales, Services and Fees	7,228,975	4,080,343	56.44%	
Health Revenues	6,123,179	1,597,438	26.09%	
DSS Revenues	11,824,630	2,335,231	19.75%	
Other Revenues	1,030,034	598,831	58.14%	
Total Revenues	<u>\$ 72,910,510</u>	<u>\$ 26,839,165</u>	<u>36.81%</u>	
<b>EXPENDITURES</b>	<b>REVISED BUDGET</b>	<b>YTD ACTUAL</b>	<b>Y-T-D % EXPENDED</b>	<b>YTD ENCUMBERED</b>
General Government	\$ 10,725,168	\$ 4,802,023	44.77%	\$ 1,393,483
Public Safety	21,003,359	10,912,428	51.96%	1,713,614
Transportation	60,357	36,429	60.36%	23,929
Economic Development	2,004,301	627,444	31.30%	738,205
Human Services	19,278,503	8,180,032	42.43%	1,642,769
Cultural & Recreational	749,297	344,214	45.94%	315,893
Education	15,095,235	6,780,859	44.92%	7,264,377
Debt Service	4,446,511	1,099,090	24.72%	-
Transfers	7,813,160	217,747	2.79%	-
Total Expenditures	<u>81,175,891</u>	<u>33,000,266</u>	<u>40.65%</u>	<u>\$ 13,092,269</u>
Fund Balance Appropriation/Utilization	<u>\$ (8,265,381)</u>	<u>\$ (6,161,101)</u>		

*Preliminary report subject to final accounting close adjustments.*

Edgecombe County  
Financial Summary Report  
Fiscal Year 2024  
(As of December 31, 2023)

**WATER/SEWER**

Funds 61 - 68

**REVENUES**

	REVISED BUDGET	YTD ACTUAL	Y-T-D % COLLECTED
Water & Sewer Revenue	\$ 6,923,404	\$ 2,694,101	38.91%
Fund Balance Appropriated		-	0.00%
	<u>\$ 6,923,404</u>	<u>\$ 2,694,101</u>	<u>38.91%</u>

1,066,006.00

**EXPENDITURES**

	REVISED BUDGET	YTD ACTUAL	Y-T-D % EXPENDED	YTD ENCUMBERED
Water Operations	\$ 3,842,076	\$ 1,169,649	30.44%	\$ 648,044
Water Purchases	1,400,000	692,265	49.45%	307,735
Debt Service	1,681,328	313,975	18.67%	-
	<u>\$ 6,923,404</u>	<u>\$ 2,175,890</u>	<u>31.43%</u>	<u>\$ 955,779</u>

**SOLID WASTE**

Fund 60

**REVENUES**

	REVISED BUDGET	YTD ACTUAL	Y-T-D % EXPENDED
Fees & Intergovernmental Revenues	\$ 2,984,718	\$ 1,176,517	39.42%
Transfer From General Fund	652,500		0.00%
	<u>\$ 3,637,218</u>	<u>\$ 1,176,517</u>	<u>32.35%</u>

**EXPENDITURES**

	REVISED BUDGET	YTD ACTUAL	Y-T-D % EXPENDED	YTD ENCUMBERED
Tipping Fees Paid	\$ 1,260,000	\$ 515,734	40.93%	\$ 384,266
All Other Expenditures	2,377,218	735,904	30.96%	394,816
	<u>\$ 3,637,218</u>	<u>\$ 1,251,638</u>	<u>34.41%</u>	<u>\$ 779,082</u>

*Preliminary report subject to final accounting close adjustments.*

## Dear County Director Letter - Achievement of Foster Care Visit Benchmarks

Betty Battle <bettybattle@edgecombeco.com>

Mon 12/18/2023 10:25 AM

To: DSS All <dssall@edgecombeco.com>

Cc: Eric Evans <ericevans@edgecombeco.com>

1 attachments (54 KB)

DCDL-Foster Care Visits Benchmarks.pdf;

Good morning all,

Let's give a big shoutout to child welfare staff for meeting their benchmarks with all of the challenges they faced to include being short staffed on all of their teams to having absolutely no staff on their Foster Care team!! Social workers from other child welfare teams as well as supervisors from other teams, all stepped up to make sure that the required monthly visits were completed for the foster children of Edgecombe County. Please take a few minutes to read the attached DCDL. Great team work!!



Best,

Betty Battle, MPA  
Director  
Edgecombe County Social Services  
P. O. Box 370  
Tarboro, NC 27886

Rocky Mount Office  
301 S. Fairview Road  
Rocky Mount, NC 27801

Tele: (252) 641-7882  
Fax: (252) 641-5816  
bettybattle@edgecombeco.com



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

December 14, 2023

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

**ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM MANAGERS, CHILD WELFARE SUPERVISORS  
AND SOCIAL WORKERS**

**SUBJECT: ACHIEVEMENT OF FOSTER CARE VISIT BENCHMARKS**

**REQUIRED ACTION:** X Information Only ☐ Time Sensitive ☐ Immediate

**PURPOSE/BACKGROUND: TO CELEBRATE MEETING FOSTER CARE VISIT REQUIREMENTS**

NC Division of Social Services (NCDSS) is proud and grateful to share with you that North Carolina has met The Administration for Children and Families' (ACF) required benchmarks for visits during permanency planning cases.

ACF requires that 95% of children have a monthly visit with their social worker; and that in 75% of those cases, the visit takes place in the home where the child is staying. Our final data for FFY 2023 (October 2022-September 2023), shows that a monthly visit was completed with each child 96% of the time, and that visit took place in the home where the child resided 93% of the time.

NCDSS would like to take this opportunity to thank the social workers, supervisors and agency leaders who made this happen. Visiting with children in care in a timely manner, not only helps us to meet this ACF required standard, but also gives children the stability and support that they need while they are in foster care. NCDSS is aware of the many challenges that can make this goal difficult to reach and yet the effort that your staff puts forth to make it happen despite the challenges, is to be commended.

Thank you for your dedication and service to the children and families of North Carolina. If you have questions about this accomplishment, contact Peter West, [peter.west@dhhs.nc.gov](mailto:peter.west@dhhs.nc.gov)

Sincerely,

*Katie Swanson*

Katie Swanson, Deputy Director for Child Welfare Operations  
Division of Social Services

*Adrian W. Daye*

Adrian W. Daye, Deputy Director for Child Welfare Practice  
Division of Social Services

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES**

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603

MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401

[www.ncdhhs.gov](http://www.ncdhhs.gov) • TEL: 919-527-6401 • FAX: 919-334-1018

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Cc: Lisa T. Cauley, Senior Director of Human Services  
Tammy Shook, Child Welfare Chief of Staff  
Carla McNeill, Section Chief for Permanency  
Kathy Stone, Section Chief for Safety and Prevention Services  
Kimaree Sanders, Section Chief for Regulatory and Licensing  
Peter West, Section Chief of County Operations

CWS-89-2023

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES**

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

# Getting Off The Lists!

## Monthly Update - Dec. 2023



### Merry Christmas! from Edgecombe County!

Pictured from L-R

Mike Matthews, Assistant County Manager

Commissioner Rev. E. Wayne Hines

Frangie Mungo, Exec. Ast./Clerk to the Board

Commissioner Evelyn Powell

Natalie Bess, Deputy County Manager

Commissioner Viola Harris, Vice-Chairwoman

Commissioner Leonard Wiggins, Chairman

Commissioner Ralph Webb

Eric Evans, County Manager

Michael Peters, County Attorney

Our plan is to have a taskforce for each of our 4 focus areas to help steer the work of Getting Off The Lists.

For our Health Equity focus area, we didn't have to reinvent the wheel because of the **Edgecombe County Rural Health Network. ECRHN** is a multiagency collaboration aimed at reducing barriers to care and improving residents' health by exchanging data, increasing efficiencies, and sharing resources.

We're grateful that they have agreed to adopt this focus area. Those of you who expressed interest in Health Equity will soon hear more about next steps.



Kya Tyson

Manager, Community Grants & Special Projects at ECU Health Edgecombe Hospital and ECRHN Director



Bob Pike, President/CEO of Carolinas Gateway Partnership (pictured above) presented on CGP's economic recruitment activity at the Rocky Mount Chamber's recent Annual Economic Summit. With this slide, he's discussing the tremendous amount of interest we're seeing from companies considering locating new manufacturing facilities at Kingsboro Business Park. Located in Edgecombe Co., Kingsboro is the best and most ready site in all of North Carolina. Each prospect plans for financial investments in the billions and job creation in the thousands. Landing just one of these could really help us with **Getting Off The Lists!** ...More to come.

For some families, a safe and affordable place to live is just way of life. It's nothing that's stressed over or worried about. But for many, it's a luxury that's difficult to maintain if ever achieved at all. That's why we're fortunate to have organizations working in our County like: Rocky Mount Edgecombe CDC, United Community Ministries, Volunteers of America, Tarboro Community Outreach, Tarboro Redevelopment Commission, The Light House, Christian Fellowship Home, The Association of Community Development Corporations, the Down East HOME Consortium, Rocky Mount Housing Authority, and its sister non-profit South Eastern NC-CDC.

One of our 4 **Focus Areas** is **Safe and Affordable Housing**. You can help us **Get Off The Lists** by helping these organizations do more of the great work they're already doing.

Are you with an agency or organization that's doing good work in one of our 4 focus areas? If so, we'd like to learn more about what you do. Please take a few minutes to complete this brief survey.

## Vance Street Homes

a new affordable housing development by South Eastern NC-CDC



With Education/Workforce Development being one of our 4 **Focus Areas**, we were excited to see the **Be Pro Be Proud** skills simulation truck make a stop at Edgecombe Community College. With its high-tech tools and resources, it provides a unique mobile workshop to help students explore, plan, and launch careers in the jobs of today and tomorrow. What a great way to give students the opportunity to virtually explore careers in high-demand fields. [Click here to learn more about Be Pro Be Proud and it's upcoming stops.](#)

A big thanks to Pam Gould, Executive Director of the Strategic Twin-Counties Education Partnership (STEP), for coordinating the visit to Edgecombe County, and to Dr. Greg McLeod (ECC President) and the Edgecombe Community College team for hosting it.



## Edgecombe County

County Administration Building  
201 St. Andrew St., PO Box 10 Tarboro, NC 27886  
252-641-7834 · Fax 252-641-0456  
[www.edgecombecountync.gov](http://www.edgecombecountync.gov)

Eric Evans  
County Manager  
[ericevans@edgecombeco.com](mailto:ericevans@edgecombeco.com)

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**TO: BOARD OF COMMISSIONERS**  
**FROM: ERIC EVANS, COUNTY MANAGER**  
**DATE: DECEMBER 22, 2023**  
**SUBJECT: MAJOR EVENTS AND IMPORTANT MEETINGS**

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To give the Board insight into some of the things I have the privilege of doing or participating in, I'm sharing my major events and important meetings over the last month. This is not a complete list of my meetings during the month.

- **Dec. 1<sup>st</sup>** Toured the Be Pro Be Proud mobile unit with virtual career exploration technology on board at Edgecombe Community College.
- **Dec. 6<sup>th</sup>** Meeting with our Benefits Broker and Cigna reps. for annual insurance utilization review.
- **Dec. 7<sup>th</sup>** Meeting with prospect for Kingsboro Business Park.
- **Dec. 7<sup>th</sup>** Met with housing developer who has interests in development in the County.
- **Dec. 8<sup>th</sup>** Meeting with prospect for Kingsboro Business Park.
- **Dec. 9<sup>th</sup>** Presented at the Tarboro Community Development Corporation's meeting on the Get Off The Lists initiative.
- **Dec. 11<sup>th</sup>** Bi-annual meeting of the Turning Point Consortium Board
- **Dec. 11<sup>th</sup>** Special Meeting of the Board of Commissioners
- **Dec. 18<sup>th</sup>** Attended a meeting hosted by Princeville Mayor Bobby Jones to discuss recreation opportunities.
- **Dec. 19<sup>th</sup>** Get Off The Lists planning meeting with reps. from Rural Forward NC.
- **Dec. 19<sup>th</sup>** Meeting with prospect for Kingsboro Business Park.
- **Dec. 19<sup>th</sup>** Human Services Board meeting.
- **Dec. 22<sup>nd</sup>** Department Head Christmas Luncheon



# Economic/Workforce Indicators for Edgecombe County Reported to Commissioners -January 2024 Commissioners Meeting

	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
<b>Jobs</b>						
Openings (@ date of report)	1386	1451	1406	1329	1312	1214
Previous report total	3084	2523	2529	2444	2216	2118
# Change	123	-561	6	-85	-228	-98
% Change	4.20%	-18%	0.20%	-3.40%	-9.30%	-4.40%
<b>Workforce</b>						
Labor Force	20246	20246	20035	20035	20121	20121
Employed	19001	19001	18845	18845	19068	19068
Unemployed	1245	1245	1190	1190	1053	1053
Unemployment Rate	6.1%	6.1%	5.90%	5.90%	5.20%	5.20%
State Ranking	2	2	2	2	2	2 <sup>1</sup>

## Jobs

Openings (@ date of report)  
Last month total  
# Change  
% Change

## Workforce

Labor Force  
Employed  
Unemployed  
Unemployment Rate  
State Ranking

<sup>1</sup> Updated unemployment figures were not available at the this report was prepared

<sup>2</sup> Tied for 5th with Graham County

<sup>3</sup> Tied with Scotland County

<sup>4</sup> Tied with Halifax County

<sup>5</sup> Tied with Hyde Co.

<sup>6</sup> Tied with Wilson Co.

<sup>7</sup> Tied with Warren County

<sup>8</sup> Tied with Warren and Vance

<sup>9</sup> Tied with Warren, Washington

& Wilson Co

<sup>10</sup> Tied with Vance Co.

# Memorandum

**To:** TDA Board  
**From:** Lisa Warren, Accounting Specialist  
**Date:** 12/12/2023  
**Re:** Finance Report for November 2023

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In fiscal year-to-date 2024, Edgecombe County has collected a total amount of **\$74,437.99** in Occupancy Tax for the TDA. The November collections totaling \$13,678.87 will be deposited to the TDA bank account at PNC Bank during the week of December 18th.

Total Expenditures for fiscal year-to-date 2024 through November 31, 2023 equal **\$28,667.36.**

As of November 31, 2023, the bank statement for the TDA- PNC Bank Account balance was **\$321,630.46.**

I recommend the TDA vote to approve the Finance report as presented.

Please feel free to contact me with any questions or concerns by email at [lisawarren@edgecombeco.com](mailto:lisawarren@edgecombeco.com) or phone at (252)641-4742 (office).

Tourism Office Budget FY 24 - Revised			
Line Item	Budget	YTD	Funds Remaning
<b>REVENUES</b>			
6% Edgecombe County Occupancy Tax	\$ 115,000.00	\$ 59,347.40	\$ 55,652.60
Grant Awards	\$ -		\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -
Fund Balance Appropriated	\$ 115,600.00	\$ -	\$ 115,600.00
Other			\$ -
<b>TOTAL REVENUES</b>	<b>\$ 230,600.00</b>	<b>\$ 59,347.40</b>	<b>\$ 171,252.60</b>
<b>EXPENSES</b>		<b>YTD</b>	<b>Available Funds</b>
<b>HUMAN RESOURCES</b>			
Payroll			
FICA - .765%			
Retirement 6%			
Group Insurance			
401K Contribution 1%			
Contract Services - Social Media Marketing	\$ 14,400.00	\$ 5,532.00	\$ 8,868.00
Contract with Chamber	\$ 22,200.00	\$ 7,400.00	\$ 14,800.00
Performance Bonus- Executive Director	\$ 3,000.00		\$ 3,000.00
Performance Bonus- Social Media	\$ 3,000.00		\$ 3,000.00
<b>TOTAL HUMAN RESOURCES</b>	<b>\$ 42,600.00</b>	<b>\$ 12,932.00</b>	<b>\$ 29,668.00</b>
<b>OPERATIONS</b>			\$ -
Office Supplies	\$ 1,000.00	\$ 173.37	\$ 1,173.37
Equipment			\$ -
Travel (Mileage) and Lodging	\$ 4,500.00		\$ 4,500.00
Board Meeting Expenses	\$ 1,000.00	\$ 388.51	\$ 611.49
Telephone	\$ -		\$ -
Postage	\$ 1,000.00	\$ 36.80	\$ 963.20
Utilities	\$ -		\$ -
Dues and Subscriptions	\$ 2,750.00	\$ 794.43	\$ 1,955.57
Data Processing - Web Hosting	\$ 2,200.00		\$ 2,200.00
Rental Equipment	\$ -		\$ -
Misc. Expense	\$ 3,350.00	\$ 114.92	\$ 3,235.08
Banking Fees	\$ 200.00	\$ 73.79	\$ 126.21
Other Contract Services			\$ -
Legal Expenses			\$ -
Audit	\$ 2,500.00		\$ 2,500.00
<b>Total Operations</b>	<b>\$ 18,500.00</b>	<b>\$ 1,581.82</b>	<b>\$ 14,764.92</b>
<b>Marketing</b>			\$ -
Printing - Marketing Materials	\$ 42,000.00	\$ 4,000.00	\$ 38,000.00
Advertising/Grant Awards	\$ 20,000.00	\$ 4,788.90	\$ 15,211.10
Contract Services - Web Design	\$ -		\$ -
Contract Services - Brochure Design	\$ -		\$ -
Contract Services - Logo Design	\$ -		\$ -
Hotels	\$ 7,500.00		\$ 7,500.00
Social Media Ads	\$ 1,000.00		\$ 1,000.00
Sponsorship	\$ 2,000.00		\$ 2,000.00
Events	\$ 10,000.00	\$ 5,364.64	\$ 4,635.36
RMEC	\$ 5,000.00		\$ 5,000.00
<b>Total Marketing</b>	<b>\$ 87,500.00</b>	<b>\$ 14,153.54</b>	<b>\$ 73,346.46</b>
<b>Asset Development</b>			\$ -
Land Purchase			\$ -
Other	\$ -		\$ -
<b>Total Assest Development</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Town of Tarboro 2023 Allocation Rolled forward	\$ 32,000.00		
Town of Tarboro Reserve for Grant Match	\$ 50,000.00		
		<b>YTD</b>	<b>Available Funds</b>
<b>TOTAL HUMAN RESOURCES</b>	\$ 42,600.00	\$ 12,932.00	\$ 29,668.00
<b>TOTAL OPERATIONS</b>	\$ 18,500.00	\$ 1,581.82	\$ 16,918.18
<b>TOTAL MARKETING</b>	\$ 87,500.00	\$ 14,153.54	\$ 73,346.46
<b>TOTAL ASSEST DEVELOPMENT</b>	\$ -		\$ -
<b>TARBORO ALLOCATION</b>	\$ 82,000.00		\$ 82,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 230,600.00</b>	<b>\$ 28,667.36</b>	<b>\$ 201,932.64</b>
<b>Net Gain or Loss</b>	<b>\$ -</b>	<b>\$ 88,014.76</b>	
<b>Fund Balance Remaining</b>	<b>\$ -</b>		

[illegible]

PLEASE JOIN US AS  
WILSON COUNTY GOVERNMENT  
HOSTS THE

# NCACC DISTRICT 7 MEETING



Wilson  
County

North Carolina

**WHEN: JANUARY 22, 2024 / 12:00 - 1:30PM**

**WHERE: WAAT Academy - 4809 WARD BLVD, WILSON**

**LUNCH WILL BE PROVIDED**

**PLEASE RSVP BY 1/12/24:  
[mwilliams@wilsoncountync.gov](mailto:mwilliams@wilsoncountync.gov)**