



**SAMPSON COUNTY  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
November 2, 2020**

*This meeting is to be held during the unprecedented event of the COVID-19 pandemic. Because the State and the County remain under a State of Emergency, the meeting will be conducted in a modified virtual setting where some members of the Board may elect to participate via Zoom. Given the restrictions on persons allowed in the meeting room, the meeting will be broadcast via YouTube. Comments related to public hearings and Public Comment have been welcomed via US Mail and email.*

<b>6:00 pm</b>	<b>Convene Regular Meeting (County Auditorium) – Notice Attached</b>	<b>1</b>
	Invocation and Pledge of Allegiance	
	Approve Agenda as Published	
<b>Item 1</b>	<b>Recognition</b>	
	a. Recognition of Brian Royal as Recipient of NCRWA’s Bud Pate Service Award	<b>2 - 4</b>
<b>Item 2</b>	<b>Public Hearings</b>	
	a. Public Hearing Regarding Naming of Private Roads	<b>5 - 7</b>
<b>Item 3</b>	<b>Action Items</b>	
	a. Scheduling of Meeting for Architect Presentation of 911 and Emergency Services Facilities Design	<b>8</b>
	b. Appointments – Library Board of Trustees	<b>9 - 10</b>
<b>Item 4</b>	<b>Consent Agenda</b>	<b>11</b>
	a. Approve the minutes of the March 5, 2020 and March 8, 2020 meetings	<b>12 - 19</b>
	b. Adopt the resolution requesting addition of Agriculture Place Lane to NCDOT’s Secondary Roads System	<b>20 - 23</b>
	c. Approve the execution of the Memorandum of Understanding between the County and the City of Clinton regarding fire inspections	<b>24 - 25</b>
	d. Authorize the execution of the Agreement for the Provision of County-Based Aging Services and Funding Plan between the Sampson County Department of Aging and Mid Carolina Council of Government for use of CARES Act funding	<b>26 - 37</b>
	e. Authorize the execution of the FY 2021-2022 Memorandum of Understanding between Sampson County and the NCDHHS	<b>38 - 74</b>

**Item 4 Consent Agenda, continued**

- f. Adopt the County Holiday Schedule for FY 2021 75
- g. Adopt the Board of Commissioners Meeting Schedule for FY 2021 76
- h. Approve late applications for disabled veterans tax exclusion for Tracy Elizabeth Kirkland 77 - 79
- i. Approve the tax refunds and releases as submitted 80 - 104
- j. Approve budget amendments as submitted 105 - 113

**Item 5 Board Information**

114

- a. NCACC - Notice of Dues Reduction

115

**Item 6 County Manager's Reports**

**Item 7 Public Comment Period**

116 - 117

*Comments will be received orally from those present, following the Board's established Rules of Procedure and Conduct or Public Comment Policy. In addition, as publicly advertised, written comments will be accepted until 5 pm on the date of the meeting via mail or email. Comments received by the deadline will be read aloud by the Clerk and included in the official minutes of the meeting (unless they violate the Board's Rules of Procedure and Conduct or Public Comment Policy).*

**Adjournment (or Recess to Reconvene on Date Established for Architect's Presentation)**

**NOTICE OF REGULAR MEETING**  
**Meeting Date/Time: November 2, 2020 at 6:00 p.m.**

The Sampson County Board of Commissioners will hold its November regular meeting on Monday, November 2, 2020 at 6:00 p.m. The meeting will be held in the County Auditorium, located at 435 Rowan Road, Building A, Clinton, NC 28328 using a modified public setting format that allows in-person citizen input while also recognizing current restrictions on mass gatherings and following the sound guidance of public health officials regarding social distancing.

The maximum number of participants allowed in the Auditorium at any one time will be 25 persons. Each member of the Board of Commissioners will opt to participate in the meeting either in person or by Zoom video.

Given the limitation of persons within the meeting room, the meeting will be broadcast live via the County's YouTube page, <https://bit.ly/3f5LlOq>.

For any public hearings scheduled for the agenda and for the Public Comment period held pursuant to 153A-52.1, the Board will accept comments in oral and written form as follows:

**Oral Comments**

Speakers must comply with the Board's standing Rules of Procedure and Public Comment Policy. The Public Comment segment of the agenda will be placed at the end of the agenda, following the conclusion of all other open session business.

**Written Comments**

Public Comments received in written form via first class mail or emailed to the Clerk to the Board by 5:00 pm on Monday, November 2, 2020 will be provided to each of the Board members for their review prior to the meeting and will be read by the Clerk in the order they were received. Written comments may be submitted in one of two ways. *Comments must include the commenter's full name and address and must specify whether they are submitted in reference to a specific public hearing or for Public Comment.*

- First class mail addressed as follows: Clerk to the Board  
406 County Complex Rd., Bldg. C  
Clinton, NC 28328
  
- Email addressed as follows: [susanh@sampsonnc.com](mailto:susanh@sampsonnc.com)

***Citizens planning to attend the meeting will be expected to comply with social distancing of six feet, even if this requires persons to remain outside of the meeting room or building until the time of their presentation/comment. Masks will be required any time persons are within the building and cannot social distance (except when actually addressing the Board from the podium).***

Date Posted: October 23, 2020

---

**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

---

ITEM ABSTRACT

ITEM NO. 1 (a)

Meeting Date: November 2, 2020	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input checked="" type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue
	<input type="checkbox"/>		<input type="checkbox"/>	

---

**SUBJECT:** Recognition of Brian Royal as Recipient of NCRWA’s Bud Pate Service Award

**DEPARTMENT:** Public Works

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** Linwood Reynolds, Public Works Director

**PURPOSE:** To recognize Brian Royal as award recipient

**ATTACHMENTS:** Article from NCRWA publication, The Tarheel Pipeline

**BACKGROUND:**

Sampson County Public Works employee Brian Royal has been named as the NC Rural Water Association’s Bud Pate Service Award. Mr. Royal was recognized by NCRWA not only for his service in the Public Works Department’s well operations, but also for his dedication to serving the citizens of Sampson County outside of work. Mr. Royal is active in his church and community, serving as a member of the local 4H Club, as a volunteer in the CHS Booster Club, as the Fire Chief for the Keener Fire Department, a Den Leader for Boy Scout Pack #26, as a deacon in his church and as a member of the North Carolina Baptist Men’s Association. He also volunteers his time building wheelchair ramps for the handicapped in his community.

**RECOMMENDED ACTION OR MOTION:**

Recognize Mr. Royal for his outstanding service to the citizens of the County and as a recipient of the NCRWA’s Bud Pate Award

# CONGRATULATIONS NCRWA AWARD WINNERS!

Jamie Walker, NCRWA Member Services Manager

Over the past 43 years, the North Carolina Rural Water Association's Annual Conference and Exhibition has become the premiere industry event for both our attendees and exhibitors. It is an event that we all look forward to planning, attending, and executing. It has become what some call a family reunion. It is the one time of year where we all get to catch up, learn and grow with each other in one location. Unfortunately, this year, we had to cancel our yearly event. Due to the onset of COVID-19 and the Governor's extension of Executive Order 141 which placed restrictions on events and gathering, we were left with no viable option other than to cancel our 43<sup>rd</sup> annual conference and exhibition.



One of the many highlights of this event is our awards ceremony, where we recognize those deserving individuals who have gone above and beyond in their jobs. The awards are usually presented during our conference on Wednesday evening at our banquet. It is an honor to be nominated for these awards and an even bigger honor to be recognized in a room filled with your industry peers.

Since our award winners are not able to walk across the stage and accept their award, we would like to recognize and celebrate them in our magazine, *The Tarheel Pipeline*.

**The J.A. Younts Award for Excellence in Water goes to Ethan Arch** with the Eastern Band of Cherokee Indians Community Water and Sewer Systems.

**The Al Deratt Award for Excellence in Wastewater Award goes to Chris Hill** with the Greenville Utilities Commission.

**The Award for Administrative Excellence goes to Mary Pangan** with Davidson Water, Inc.

**The Bud Pate Service Award goes to Brian Royal** with Sampson County Public Works.



The award winner for the J.A. Younts Award for Excellence shows a dedication to their job, their water systems, and also to rural water. This person should set an example for others to follow by going beyond the call of duty to educate themselves and improve the water industry as a whole. **Ethan Arch** who is the Manager of the Eastern Band of Cherokee Indians Water and Sewer Operation and Maintenance Program has displayed exceptional performance in operations and improved accountability in finances and records management. The changes that Ethan has implemented and the management skills demonstrated by him have been monumental in terms of impacts to the quality of service and dependability of the water and sewer systems of the Eastern Band of Cherokee Indians said Jeremy Hyatt. Mr. Hyatt is the Secretary of the Operations Division and also nominated Ethan for this award. Ethan holds various industry certifications including: A-Distribution, Collections Grade II, Cross-Connection Control, C-Well and C-Surface Certifications.

He also holds the 2018 EBCI Success in Operations, Accountability and Reporting (SOAR) Award for Administrative Excellence and a 2018 Nominee for the National Indian Country Operator of the Year Award. Jeremy Hyatt said that Mr. Arch brings to the table a new and refreshing perspective for the operation of the water distribution and sewer collection systems on the Cherokee reservation. As a leader, he leads by example and asks his staff to do nothing that he would not do himself. As a manager, he understands the costs of change and weighs them appropriately against the expense of maintaining the status quo. Never in the history of the Cherokee Water and Sewer Programs have there been so many qualified personnel holding state licenses in water distribution or sewer collection as there is today under Ethan Arch's leadership said Mr. Hyatt. Congratulations Ethan and thank you for your dedication and service to your water and sewer system and to rural water.



The award winner for the Al Deratt Award for Excellence in Wastewater should show a dedication to their job, their

wastewater system and also to rural water. This person should set an example for others to follow by going beyond the call of duty to educate themselves and improve the wastewater industry as a whole. **Chris Hill** is the Wastewater Treatment Plant Operations Coordinator for the Greenville Utilities Commission. Chris was nominated for this award by Jason Manning the Wastewater Treatment Plant Operator at Greenville. Chris has been employed at Greenville Utilities Commission for six years and holds the following industry certifications: Grade IV Biological, Grade III Maintenance Technologist, Grade IV Collections and Land Application Spray Irrigation. Chris has developed a program to provide Wastewater technical skills to employees not in the field and provide succession planning. He has managed plant processes to meet future nutrient allocation goals with aging assets, exceeding design standards for treatment said Jason. Chris led the creation of GUC's Operations Challenge Team and continues to develop and challenge his staff. He also led the creation of a calibrated plant model that predicts operation changes and impact of industries on effluent quality for minimal investment. Jason Manning also stated that Chris has a long history in our profession and is very dedicated to the professionalism of operations. He leads by example and his technical and operational skills are excellent as is his level of dedication to our profession. Congratulations Chris and thank you for your dedication to our industry.



The award winner for the Administrative Excellence award should have enhanced the performance of the

operation of their water or wastewater system through innovative work practices, administrative leadership, and support for system operations. **Mary Pangan** is the Administrative Services Supervisor for Davidson Water, Inc. and was nominated by Ron Sink who is the CEO/General Manager for Davidson Water, Inc. Mary has been employed with Davidson Water, Inc. for 34 years and oversees all personnel and activities related to Customer Service, Billing and Dispatch. She also served on the insurance and by-laws committees and has volunteered for five years on the Fund Distribution panel for United Way. Mary is always cognizant of the present need and her ability to become proficient in new skills enabled her to pass on her knowledge to her staff. Mary can and does fill in for every position she oversees said Ron. Ron Sink also says that Mary is a no-nonsense, get the job done type of person. She is tough as nails, but has a great empathy for customers in need and she looks out for the needs of her team. Mary has provided dedicated service to Davidson Water, Inc. for 34 of their 50 years and she is a vital part of their history. This fall, Mary plans to retire and enjoy some well-deserved time pursuing her favorite hobbies and spending more time with her family and friends. Congratulations Mary and thank you for your service to this industry.



The award winner for the Bud Pate Service Award has demonstrated an outstanding concern for their community

through their actions to serve others in their community or the water/wastewater industry. **Brian Royal** is the winner of this award. Brian is with the Sampson County Public Works and was nominated by L.E. Reynolds, PE. Brian is a very dedicated employee for the water department. He works many overtime hours to serve the customers of Sampson County. He is the operator of the wells and also supervises the employees that make service calls says L.E. Reynolds. Mr. Royal is very active in his church and community. He is a member of the local 4H Club, CHS Booster Club volunteer; he is the Fire Chief at the Keener Fire Department, is the Den Leader of the Boy Scout Pack #26, a Deacon at his church and is also a member of the North Carolina Baptist Men's Association. Brian is also building wheel chair ramps for the handicap in the community. L. E. Reynolds says that Brian works tirelessly for the water department and the community and is a dedicated servant. Congratulations Brian and thank you for your dedication to your community and water department.

Thank you to everyone who took the time to nominate someone for these awards and congratulations to the award recipients. We celebrate you and your accomplishments and cannot wait to celebrate with you in person soon and deliver your award trophy.

Please remember to save the date for the 2021 44<sup>th</sup> Annual Conference & Exhibition that will be held on May 10 – 13, 2021 in Winston-Salem, NC at the Benton Convention Center.

We look forward to seeing you all there!



NORTH CAROLINA'S  
**SAMPSON COUNTY**  
OFFICE OF EMERGENCY SERVICES

**MEMORANDUM:**

**TO:** Ms. Susan Holder, Assistant County Manager

**FROM:** <sup>RB/AR</sup>  
Ronald Bass, Emergency Management

**DATE:** October 7, 2020

**SUBJECT:** Private Road Names/Public Hearing Request

The Road Naming Committee members have reviewed road name suggestions for the following pending private roads. The Committee's recommendations have been listed below:

PVT 1446 5404	Taylor's Creek Way
PVT 1446 5404 47	Merlin Ct
PVT 421WIL 1961	Southern Home Ln

This is being forwarded for your review and if you concur, please place this on the Board's agenda for consideration at a public hearing.

Please review and advise.



107 Underwood Street | Clinton, NC 28328

OFFICE: (910) 592-8996 | FAX: (910) 592-5383

# NOTICE OF PUBLIC HEARING NAMING OF PRIVATE ROADS

The Sampson County Board of Commissioners will hold a public hearing at 6:00 p.m. (or as soon as possible thereafter) on Monday, November 2, 2020 in the County Auditorium, Sampson County Complex, Building A to consider public input on the naming of the following private roads:

## PVT ROAD CODE

## PROPOSED NAME

PVT 1446 5405

Taylors Creek Way

PVT 146 5404 47

Merlin Court

PVT 421 WIL 1961

Southern Home Lane

Given the limitation of persons within the meeting room, the meeting will be broadcast live via the County's YouTube page, <https://bit.ly/3f5LlOq>. The Board will accept comments in oral and written form as follows:

### Oral Comments

Speakers must comply with the Board's standing Rules of Procedure and Public Comment Policy.

### Written Comments

Public Comments received in written form via first class mail or emailed to the Clerk to the Board by 5:00 pm on Monday, November 2, 2020 will be provided to each of the Board members for their review prior to the meeting and will be read by the Clerk in the order they were received. Written comments may be submitted in one of two ways. Comments must include the commenter's full name and address and must specify whether they are submitted in reference to a specific public hearing or for Public Comment.

- First class mail addressed as follows:  
Clerk to the Board  
406 County Complex Rd., Bldg. C  
Clinton, NC 28328
- Email addressed as follows: [susanh@sampsonnc.com](mailto:susanh@sampsonnc.com)

*Citizens planning to attend the meeting will be expected to comply with social distancing of six feet, even if this requires persons to remain outside of the meeting room or building until the time of their presentation/comment. Masks will be required any time persons are within the building and cannot social distance (except when actually addressing the Board from the podium).*

---

**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

---

ITEM ABSTRACT

ITEM NO. 3 (a)

Meeting Date: November 2, 2020	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

---

**SUBJECT:** Scheduling of Meeting for Architect Presentation of 911 and Emergency Services Facilities Design

**DEPARTMENT:** Administration

**PUBLIC HEARING:** No

**CONTACT PERSON(S):** Edwin W. Causey, County Manager

**PURPOSE:** To schedule a meeting date for a presentation by ADW Architects on our 911 and Emergency Services Facilities Project progress

**ATTACHMENTS:** None

**BACKGROUND:**

As you are aware, we have been successful in our grant applications for the 911 and EM Facilities project, having been awarded a \$1.0 million Golden Leaf grant, and a 911 Board (PSAP) grant of \$5,571,543. We will soon begin the process of approval for the remaining loan financing.

The architects have met with staff and have completed the preliminary design for our facilities and have begun some of the permitting processes with NCDOT and NC DEQ. Our IT consultants, Mission Critical Partners, are actively engaged in planning for the design, purchase and installation and/or migration of 911 systems and equipment. We are pleased with our progress to date and are seeking a date for meeting to share it with the full Board.

**RECOMMENDED ACTION OR MOTION:**

Schedule a date for a presentation

---

**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

---

ITEM ABSTRACT

ITEM NO.    **3 (b)**

Meeting Date: November 2, 2020	<input type="checkbox"/> Information Only <input type="checkbox"/> Report/Presentation <input checked="" type="checkbox"/> Action Item <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Comment <input type="checkbox"/> Closed Session <input type="checkbox"/> Planning/Zoning <input type="checkbox"/> Water District Issue
--------------------------------	---	---

---

SUBJECT:                                    Appointments

DEPARTMENT:                            Governing Body

PUBLIC HEARING:                        No

CONTACT PERSON:                      Vice Chairperson Sue Lee

PURPOSE:                                To consider appointments to various boards and commissions

Library Board of Trustees

There are 5 appointments/reappointments for consideration for the Library Board of Trustees:

- Replacement requested for Cynthia Asante, who is no longer serving (new term expiring 12/24)
- Reappointment requested for Carolyn Bennett, or replacement (new term expiring 12/24)
- Reappointment of Ann Mathis, or replacement (new term expiring 12/24)
- Appointment of vacant seat previously held by Pam High (new term expiring 12/24)

Linda Jewel Carr has recently taken a position in Washington County. She maintains residences both in Washington County and Sampson County for now, and her current term does not expire until 12/2021. She is willing to continue and participate virtually, but the Board may wish to make a replacement appointment. If a replacement is named, it is recommended that it be for a full term, expiring 12/24. (See Director's memo attached.)

**SAMPSON-CLINTON PUBLIC LIBRARY SYSTEM**

217 Graham Street  
Clinton, North Carolina 28328  
910-592-4153

TO: Sampson County Board of Commissioners  
FROM: Johnnie Pippin, Library Director  
RE: SCPL Board of Trustees Appointment Recommendation  
DATE: October 26, 2020  
CC: Susan Holder, Assistant County Manager

Good afternoon Sampson County Board of Commissioners. I hope this letter finds you well.

Recently, the Board of Trustees for the Sampson-Clinton Public Library system has encountered a rather interesting situation that needs the guidance and recommendation from the County Board of Commissioners. This situation involves a long-time member, Dr. Linda Jewel Carr, and her recent job relocation to another county. Dr. Carr has been a board member for the library since November 2005, and her latest term expires December 2021. Dr. Carr is now the Superintendent of Washington County Schools and has purchased a residence within said county, while her family still has residence in Sampson County.

Currently, Dr. Carr is fulfilling the role of Secretary for the library board. However, her attendance to quarterly board meetings would be limited to utilizing virtual technology such as Zoom, Skype, WebEx, etc. due to her work schedule.

Dr. Carr provides good council to the Board of Trustees and the library director, is up-to-date with current trends and topics, and shows support towards the library staff and its patrons.

At this time, I am asking the Board of Commissioners for their recommendation of either allowing Dr. Carr to remain on the board until her term expires in December 2021, or if another appointment will be required to fill her vacancy.

Thank you for your time and assistance with this matter.

Sincerely,



Johnnie Pippin



The Sampson County Board of Commissioners convened for their regular meeting at 6:00 p.m. on Monday, October 5, 2020. Because the State and the County were under a State of Emergency during the COVID-19 pandemic, the meeting was conducted virtually via Zoom and broadcast via YouTube, proper notice of the virtual environment and broadcast information having been duly posted. Members present via virtual means, as verified by the Clerk’s roll call were: Chairman Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Harry Parker, Jerol Kivett and Thaddeus Godwin.

Chairman Wooten called the meeting to order and acknowledged Vice Chairperson Lee who called on Commissioner Kivett to provide the invocation. Vice Chairperson Lee then led Pledge.

**Approval of Agenda**

Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted unanimously to approve the agenda with the following additions: Item 3 (b), the resolution authorizing execution of the License Agreement was added as an updated page.

**Item 1: Public Hearings**

Public Hearing Regarding Proposed FY22 Community Transportation Program Application The Chairman opened the hearing and acknowledged Transportation Director Ro Oates-Mobley who presented the applications to the Board noting the total cost of the CTP portion of the grant was \$240,833. The grants sought for FY21-22 are:

Administrative	\$240,833	Requires 20% local match of \$48,166.60
Capital (Vehicles and Other)	\$200,000	Requires 20% local match of \$40,000
5310 Operating	\$100,000	Requires 50% local match of \$50,000
Other Non-STI Rural Expansion	\$358,100	Requires 20% local match of \$71,620
<b>Total Grant Requests</b>	<b>\$898,933</b>	<b>Total Local Share \$209,786.60</b>

The Chairman asked the Clerk to read public comments received, and the Clerk reported none had been received. The Chairman closed the public hearing. In compliance with the public hearing requirement set forth in G.S. 158-7.1(c) the Board deferred action to the October 8, 2020 recessed meeting.

**Item 2:        Actions Items**

Consideration of Request from Piney Grove Fire Department to Establish Substation Emergency Management Director Ronald Bass presented Piney Grove Fire Department’s request to extend their insurance district and to establish a substation at the Suttontown Rescue building, as approved by the Fire Commission at their September 8, 2020 meeting. The substation would place all residents in the Piney Grove service district into a five-mile insurance district, resulting in lower insurance premiums to property owners. Mr. Bass noted that the only cost to the County would be the \$6,900 supplement, and that there is an engine at the location already. He explained that the extension of the insurance district would have to be approved by the Department of Insurance. Upon a motion made by Commissioner Kivett and seconded by Commissioner Godwin, the Board voted unanimously to establish a substation at the Suttontown Rescue Building.

Consideration of Request for Extension of County Water Service on Greenpath Road Public Works Director Lin Reynolds presented the request to extend water service on Greenpath Road by installing 2,500 linear feet of water lines, which will provide 27 new water taps/customers, equating to 57.4 customers per mile. The request included the use of \$100,000 from the water reserve funds. Upon a motion made by Commissioner Godwin and seconded by Commissioner Kivett, the Board voted unanimously to authorize the design, permitting and installation of 2,500 linear feet of water lines on Greenpath Road, North of NC 55, utilizing water reserve funds, contingent upon the petitioner agreeing to the following:

1. The petitioner agrees to pay 50% (\$6750) of the tap fee for each tap to initiate the process of design by the engineer and installation. The balance (\$6750) would be paid within 90 days after construction and water service is available or prior to a meter is installed, whichever comes first.
2. The petitioner agrees to pay for each rental home water bill until the renter applies for a service. Each renter can apply for a service change after the water line is placed in service. Two forms of ID, a rental contract and \$50 is required to change the service in their name.
3. The petitioner would be responsible for the water bill if renter moves out and discontinues service.
4. The petitioner will be required to obtain a plumbing permit from inspections to install the new line for the home to the meter box. A meter will be installed after the inspection passes and the tap fee is paid in full.
5. The existing well must be disconnected from the county-supplied water system to prevent cross contamination or a back-flow device will be required.

**Item 3: Consent Agenda**

Upon a motion made by Commissioner Kivett and seconded by Vice Chairperson Lee, the Board voted unanimously to approve the Consent Agenda as amended:

- a. Approved the minutes of the September 14, 2020 and September 18, 2020 meetings
- b. Adopted the Resolution Authorizing the Execution of License Agreement between Sampson County and Black River Landowners Association, Inc. (Copies of the resolution and license agreement filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- c. Approved the execution of the contracts between Sampson County (DSS) and Candii Homes for Non-Emergency Medical Transportation (Copies filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- d. Accepted and authorized execution of task order to proceed with Clinton-Sampson Airport Layout Plan Update (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- e. Declared a decommissioned 2013 Chevrolet Tahoe (VIN 1GNLC2E05DR160327) as surplus and authorized transfer to the Town of Roland, NC
- f. Approved late applications for disabled veterans tax exclusion for Edward Marable, Donald Pearson, and Benjamin Coleman
- g. Approved tax refunds and releases as submitted:

#9372	Deborah Schroeder	\$119.80
#9377	Betty Lockamy	\$101.16
#9378	Old Mill Stream Nursery & Landscaping	\$144.45
#9376	Joan Tsao	\$307.50
#9368	Richard Kaleel, Jr.	\$429.88
#9383	Wesley Purcell	\$391.44
#9391	Tommy Ammons	\$416.25
#9385	Margirie Foster	\$851.32
#9366	Rommie Melvin	\$1,560.73
Tax Release	Jerry Butler	\$297.51
Tax Release	Mary Williams Hill & James C. Barefoot	\$306.51
Tax Release	Ronnie and Anita Carter	\$1,012.60

- h. Approved budget amendments as submitted:

<b><u>EXPENDITURE</u></b>		AA-543 Enhancing Detection-COVID		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551240	512100	Salaries	\$52,860.00	
12551240	518100	FICA	\$3,278.00	
12551240	518120	Medicare FICA	\$767.00	
12551240	518200	Retirement	\$3,997.00	
12551240	518300	Group Insurance	\$9,660.00	
12551240	518400	Dental Insurance	\$350.00	
12551240	518901	401K	\$3,965.00	
12551240	526200	Department Supplies	\$1,229.00	
12551240	532100	Telephone & Postage	\$1,500.00	
12551240	529702	Lab Services	\$3,000.00	
12551240	531100	Travel	\$1,000.00	
12551240	544000	Contract Services	\$76,249.00	

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535192	404000	State Assistance	\$157,855.00	

<b><u>EXPENDITURE</u></b>		WIC		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551670	512100	Salaries	\$9,580.00	
12551670	518100	FICA	\$594.00	
12551670	518120	MEDICARE FICA	\$139.00	
12551670	518200	Retirement	\$725.00	
12551670	518300	Group Insurance	\$4,830.00	
12551670	518400	Dental Insurance	\$175.00	
12551670	518901	401K	\$721.00	

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535167	404000	State Assistance	\$16,764.00	

<b><u>EXPENDITURE</u></b>		Infant Mortality Reduction		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551620	523900	Medical Supplies	\$2,406.00	

<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535162	404000	State Funding	\$2,406.00	

<b><u>EXPENDITURE</u></b>		AA-115 Cares Act – Infection Prev		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551230	512100	Salaries	\$82,745.00	
12551230	518100	FICA	\$5,130.00	

12551230	518120	Medicare FICA	\$1,200.00	
12551230	518200	Retirement	\$594.00	
12551230	518300	Group Insurance	-	
12551230	518400	Dental Insurance	-	
12551230	518901	401K	\$271.00	
12551230	526200	Department Supplies	-	
12551230	532100	Telephone and Postage	-	
12551230	529702	Lab Services	-	
12551230	531100	Travel	-	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
12535123	404000	State Assistance	\$89,940.00	
<b><u>EXPENDITURE</u></b>				
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11449500	535200	Maintenance/Repair Equipment	\$1,500.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034950	408900	Miscellaneous Revenue	\$1,500.00	
<b><u>EXPENDITURE</u></b>				
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558800	526200	Nutrition – Sept Supplies	\$300.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035880	408401	Nutrition – Donations	\$300.00	
<b><u>EXPENDITURE</u></b>				
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
02558670	525000	HR-Construction/Repairs-United Wa	\$1,956.00	
<b><u>REVENUE</u></b>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
02035867	409900	Fund Balance Appropriated	\$1,956.00	

### Consent Agenda – Health Department

- i. Approved laboratory fee revisions as recommended by the Health Advisory Board
- j. Authorized execution of the contract between Sampson County (Health Department) and Carolina Breast Imaging Specialist, PLLC (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)

- k. Approved revisions to the Information Security Policy as recommended (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)
- l. Approved revisions to the Administrative Policy Manual as recommended (Copy filed in Inc. Minute Book \_\_\_\_ Page \_\_\_\_.)

**Item 4: Board Information**

The following items were provided to the Board as information only.

- a. Health Advisory Board Minutes – July 20, 2020
- b. COVID 19 Support Services Program
- c. Letter of Commendation for Census Complete Count Committee

**Item 5: Public Comments**

The Chairman asked the Clerk to read public comments received, and the Clerk reported none had been received.

**Recess to Reconvene**

Upon a motion made by Chairman Wooten and seconded by Vice Chairperson Lee, the Board voted unanimously to recess to reconvene on October 8, 2020, at 6:00 p.m.

---

Clark H. Wooten, Chairman

---

Susan J. Holder, Clerk to the Board

The Sampson County Board of Commissioners reconvened at 6:00 p.m. on Thursday, October 8, 2020. Because the State and the County were under a State of Emergency during the COVID-19 pandemic, the meeting was conducted virtually via Zoom and broadcast via YouTube, proper notice of the virtual environment and broadcast information having been duly posted. Members present via virtual means, as verified by the Clerk's roll call were: Chairman Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Harry Parker, Jerol Kivett, and Thaddeus Godwin.

Chairman Wooten called the meeting to order and acknowledged Vice Chairperson Lee who called on Commissioner Godwin to provide the invocation. Commissioner Parker then led Pledge.

### **Approval of Agenda**

Upon a motion made by Commissioner Kivett and seconded by Commissioner Godwin, the Board voted unanimously to approve the agenda as published.

#### **Item 1: Actions Related to Public Hearing Held on October 5, 2020: Proposed FY22 Public Transportation Grant Funding Applications**

The Chairman noted that a duly advertised public hearing regarding the public transportation grant funding applications was held on October 5, 2020. The Chairman questioned if any additional comments had been received, and the Clerk stated that none had been received. Upon a motion made by Commissioner Godwin and seconded by Commissioner Kivett, the Board voted unanimously to authorize submission of transportation grant application documents, including the Certifying Resolution which designates County Manager as the authorized official. (Copy of grant application documents and resolution filed in Inc. Minute Book \_\_\_\_\_, Page \_\_\_\_\_.)

#### **Item 2: Approval of Request by Harrells Fire Department to Establish Substation**

County Attorney Joel Starling reviewed the request by the Harrells Fire Department to establish a substation and to expand the insurance district boundaries, as approved by the Sampson County Fire Commission in December, 2019. Mr. Starling noted that the new substation and expansion of the insurance district will result in faster service response times and lower insurance premiums to property owners within the insurance district. He then noted that the substation would cost the County the \$6,900 supplement per year and that the expansion of the insurance

district would have to have the approval of the Department of Insurance. The changes will not affect any other fire response districts. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted unanimously to approve the request by the Harrells Fire Department to establish a substation, as recommended by the Fire Commission.

**Item 3: Budget Amendment**

Finance Officer David Clack presented the budget amendment pertaining to funding received from the NC Community Foundation Grant for hiring additional temporary employees for 2020 General Election, as approved by the Board of Elections. Upon a motion made by Commissioner Parker and seconded by Commissioner Parker, the Board voted unanimously to approve the following budget amendment as submitted:

<u>EXPENDITURE</u>		Elections		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11141700	534300	Election Expense	\$25,000.00	
11141700	544000	Contracted Services	\$13,000.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034170	402600	NC Community Foundation Grant	\$38,000.00	

**Adjournment**

Upon a motion made by Chairman Wooten and seconded by Vice Chairperson Lee, the Board voted unanimously to adjourn.

---

Clark H. Wooten, Chairman

---

Susan J. Holder, Clerk to the Board

October 8, 2020

**Division 3, District 2  
Duplin/Sampson County**

Dear Ms. Holder,

This office has completed the investigation of Agriculture Place Lane in Sampson County. We received a request that this road be added to the State System for maintenance.

A field survey has been completed which indicates that the County Manager has signed the petition.

We are preparing to add this road, but I need a resolution from the County Commissioners to move forward with this process. I have enclosed a copy of the map from the Sampson County Mapping Department for your reference.

If you have any questions or concerns please call me at (910) 682-5100 or email at [ckbradshaw@ncdot.gov](mailto:ckbradshaw@ncdot.gov).

Sincerely,

DocuSigned by:  
  
E6E7F67A0D7C43B...

Kevin Bradshaw  
Assistant District Engineer

CKB/ckb

**North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System**

North Carolina

County of Sampson

Road Description Agriculture Place Lane

---

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Sampson requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Sampson that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of \_\_\_\_\_ at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Official Seal**

Clerk, Board of Commissioners  
County of \_\_\_\_\_

**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**

Filed for registration on the 29th day of July, 2020  
 at 9:20:12 o'clock AM and registered in the office  
 of the Register of Deeds of Sampson County on the 29th day of  
July, 2020, in Book No. 105 Page No. 64  
 GRAHAM FREDERICK BUTLER  
 Register of Deeds  
 By: Angie B. Jordan Deputy

DEED REFERENCE:  
 DEED BOOK 1582 PAGE 840  
 MAP BOOK PAGE

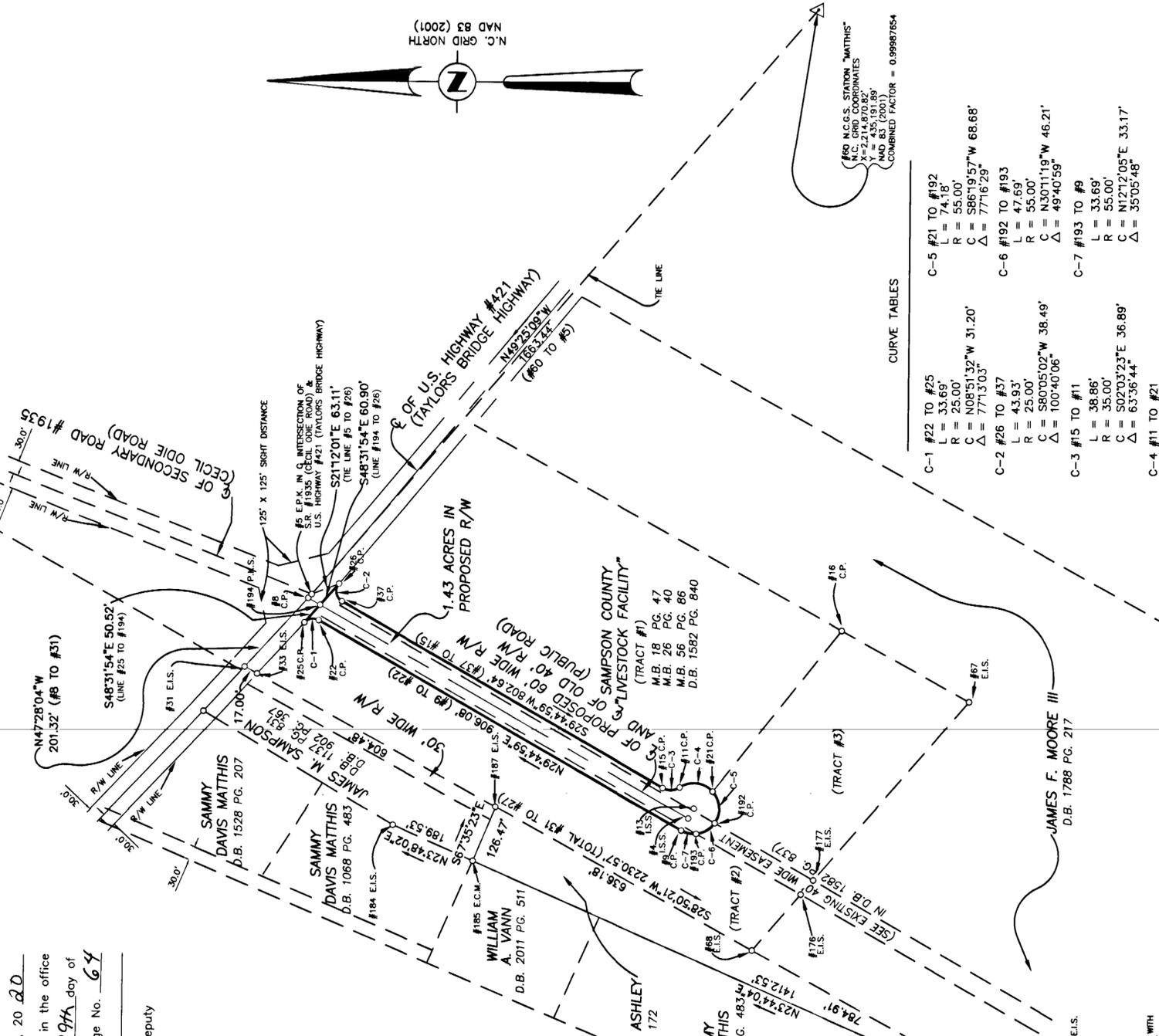
LEGEND:  
 I.S.S. = IRON STAKE SET  
 C.P.S. = CONCRETE MONUMENT SET  
 P.N.S. = "PK" NAIL SET  
 E.I.S. = EXISTING IRON STAKE  
 E.I.P. = EXISTING IRON PIPE  
 E.P.K. = EXISTING "PK" NAIL  
 E.C.M. = EXISTING CONCRETE MONUMENT  
 E.R.S. = EXISTING RAILROAD SPIKE  
 Q. = CENTER LINE  
 R/W = RIGHT-OF-WAY  
 P.P. = POWER POLE  
 T.P. = TELEPHONE PEDESTAL  
 B.O.C. = BACK OF CURB  
 C.P. = COMPUTED POINT  
 C.A.T.V. = CABLE TELEVISION LINES  
 R.C.P. = REINFORCED CONCRETE PIPE  
 S.R. = SECONDARY ROAD  
 W.M. = WATER METER  
 O.P. = OVERHEAD POWER LINES  
 C.B. = CATCH BASIN  
 F.F. = FINISHED FLOOR AT THRESHOLD  
 CONCRETE

BUILDING SETBACK RESTRICTIONS  
 FOR PROPERTY THAT HAS  
 PUBLIC WATER AND NO SEWER  
 FRONT MIN. SETBACK 35 FEET  
 SIDE MIN. SETBACK 10 FEET  
 SIDE ABUTTING STREET 20 FEET  
 REAR MIN. SETBACK 25 FEET  
 MINIMUM LOT AREA 25,000 SQ.FT.  
 MIN. LOT WIDTH 110 FEET  
 MIN. LOT DEPTH 150 FEET  
 MAX. BUILDING HEIGHT 40 FEET

I hereby certify that I am the owner of the property shown and described herein, which is located in the subdivision jurisdiction of the County of Sampson and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate all streets, alleys, walks, parks, and other sites and easements to public or private use as noted. Furthermore, I hereby dedicate all sanitary sewer, and water lines to the County of Sampson.

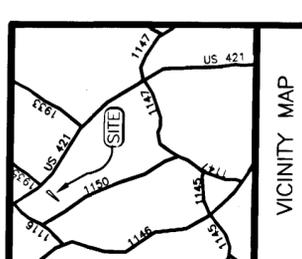
Owner or Authorized Agent  
Sammy D. Matthis  
 Date 6/30/20  
 Date

THIS MAP IS A CORRECT REPRESENTATION OF THE LAND SURVEYED AND PLATTED, BUT A NORTH CAROLINA LICENSED ATTORNEY-AT-LAW SHOULD BE CONSULTED CONCERNING CORRECT OWNERSHIP, WIDTH AND LOCATION OF EASEMENTS, ANY ENCUMBRANCES NOT SHOWN ON RECORDED MAPS OR DEEDS MADE AVAILABLE TO THE PUBLIC, AND ANY OTHER MATTERS THAT MAY AFFECT THE SURVEY. THE PRESENT OWNER OR FUTURE OWNER OF THE PROPERTY SHOWN HERETO SHOULD CHECK FOR ANY WETLANDS, HIGH WATER TABLE OR OTHER WATER CONDITIONS WHICH MAY CAUSE A PORTION OF THIS PROPERTY TO BE UNSUITABLE FOR CERTAIN USES. NO RESPONSIBILITY OF ANY NATURE IS ASSUMED BY THE SURVEYOR FOR ANY CONDITIONS WHICH MAY PRESENTLY EXIST BUT ARE UNKNOWN SUCH AS TOXIC OR HAZARDOUS WASTE MATERIALS, CEMETERIES, ETC.



CURVE TABLES

C-1 #22 TO #25	C-5 #21 TO #192
L = 33.69'	L = 74.18'
R = 25.00'	R = 55.00'
C = N08°51'32\"W 31.20'	C = S86°19'57\"W 68.68'
Δ = 77°13'03\"	Δ = 77°16'29\"
C-2 #26 TO #37	C-6 #192 TO #193
L = 43.93'	L = 47.69'
R = 25.00'	R = 55.00'
C = S07°03'23\"E 36.89'	C = N30°11'19\"W 46.21'
Δ = 100°40'06\"	Δ = 49°40'59\"
C-3 #15 TO #11	C-7 #193 TO #9
L = 38.86'	L = 33.69'
R = 35.00'	R = 55.00'
C = S02°03'23\"E 36.89'	C = N12°12'05\"E 33.17'
Δ = 63°36'44\"	Δ = 35°05'48\"
C-4 #11 TO #91	
L = 78.29'	
R = 55.00'	
C = S06°54'59\"W 71.85'	
Δ = 81°33'27\"	



SURVEY OF PROPOSED 60' WIDE R/W FOR  
**SAMPSON COUNTY**  
 "LIVESTOCK FACILITY"  
 CONTACT PERSON  
 LEN REYNOLDS  
 SAMPSON COUNTY PUBLIC WORKS  
 P.O. BOX 1280  
 827 S.E. BLVD.  
 CLINTON, NORTH CAROLINA 28328  
 PHONE: (910) 592-0188  
 LOCATED IN  
 SOUTH CLINTON TOWNSHIP, SAMPSON COUNTY, N. C.



OWEN SURVEYING, INCORPORATED (FIRM # = C-980) 212 LISBON STREET  
 CLINTON, N. C. 28328-4115  
 TOLL FREE: (800) 826-4MAPS  
 JUNE, 2020 SCALE: 1 INCH = 200 FEET

I, MILLARD T. OWEN, III CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION. (SEE NOTE FOR RECORDED DEED DESCRIPTION) THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+. THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. ALL AREAS WERE FIGURED BY USING THE D.M.D. METHOD UNLESS OTHERWISE NOTED. I ALSO CERTIFY TO NOTE #1. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 12TH DAY OF JUNE, 2020.



Millard T. Owen III  
 PROFESSIONAL LAND SURVEYOR  
 L-1498

STATE OF NORTH CAROLINA  
 COUNTY OF SAMPSON  
Middle Lane  
 REVIEW OFFICER OF SAMPSON COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
 DATE 7.27.2020  
 REVIEW OFFICER  
 This final plat is exempt from the Sampson County Subdivision Ordinance. No approval is required. (R/W ONLY)  
7.27.2020  
 DATE  
 (NO SIGNATURE REQUIRED)  
 ADMINISTRATOR

- NOTES:
1. THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.
  2. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE NOTED.
  3. TAX PARCEL I.D. NUMBER: 15010099006=#1, 15010099005=#2, 15010099007=#3
  4. THIS LOT MAY BE SUBJECT TO EASEMENTS AND ENFORCEABLE RESTRICTIVE COVENANTS OF RECORD, IF ANY, NOT SPECIFICALLY DESCRIBED HEREON.
  5. R/W INFORMATION LISTED ON SAMPSON COUNTY ROAD SYSTEM LIST PROVIDED BY CHRIS STARLING ON 2-28-07 OF THE N.C.D.O.T.
  6. ZONING: RA = RESIDENTIAL-AGRICULTURE
  7. THIS PLAT DOES NOT CONVEY THIS TRACT OF LAND WITHOUT LEGAL RECORDED DOCUMENTS.



Overview Map

Quick Search

Lat:  Lon:  [Clear](#)

Search For Addresses

ROAD NAME

OWNER

PIN

SITE ADDRESS



- Advanced Search
- Search Builder
- Coordinate Search
- Comparable Search

Excel 2000/2003

Results



Display



**MEMORANDUM OF UNDERSTANDING  
FIRE INSPECTIONS & RELATED SERVICES  
FOR COUNTY FACILITIES INSIDE CITY  
LIMITS**

**Whereas** – Clinton is the county seat of Sampson County and various county offices and related government facilities owned and operated by Sampson County are located within the City Limits of the City of Clinton; and

**Whereas** –Sampson County operates fire inspection programs, and the County wishes to provide fire inspection and related services to their own facilities as an internal administrative function; and

**Whereas** – the Sampson County Emergency Management Director and the City of Clinton Fire Chief agree to the following as an ongoing administrative agreement meant to manage agency workload.

**Now Therefore** – the City of Clinton relinquishes responsibility to provide inspection and related services to County facilities located inside city limits and the County accepts responsibility to provide inspection and related services to county facilities inside city limits.

As the Clinton Fire Department is the primary response agency inside City Limits, Clinton Fire will retain the right to perform familiarization visits to these facilities and be given access to facilities for the purpose of developing fire pre-plans and similar facility specific response plans.

Should any fire code or related violations or matters of concern at a county facility become apparent to City fire personnel, those violations will be communicated, as a matter of courtesy, to county fire inspection personnel.

This agreement will pertain to any facility owned, leased, or long term occupied by the Sampson County government and any division, subsidiary, or component unit thereof. This agreement will generally apply to the following facilities:

Sampson Co Parks & Recreation Warehouse	1345 Lisbon Street
Sampson Co Agri-Expo Center	414 Warsaw Road
Sampson Co Courthouse Annex	119 West Main Street
Sampson Co Courthouse	101 East Main Street
Sampson Co Courthouse Extension	201 East Main Street
Clinton Sampson Airport Terminal	115 Sampson Airport Road
Sampson Co Emergency Services	107 Underwood Street
Sampson Co Administrative Building	406 County Complex Road
Sampson Co DSS	360 County Complex Road
Sampson Co Health Department	360 County Complex Road
Sampson Co Adult Day Care	210 Fisher Drive
Sampson Co Board of Education	437 Rowan Road
Sampson Co Central Supply	1343 Lisbon Street
Sampson Co Drug Office	1341 Lisbon Street
Sampson Co Complex Building B	405 County Complex Road
Sampson Area Transportation	311 County Complex Road
Sampson Co Public Works	827 Southeast Boulevard
Sampson Co Detention Center	112 Fontana Street
Sampson Co Complex Building G	80 County Complex Road
Sampson Co Complex Building F	120 County Complex Road
Sampson Co Veterans Office	335 County Complex Road
JC Holiday Library	217 Graham Street

Any facilities not listed can be handled by amendment to this memorandum or on a case by case basis.

Signed,

---

Tom Hart  
City Manager; City of Clinton

---

Ed Causey  
County Manager; Sampson County

NORTH CAROLINA'S  
**SAMPSON COUNTY**  
Department of Aging and In-Home Services

**Memorandum**

TO: Ed Causey, County Manager  
Susan Holder, Assistant County Manager

FROM: Lorie Sutton, Director of Aging Services

DATE: October 14, 2020

RE: CARES Act Funding - Fiscal Year 2020-2021

Sampson County Department of Aging has been awarded CARES Act funding in the amount of \$138,174.00 to be used for nutrition, supportive services and caregiver support as related to the coronavirus pandemic.

This project period is July 1, 2020 through September 30, 2021. There is no county match required.

We would like to spend the CARES Act Funding on the following: wheelchair ramps, supplies for senior centers and nutrition sites, additional meals and a mid-size cargo van to deliver meals. The van would be very helpful in delivering the weekly frozen meals. Our volunteer numbers are dwindling and it is difficult for staff to use their cars for large meal deliveries. Our number for home delivered meals are increasing weekly.

The attached agreement and funding plan will require approval from the Board of Commissioners and signature from the Chairman.

Thank you.

/ls

Attachments: Provider Services Summary – DAAS-732  
Agreement for FFCRA Funding

**July 01, 2020 through September 30, 2021**

**Coronavirus Aid, Relief, and Economic Security (CARES) Act  
Agreement for the Provision of County-Based Aging Services**

This Agreement, entered into as of this 1<sup>st</sup> day of July 2020, by and between the county of Sampson for and on behalf Sampson County Department of Aging (hereinafter referred to as the "Provider") and the Mid-Carolina Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, Congress supported the safety and independence of older adults during the COVID-19 pandemic through emergency funding for supportive services and caregiver support as well as senior nutrition programs in the Coronavirus Aid, Relief, and Economic Security (CARES) Act, and

WHEREAS, funding expended from the CARES Act must be used to respond to the coronavirus emergency by providing Older Americans Act services related to the response, and

WHEREAS, funds must be expended on allowable Older Americans Act activities as defined by the Older Americans Act and state and local policy, and

WHEREAS, the Area Agency and the Provider agree to the terms and conditions for provision of aging services in connection with activities financed in part by the Coronavirus Aid, Relief, and Economic Security (CARES) Act and authorized under Titles III and VII of the Older Americans Act, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS), as set forth in a) this document, b) related administrative letters on the federal disaster grants issued by the Division of Aging and Adult Services to convey the flexibilities, requirements for allowable expenditures and documentation of service delivery, and other applicable flexibilities and waivers permitted under the CARES Act and Major Disaster Declaration, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

WHEREAS, based on the Intrastate Funding Formula and local processes, the Services Provider has been awarded funds stated below:

<u>Service</u>	<u>Amount</u>
<b>Title III-C2 Home Delivered Meals</b>	<b>\$100,092</b>
<b>Title III-B Supportive Services (HHI)</b>	<b>\$ 28,082</b>
<b>Title III-B Supportive Services (Senior Center)</b>	<b>\$ 10,000</b>

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. The Community Service Provider, shall be the same as those specified on the Provider Services Summary format(s) (DAAS-732-COVID) for the period stated above as deemed necessary for a prompt and efficient response under the Major Disaster Declaration.
2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding by the Area Agency.
3. Grant Administration. The grant administrator for the Area Agency shall be Tracy Honeycutt, Aging Director. The grant administrator for the Provider shall be Lorie Sutton, Department of Aging Director.

It is understood and agreed that the grant administrator for the Provider shall represent the Provider in the performance of this Agreement. The Provider shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the Provider are provided in paragraph eight (8) of this Agreement.

4. Services authorized under this agreement or those identified as necessary to provide timely and necessary response to the COVID-19 pandemic, provided they are among those services allowable under Titles III-B, III-C, of the Older Americans Act, as specified on the Provider Services Summary format(s) (DAAS-732-COVID) are to commence no later than July 1, 2020 and September 30, 2021 and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period stated above.
5. Assignability and Contracting. The Provider shall not assign all or any portion of its interest in this Agreement. Any purchase of services with the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards, except for those services purchased in response to, and during the active period of the Major Disaster Declaration for North Carolina due to the COVID-19 pandemic, as declared by the President of the United States on March 25, 2020, effective January 20, 2020 and continuing. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.

6. Compensation and Payments to the Provider. The Provider shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of applicable COVID-19 funding, as specified on the Provider Services Summary format (DAAS-732-COVID).

(a) Reimbursement of Service Costs

Providers must have a method of projecting service costs based on estimated revenues and expenses, in order to receive adequate reimbursement as well as show reasonable and justifiable costs. Reimbursement of service costs will be based on the DAAS-732-A-COVID Service Cost Computation Worksheet and the DAAS 732-A-1-COVID Labor Distribution Form or comparable formats to develop unit and non-unit costs.

(b) Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals is not allowable under the FFCRA or CARES Act funding.

7. Collection of Non-Federal Matching Resources. There is no match requirement for the Provider for direct services delivered through the CARES Act funding.

8. Reallocation of Funds and Budget Revisions. Any reallocation of CARES Act funding between counties shall be voluntary on the part of the Provider and shall be effective only for the period of the Agreement. The reallocation of CARES Act funds between counties will not affect the allocation of future funding to the Provider. If during the performance period of the Agreement, the Area Agency determines that a portion of the CARES Act funding will not be expended, the grant administrator for the Provider shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

Transfers are authorized up to 30% of funds between Title III-B and III-C congregate or home-delivered nutrition programs, but transfers must occur within the same CARES Act grant grouping. If a provider wishes to exceed the 30% transfer within a grant, approval must be obtained through the Area Agency from the Division of Aging and Adult Services.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System.

9. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in this agreement and as outlined in administrative letters on the CARES Act federal disaster grants issued by the Division of Aging and Adult Services to convey the requirements for allowable expenditures and documentation of service delivery to eligible older adults.

The county and community service provider will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (<http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>). Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

10. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the Provider.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the grant administrator for the Provider furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the grant administrator for / the Provider of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director  
North Carolina Division of Aging and Adult Services  
693 Palmer Drive  
2101 Mail Service Center  
Raleigh, North Carolina 27699-2101

11. Termination for Cause. If through any cause, the Provider shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the Provider has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Provider's Executive Officer written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The Provider shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.

12. Audit. The Provider agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services, and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200 but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <https://www.osbm.nc.gov/management/grants>.

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider’s fiscal year.

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
<ul style="list-style-type: none"> <li>• Less than \$25,000 in State or Federal funds</li> </ul>	Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed) OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
<ul style="list-style-type: none"> <li>• Greater than \$25,000 and less that \$500,000 in State Funds or \$750,000 in Federal Funds</li> </ul>	Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures	N/A
	OR	

Audited Financial Statements in  
Compliance with GAO/GAS  
(i.e. Yellow Book)

- \$500,000 + in State funds but Federal pass through in an amount less than \$750,000      Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)      May use State funds, but not Federal Funds
- \$500,000+ in State funds and \$750,000+ in Federal pass through funds      Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e. Single Audit)      May use State and Federal funds
- Less than \$500,000 in State funds and \$750,000+ in Federal pass through funds      Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part (i.e. Single Audit)      May use Federal funds, but not State funds.

13. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the Provider shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph ten (10). The only exception is if the Area Agency on Aging is approved to provide direct services under the CARES Act and expenditures are disallowed by the Division of Aging and Adult Services. In this case, the Area Agency is responsible for any disallowed costs. The Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.
14. Indemnity. The Provider agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the Provider.
15. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service provider, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.

16. Data to be Furnished to the Provider. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the Provider shall be furnished to the County and community service provider without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate, with the Provider in the performance of the Provider's duties under this Agreement.
17. Rights in Documents, Materials and Data Produced. The County and community service provider agrees that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the Provider shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Provider.
18. Maintenance of Records. the Provider shall maintain all financial and program records for a period of five (5) years from the date of final payment under this contract, for inspection by the Area Agency, the North Carolina Division of Aging and Adult Services, and the Comptroller General of the United States, or any of their duly authorized representatives. If any litigation, claim, negotiation, audit or other action involving the Provider's records has been started before the expiration of the five-year period, the records must be retained until completion of the action and resolution of all issues which arise from it.
19. Interest of the Governing Board. The Governing Board covenants that neither the Governing Board nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
20. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.
21. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.

22. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the Provider to engage in any activity designed to influence legislation or appropriations pending before Congress.
23. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.
24. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule and any agency-specific program schedules developed jointly with the NC Department of Cultural Resources, Division of Archives and Records. Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant and other services necessary to provide emergency response funded through the CARES Act funding. Information on retention requirements is posted at <https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention> and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the earliest date that grant records in any format may be destroyed. The Division of Archives and Records provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <https://archives.ncdcr.gov/government/retention-schedules>.

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

25. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the Provider have executed this Agreement as of the day first written above.

**Provider**

Attest:

\_\_\_\_\_  
Lorie B. Sutton  
Department of Aging Director

By: \_\_\_\_\_  
Board of Commissioners, Chair

**Area Agency**

Attest:

\_\_\_\_\_  
Tracy Honeycutt,  
Area Agency Director

By: \_\_\_\_\_  
Justin Hembree,  
Mid-Carolina Council of Governments Executive  
Director

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: \_\_\_\_\_  
Glenda Dye, Mid-Carolina Council of Governments Finance Director

ATTACHMENT A – Additional Guidance from DAAS

1. See Appendix 1 Comprehensive ARMS Families First and CARES Act Codes List as of 9/2/20.
2. Funds must be accounted for, tracked and reported separate from recurring Older Americans Act funding. Please use the Macro Enabled files; tracking spreadsheets: III-B and III-C. Do not modify the spreadsheets the cells have been formatted. See Appendix 2 sent as electronic accompaniment to the contract.
3. All CARES Act funds must be obligated by September 30, 2021, with final liquidation due by December 30, 2021.
4. Providers should record the number of clients to whom services are provided, the name or category of services provided, the number of units of service provided, and the expenditures related to providing such services. Expenditures must be allowable and reasonable.
5. Capital acquisitions and building improvements costing \$5,000 or more must be pre-approved per ACL guidelines. Approval Request instructions are provided in Appendix 3 and the Request Form can be found in Appendix 4. If the proposal is less than \$5,000 and seems reasonable and meets the review considerations, the AAA can approve. If a building improvement costs \$5,000 or more the Capital Acquisition Policy and Process applies and prior approval from the Division is required. Capital purchases such as equipment and vans must be reasonable, justified, and written documentation maintained to track the expense.
6. The requirements of the Older Americans Act for the solicitation and receipt of voluntary contributions from older adults for services provided under the CARES Act funding are not waived

ATTACHMENT B – GUIDELINES FOR ELIGIBLE MEALS  
Emergency Menu and Dietary Guidelines

Under the March 25 Major Disaster Declaration, emergency menu and dietary guidelines apply that allow temporary deviation from the recommended daily allowance for meals as set forth below:

1. *Food Caterers* - Nutrition Service providers who purchase meals are encouraged to continue using their current food caterers. Should continuation with the current caterer not be possible or advisable, the service provider shall notify the Area Agency in writing, summarizing the circumstances, and advise that a request for proposals (RFP) for a new caterer will be undertaken.
2. *1/3 RDA Requirement* – When possible the Provider shall provide meals that meet the 1/3 Recommended Dietary Allowance (RDA) requirement.
3. *Deviations from RDA-DRI* – During North Carolina’s Major Disaster Declaration, the Provider may temporarily provide meals that do not meet one-third of the recommended daily allowance dietary reference intake (RDA-DRI) requirements.
  - a. *Meal content* - Meals that do not meet one-third of the recommended RDA-DRI must include a serving of meat or meat alternative, two servings of grain, and one serving of a vegetable or fruit to be eligible for reimbursement through Families First funding.
4. *Menus* - Written menus, as for all other Title III meals, are required. For meals that do not meet one-third of the recommended RDA-DRI, written menus will be assessed for eligibility according to food content rather than nutrient analysis. Menu approval does not require an assessment by a registered dietitian; however, written menus must be kept on file for review by AAA monitors during both desk reviews and onsite monitoring visits.
5. *Multiple meals* – The Provider may assemble shelf stable meals. The provider may provide multiple meals to an individual at the same time (e.g. five frozen meals in a box or the equivalent of five shelf stable meals in a grocery bag) and may provide more than the typical five meals per week, up to twenty-one (21) meals per client per week under FFCRA funding.
6. *Approved sources* – The Provider shall obtain all foods for meals allowed under these emergency provisions from approved federal or state agency sources.



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Social Services

**ROY COOPER** • Governor  
**MANDY COHEN, MD, MPH** • Secretary  
**SUSAN G. OSBORNE** • Assistant Secretary for County Operations

October 12, 2020

Dear County Manager and County Director of Social Services:

As you know, Session Law 2017-41 requires all counties to enter into an annual written agreement, referred to as a Memorandum of Understanding (MOU), with the Department of Health and Human Services (DHHS) for all social services programs excluding medical assistance (Medicaid). State Fiscal Year (SFY) 2018-2019 was the first year of these agreements.

As COVID-19 has impacted our daily business since March 2020, the leadership in NCDHHS made the decision to not issue formal corrective actions relating to MOU performance during SFY 2019-2020. We know that the focus of all our work has been providing services to the families of North Carolina and you continue to commit to meeting the needs in your communities. The Department chose to not issue a new MOU for SFY 2020-2021 but continued to work with counties to meet or exceed these standards. The Department determined that the next MOU would be issued for an effective date of January 1, 2021 to continue through June 30, 2022.

This letter provides an overview of the MOU process for SFY 2021-2022, outlines several changes to current measures and includes information about additional measures in this version of the MOU. County level data will continue to be provided to counties and we anticipate a pilot launch of the Rylan's Law Dashboard will occur by the end of the calendar year 2020.

The Department worked jointly with the NC Association of County Directors of Social Services to vet all measures prior to the finalization for the upcoming MOU. The SFY 2021-2022 MOU will include the addition of four Adult Services performance measures and one Child Welfare performance measure, also two measures have been deleted for a total of 16 performance measures.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • VISION 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 • TEL: 919-527-6335 • FAX: 919-334-1018

The deleted measures are related to Program Integrity which is currently measured in the Management Evaluation review of counties, and Cost Effectiveness in Child Support, which is not a federal measure.

The measures for the 2021-22 MOU can be found in **Attachment I** of the new MOU and are titled Mandated Performance Requirements. **These are the only measures that will be evaluated as part of the MOU for SFY 2021-2022 and subject to performance improvement actions.**

**Attachment II** includes information concerning the upcoming Child and Family Services Review Round IV and the measures that will be reviewed by the Administration for Children and Families (ACF) and **will not be included in any corrective action.** Ongoing monitoring and support activities will continue as they have in prior years for these measures. We will continue to develop reports and validate data for these remaining performance measures. As always, we will work with the NC Association of County Directors of Social Services and counties to assist with the data validation process.

The goal of this work is not intended in any way to be punitive. NCDHHS will work collaboratively with counties that are having difficulty consistently meeting the measures and provide support using a Continuous Quality Improvement framework.

Several items are included with this letter for your review and information:

- Memorandum of Understanding for January 1, 2021 – June 30, 2022
- Fact Sheets for each program area that provide information on the measures
- Attachment I - New MOU Performance Measures At-A-Glance
- Attachment II - Child Welfare Performance Measures At-A-Glance

Please take the steps below and return signed agreements to Susan Osborne ([susan.osborne@dhhs.nc.gov](mailto:susan.osborne@dhhs.nc.gov)) and Gwen Waller ([gwendolyn.waller@dhhs.nc.gov](mailto:gwendolyn.waller@dhhs.nc.gov)) no later than December 31, 2020.

1. On page 6 please add the name and contact person to whom information and notices regarding this agreement should be sent.
2. On page 10 submit this document for signature to the person who the county designates as the signature authority. In case the county elects to have the document co-signed by county leadership and the Department of Social Services director, two spaces for signatures have been provided.

3. Once we receive your returned, signed copy of the MOU it will be submitted to Secretary Mandy Cohen for signature and a signed copy will be returned for your records.

Please note that any signing statement, resolution or other documentation that a County may return to DHHS along with a signed MOU will be deemed separate from the MOU and not incorporated as a part of the MOU. If any documentation is physically affixed to the signed MOU, DHHS may return the MOU to be signed without any affixed documentation. DHHS will review and retain any submissions received from a County and follow up with a County as needed.

Thank you for your ongoing partnership with us in serving North Carolina's citizens with critical services. Please feel free to contact me directly if you have any questions or need any additional information.

Sincerely,

A handwritten signature in cursive script that reads "Susan G. Osborne".

Susan G. Osborne  
Assistant Secretary for County Operations

# MEMORANDUM OF UNDERSTANDING

(FISCAL YEAR 2020-21 and 2021-22)

BETWEEN

THE NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AND  
SAMPSON COUNTY

**A Written Agreement Pursuant to N.C. Gen. Stat. § 108A-74,  
an Act of the North Carolina General Assembly**

This Memorandum of Understanding (“MOU”) is made by and between the North Carolina Department of Health and Human Services, (hereinafter referred to as the “Department”) and Sampson County, a political subdivision of the State of North Carolina (hereinafter referred to as the “County”) to comply with the requirements of law, N.C. Gen. Stat. § 108A-74. The Department and the County may be referred to herein individually as a “Party” and collectively as the “Parties.”

## TERMS OF UNDERSTANDING

In consideration of the mutual promises and agreements contained herein, as well as other good and valuable consideration, the sufficiency of which is hereby acknowledged by the Parties, the Parties agree to this MOU, effective January 1, 2021, in compliance with the mandates of law enacted by the North Carolina General Assembly and in recognition of possible amendments by the General Assembly, the Parties further agree to conform to changes made to the law, notwithstanding a contractual term previously agreed upon.

### 1.0 Parties to the MOU

The only Parties to this MOU are the North Carolina Department of Health and Human Services and Sampson County, a political subdivision of the State of North Carolina.

### 1.1 Relationships of the Parties

Nothing contained herein shall in any way alter or change the relationship of the Parties as defined under the laws of North Carolina. It is expressly understood and agreed that the enforcement of the terms and conditions of this MOU, and all rights of action relating to such enforcement, shall be strictly reserved to the Department and the County. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Department and County that any such person or entity, other than the Department or the County, receiving services or benefits under this MOU shall be deemed an incidental beneficiary only.

**Subcontracting:** The County shall be responsible for the performance of all of its subcontractors. The County shall disclose the names of its subcontractors to the Department within thirty (30) days of the execution thereof. The County shall also provide additional information concerning its subcontractors as may be requested by the Department within thirty (30) days of the request. The

County additionally agrees not to enter into any confidentiality agreement or provision with a subcontractor or other agent to provide services related to this MOU that would prevent or frustrate the disclosure of information to the Department. Subcontractors shall be defined under this MOU to mean any party the County enters into a contractual relationship with for the complete administration of one or more social services programs covered by this MOU. Temporary employees hired by the County shall not be considered subcontractors under this MOU.

**Assignment:** No assignment of the County's obligations or the County's right to receive any funding made in any way concerning the matters covered by this MOU hereunder shall be permitted.

## **2.0 Terms of the MOU**

The term of this MOU shall be for a period of 18 months beginning January 1, 2021 and ending June 30, 2022.

### **2.1 Default and Modification**

**Default:** In the event the County fails to satisfy the mandated performance requirements as set forth in **Attachment I** or fails to otherwise comply with the terms of this MOU, the Department may withhold State and/or federal funding. Any such withholding shall be in compliance with, and as allowed by, state and/or federal law.

**Performance Improvement:** Prior to the Department exercising its authority to withhold State and/or federal funding for a failure to satisfy the mandated performance requirements set forth in **Attachment I** or failure to meet the terms of this MOU, the process for performance improvement set forth in N.C. Gen. Stat. § 108A-74 will govern. Nothing contained in this MOU shall supersede or limit the Secretary's authority to take any action otherwise set forth in N.C. Gen. Stat. § 108A-74.

**Waiver of Default:** Waiver by the Department of any default or breach in compliance with the terms of this MOU by the County shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this MOU unless stated to be such in writing, signed by an authorized representative of the Department and the County and attached to the MOU.

**Force Majeure:** Neither Party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, public health emergency or other catastrophic natural event or act of God.

**Modification:** The terms and conditions of this MOU may only be modified by written agreement of the Parties, signed by an authorized representative of the Parties.

### **3.0 MOU Documents**

The Recitals and the following attachments are incorporated herein by reference and are part of this MOU:

- (1) The portions hereof preceding the Terms of Understanding, including but not limited to the introductory paragraph and the Recitals, which are contractual as well as explanatory
- (2) The Terms of Understanding
- (3) Attachment I – Mandated Performance Requirements:
  - a. I-A: Energy Programs
  - b. I-B: Work First
  - c. I-C: Food and Nutrition Services
  - d. I-D: Child Welfare – Foster Care
  - e. I-E: Adult Protective Services
  - f. I-F: Special Assistance
  - g. I-G: Child Support Services
- (4) Attachment II - Child Welfare - CFSR

### **4.0 Entire MOU**

This MOU and any documents incorporated specifically by reference represent the entire agreement between the Parties and supersede all prior oral or written statements or agreements between the Parties.

### **5.0 Definitions**

While “County” is used as an abbreviation above, the following definitions, some of which are contained in N.C. Gen. Stat. § 108A-74(a), also apply to this MOU:

- (1) "County department of social services" also means the consolidated human services agency, whichever applies.
- (2) "County director of social services" also means the human services director, whichever applies.
- (3) "County board of social services" also means the consolidated human services board, whichever applies.
- (4) "Child welfare services or program" means protective, foster care, and adoption services related to juveniles alleged to be abused, neglected, or dependent as required by Chapter 7B of the General Statutes.
- (5) "Social services programs" or "Social services programs other than medical assistance" means social services and public assistance programs established in Chapter 108A other than the medical assistance program (Part 6 of Article 2 of Chapter 108A). This includes, but is not limited to, child welfare programs, adult protective services, guardianship services for adults, and programs of public assistance established in Chapter 108A. It also includes the child support enforcement program, as established in Article 9 of Chapter 110 of the General Statutes, and the North Carolina Subsidized Child Care Program.

To the extent that any term used herein is defined by a statute or rule applicable to the subject matter of this MOU, the statutory or rule definition shall control. For all remaining terms, which

are not defined by statute or rule, those terms shall have their ordinary meaning. Should any further definition be needed, the Parties agree that the meanings shall be those contained in the current version (as of the time the dispute or question arises) of Black's Law Dictionary, and if not defined therein, then of a published unabridged modern American English Language Dictionary published since the year 2000.

## **6.0 Audit Requirements**

The County shall furnish to the State Auditor, upon his/her request, all books, records, and other information that the State Auditor needs to fully account for the use and expenditure of state funds in accordance with N.C.G.S. § 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

## **7.0 Record Retention**

The County shall retain records at its own expense in accordance with applicable State and Federal laws, rules, and regulations. The County shall facilitate and monitor the compliance of its subcontractors with all applicable requirements of record retention and disposition.

In order to protect documents and public records that may be the subject of Department litigation, the Department shall notify the County of the need to place a litigation hold on those documents. The Department will also notify the County of the release of the litigation hold. If there is no litigation hold in place, the documents may be destroyed, disposed of, or otherwise purged through the biannual Records Retention and Disposition Memorandum from the Department's Controller's Office.

## **8.0 Liabilities and Legal Obligations**

Each party hereto agrees to be responsible for its own liabilities and that of its officers, employees, agents or representatives arising out of this MOU. Nothing contained herein is intended to alter or change the relationship of the Parties as defined under the laws of the State of North Carolina.

## **9.0 Confidentiality**

Any medical records, personnel information or other items exempt from the NC Public Records Act or otherwise protected by law from disclosure given to the Department or to the County under this MOU shall be kept confidential and not divulged or made available to any individual or organization except as otherwise provided by law. The Parties shall comply with all applicable confidentiality laws and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the administrative simplification rules codified at 45 Parts 160, 162, and 164, alcohol and drug abuse patient records laws codified at 42 U.S.C. §290dd-2 and 42 CFR Part 2, and the Health Information Technology for Economics and Clinical Health Act (HITECH Act) adopted as part of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5).

**10.0 Secretary’s Authority Undiminished**

Certain functions delegated to the County pursuant to this MOU are the duty and responsibility of the Department as the grantee of federal grant funds. The Parties understand and agree that nothing in this MOU shall be construed to diminish, lessen, limit, share, or divide the authority of the Secretary of the Department to perform any of the duties assigned to the Department or its Secretary by the North Carolina General Statutes, the terms and conditions of the federal funds and their applicable laws and regulations or other federal laws and regulations regarding any federal funding which is used by the Department to reimburse the County for any of its duties under this MOU.

**11.0 MOU does not Diminish Other Legal Obligations**

Notwithstanding anything to the contrary contained herein and to facilitate the mandated performance requirements of N.C. Gen. Stat. § 108A-74, the Parties acknowledge and agree that this MOU is not intended to supersede or limit, and shall not supersede or limit, the County’s obligations to comply with all applicable: 1) federal and state laws; 2) federal and state rules; and 3) policies, standards, and directions of the Department, as all such currently exist and may be amended, enacted, or established hereafter.

**12.0 Notice**

The persons named below shall be the persons to whom notices provided for in this MOU shall be given. Either Party may change the person to whom notice shall be given upon written notice to the other Party. Any notice required under this MOU will only be effective if actually delivered to the Parties named below. Delivery by hand, by first class mail, or by email are authorized methods to send notices.

**For the Department of Health and Human Services, Division of Social Services**

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Susan Osborne, Assistant Secretary NCDHHS 2417 Mail Services Center Raleigh, NC 27699-2001	Susan Osborne NCDHHS Doretha Dix Campus, McBryde Building Phone: 919-527-6338 E-mail: Susan.Osborne@dhhs.nc.gov

**For Sampson County:**

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Edwin W. Causey County Manager 406 County Complex Road Clinton, North Carolina 28328	Edwin W. Causey County Manager 406 County Complex Road Clinton, North Carolina 28328 Email: ecausey@sampsonnc.com

**13.0 Responsibilities of the Department**

The Department hereby agrees that its responsibilities under this MOU are as follows:

- (1) The Department shall develop performance requirements for each social services program based upon standardized metrics utilizing reliable data. The performance requirements are identified in Attachments I and II.
- (2) The Department shall provide supervision, program monitoring and technical assistance to the counties in the administration of social services programs.
- (3) The Department shall provide leadership and coordination for developing strategies that address system-level barriers to the effective delivery of social services programs, including but not limited to: the Administrative Office of Courts, the LME/MCO, Department of Public Instruction, and the Department of Public Safety.
- (4) The Department shall have the following administrative responsibilities:
  - a. Staff Training and Workforce Development:
    - i. Develop training requirements for county personnel and provide guidance for adequate staffing patterns related to the provision of social services programs. The Department will publish annually, a list of required and recommended trainings for county personnel directly involved in the administration of social services programs covered under this MOU.
    - ii. Develop training curricula and provide, timely, adequate access to statewide training opportunities for county personnel related to the provision of social services programs. Training opportunities may include in-person, self-guided, web-based and remotely facilitated programs.
    - iii. The Department will publish a training calendar, at least quarterly, notifying the counties of training opportunities.
    - iv. Provide timely written guidance related to new federal or state statutes or regulations. The Department will provide information in advance of the effective date of new policy to the extent possible, including interpretations and clarifications of existing policy.
    - v. Provide technical assistance and training in areas where quality control, monitoring or data indicates a lack of correct application of law, rule or policy.
  - b. Performance Monitoring:
    - i. Monitor and evaluate county compliance with applicable federal and state laws, rules and policies.
    - ii. Provide feedback to counties with recommended changes when necessary.

- iii. Monitor that all financial resources related to the provision of social services programs covered by this MOU are utilized by the county in compliance with applicable federal and state laws.
- c. Data Submission:
  - i. Maintain and review data submitted by counties pursuant to the mandatory performance requirements.
  - ii. Provide counties with reliable data related to their performance requirements as well as accuracy and timeliness of programs in accordance with state and federal program guidelines. This includes but is not limited to processing applications and recertification, quality control standards, program statistics and fiscal information.
  - iii. The Department shall be responsible for the maintenance and functionality of its information systems utilized in the statewide administration of social services programs covered by this MOU.
- d. Communication:
  - i. Provide counties with clarification or explanation of law, rule or policy governing social services programs when necessary or as requested.
  - ii. Disseminate policy on social services programs and provide counties with timely information on any updates to policy.
  - iii. Provide timely information to counties on any changes to federal law or policy made known to the Department.
  - iv. Provide counties with a timely response to requests for technical assistance or guidance.
  - v. Maintain all policies covering social services programs in a central, accessible location. Policies will be updated, to the extent possible, in advance of the effective date of any new policies or policy changes.
  - vi. Provide counties with an opportunity to submit questions, concerns and feedback related to the administration of social services programs to the Department and provide County a timely response to such communication.
  - vii. Communicate proactively with the County Director of Social Services on matters that effect social services programs covered under this MOU.
  - viii. Communicate directly with the County Manager, Governing Boards, and the County Director of Social Services on matters including but not limited to, corrective action, and significant changes to law, rule and policy that impact the administration of social services programs covered by this MOU.
- e. Inter-agency Coordination:
  - i. Provide guidance to counties in the event they are unable to reach a resolution on a conflict of interest that arises related to the provision of social services programs covered by this MOU.
  - ii. Provide guidance for county DSS personnel on federal and state Emergency Management, mass shelter, Business Continuity Plan (BCP) and Continuity of Operations Plan (COOP) requirements.
  - iii. Coordinate with and communicate to county DSS agencies regarding available and required training opportunities associated with DSS Mass Shelter, BCP and COOP responsibilities.

- iv. Assist and support counties as needed in implementation of operational functions of mass shelter operations and as needed during other emergencies as they arise.
- (5) The Department shall timely meet all of its responsibilities contained in this MOU. “Timely” shall be defined consistent with timeliness requirements set forth in relevant statute, regulation, and policy. Where timeliness is not otherwise defined, “timely” shall mean within a reasonable time under the circumstances.

#### **14.0 Responsibilities of the County**

The County hereby agrees that its responsibilities under this MOU are as follows:

- (1) The County shall adhere to the mandated performance requirements for each social services program as identified in Attachment I. The County will ultimately work toward achievement of the Standard Measure for all performance requirements set forth in Attachments I and II.
- (2) The County shall comply with the following administrative responsibilities
  - a. Staff Requirements and Workforce Development:
    - i. The personnel, including new hires and existing staff, involved in the County’s provision of social services programs covered by this MOU shall complete all required and necessary training, which is documented as required by federal and state law and policy.
  - b. Compliance:
    - i. Perform activities related to its social services programs in compliance with all applicable federal and State laws, rules, regulations and policies. Nothing contained herein is intended to, nor has the effect of superseding or replacing state law, rules or policy related to social services programs.
    - ii. Develop and implement internal controls over financial resources related to the County’s social services programs to ensure that all financial resources are used in compliance with applicable federal and state laws.
    - iii. Provide and adhere to corrective action plans as required based on monitoring findings and the Single Audit.
  - c. Data Submission:
    - i. Maintain accurate, thorough records of all social services programs covered by this MOU, in particular, records related to the mandated performance requirements that can be accessed for the purpose of data collection, service provision, monitoring or consultation
    - ii. Ensure reliable data entry into state systems utilized for the administration of social services programs covered under this MOU.
    - iii. Provide, upon request, data to the state for the purpose of, but not limited to, conducting monitoring, case file reviews, error analysis and quality control.
    - iv. Utilize data to understand the performance of their county and to conduct analysis and implement changes where needed if performance measures are not being met.
  - d. Communication:
    - i. Respond and provide related action in a timely manner to all communications received from the Department.

- ii. Provide timely information on all matters that have a potential negative impact on the social services programs they administer, including but not limited to, litigation risks (not including child welfare cases governed by Chapter 7B or adult services cases governed by Chapter 35A or 108A), network and computer issues, or data breaches.
  - iii. Provide timely information regarding temporary or permanent changes to the Social Services Governing Board. or the County Social Services Director, including retirements, separations, or any leaves of absence greater than two calendar weeks.
- e. Inter-agency Cooperation:
- i. Ensure that county social services personnel complete required training and are prepared to engage in Disaster Management, mass shelter, BCP and COOP operations.
  - ii. Ensure that all plans and systems are in place to meet potential disaster (natural, technical, otherwise) response requirements.
  - iii. Engage with DHHS, state Emergency Management and local leadership in associated efforts.
  - iv. Assist or operate mass shelter operations or other required disaster management responsibilities.
- (3) The County shall timely meet all its responsibilities contained in this MOU. “Timely” shall be defined consistent with timeliness requirements set forth in relevant statute, regulation, policy or as otherwise required by the Department. If timeliness is not otherwise defined, “timely” shall mean within a reasonable time under the circumstances.

## 15.0 Data Security and Reporting

**Data Security:** The County shall adopt and apply data privacy and security requirements to comply with all applicable federal, state, department and local laws, regulations, and rules. To the extent that the Department and the County have already entered into one or more data privacy agreements covering all or any portion of the work to be performed under this MOU, the Parties hereby adopt and incorporate such agreements by reference into this MOU as if fully set forth herein.

**Duty to Report:** The County shall report all privacy and security incidents related to the provision of social services programs covered by the MOU to the Department and the Privacy and Security Office within twenty-four (24) hours after the privacy and security incident is first discovered, provided that the County shall report a breach involving Social Security Administration data or Internal Revenue Service data within one (1) hour after the incident is first discovered. During the performance of this MOU, the County is to notify the Department of any contact by the federal Office for Civil Rights (OCR) received by the County related to the provision of social services programs covered by the MOU. In case of a privacy and security incident, the County, including any subcontractors or agents it retains, shall fully cooperate with the Department.

## 16.0 Miscellaneous

**Choice of Law:** The validity of this MOU and any of its terms or provisions, as well as the rights and duties of the Parties to this MOU, are governed by the laws of North Carolina. The Parties, by signing this MOU, agree and submit, solely for matters concerning this MOU, to the exclusive

jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this MOU and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

**Amendment:** This MOU may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Department and the County. The Parties agree to obtain any necessary approvals, if any, for any amendment prior to such amendment becoming effective. Also, the Parties agree that legislative changes to state law shall amend this MOU by operation of law to the extent affected thereby.

**Effective Date:** This MOU shall become effective January 1, 2021 and shall continue in effect until June 30, 2022.

**Signature Warranty:** Each individual signing below warrants that he or she is duly authorized by the party to sign this MOU and to bind the party to the terms and conditions of this MOU.

**Sampson County**

BY: \_\_\_\_\_  
Name

BY: \_\_\_\_\_  
Name

TITLE: Social Services Director

TITLE: Chairman, Board of Commissioners

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**North Carolina Department of Health and Human Services**

BY: \_\_\_\_\_  
Secretary, Department of Health and Human Services

DATE: \_\_\_\_\_



# 2021-22 NCDHHS/COUNTY MEMORANDUM OF AGREEMENT PERFORMANCE MEASURES AT-A-GLANCE

## ATTACHMENT I

### PERFORMANCE REQUIREMENTS:

The Standard Measure is the measure set forth in federal or state law, rule or policy that governs the particular program. This is the Measure that all counties are ultimately aiming to achieve.

The County Performance Measure is the measure that the County is required to achieve to be in compliance with this MOU. For some programs, the County's Performance Measure will be the same as the Standard Measure. For other programs, the County's Performance Measure may be greater or less than the Standard Measure, dependent upon previous year's performance.

The Report of Performance is the period of time in which a County's performance on a particular performance requirement is measured and reported.

### ENERGY PROGRAMS

	<b>Standard Measure</b>	<b>County Performance Measure</b>	<b>Rationale and Authority</b>	<b>Report of Performance</b>
<b>1</b>	The County will process 95% of Crisis Intervention Program (CIP) applications, with no heat or cooling source, within one (1) business day from the date of application or date all verification is received, whichever comes first.	The County will process 95% of Crisis Intervention Program (CIP) applications, with no heat or cooling source, within one (1) business day from the date of application or date all verification is received, whichever comes first.	Ensure that eligible individuals in a household without a heating or cooling source receive relief as soon as possible. 42 USC §§ 8621-8630 10A NCAC 71V .0200	Monthly
<b>2</b>	The County will process 95% of Crisis Intervention Program (CIP) applications, that have heat or cooling source with a past due or final notice, within two (2) business days from the date of application or date all verification is received, whichever comes first.	The County will process 95% of Crisis Intervention Program (CIP) applications, that have heat or cooling source with a past due or final notice, within two (2) business days from the date of application or date all verification is received, whichever comes first.	Ensure that eligible households who are in danger of losing a heating or cooling source receive financial assistance to avert the crisis. 42 USC §§ 8621-8630 10A NCAC 71V .0200	Monthly

**WORK FIRST**

	<b>Standard Measure</b>	<b>County Performance Measure</b>	<b>Rationale and Authority</b>	<b>Report of Performance</b>
<b>1</b>	The County will process 95% of Work First applications within 45 days of receipt.	The County will process 95% of Work First applications within 45 days of receipt.	Ensure that eligible families receive Work First benefits in a timely manner. TANF State Plan FFY 2019-2022 NCGS 108A-31	Monthly
<b>2</b>	The County will process 95% of Work First recertifications within 60 calendar days prior to the last day of the current certification period.	The County will process 95% of Work First recertifications within 60 calendar days prior to the last day of the current certification period.	Ensure that Work First families continue to receive assistance and benefits without unnecessary interruption. TANF State Plan FFY 2019-2022 NCGS 108A-31	Monthly

**FOOD AND NUTRITION SERVICES**

	<b>Standard Measure</b>	<b>County Performance Measure</b>	<b>Rationale and Authority</b>	<b>Report of Performance</b>
<b>1</b>	The County will process 95% of expedited FNS applications within the timeframe that allows the household to have access to the FNS benefits on or before the 7th calendar day from the date of application.	The County will process 95% of expedited FNS applications within the timeframe that allows the household to have access to the FNS benefits on or before the 7th calendar day from the date of application.	Ensure all expedited FNS applications are processed within required timeframes. 7 CFR § 273.2 FNS Manual: Section 315 FNS Administrative Letter 1-2015	Monthly
<b>2</b>	The County will process 95% of regular FNS applications within the timeframe that allows the household to have access to the FNS benefits on or before the 30th calendar day from the date of application.	The County will process 95% of regular FNS applications within the timeframe that allows the household to have access to the FNS benefits on or before the 30th calendar day from the date of application.	Ensure all regular FNS applications are processed within required timeframes. 7 CFR § 273.2 FNS Manual: Section 315 FNS Administrative Letter1-2015	Monthly
<b>3</b>	The County will ensure that 95% of FNS recertifications are processed on time, each month.	The County will ensure that 95% of FNS recertifications are processed on time, each month.	Ensure that eligible families have their recertification benefits processed in a timely manner without interruption. 7 CFR § 273.14	Monthly

**CHILD WELFARE - FOSTER CARE**

<b>Standard Measure</b>	<b>County Performance Measure</b>	<b>Rationale and Authority</b>	<b>Report of Performance</b>
1 The County will ensure that 95% of all foster youth have a face-to-face visit with the social worker each month.	The County will ensure that 95% of all foster youth have a face-to-face visit with the social worker each month.  Virtual face-to-face visits are allowed during the current state of emergency in response to the pandemic.	Ensure the ongoing safety of children and the engagement and well-being of families.  Child and Family Services Improvement Act of 2006 (Public Law 109-288, section 7) amending Section 422(b) of the Social Security Act (42 USC 622(b))	Monthly

**ADULT PROTECTIVE SERVICES (APS)**

<b>Standard Measure</b>	<b>County Performance Measure</b>	<b>Rationale and Authority</b>	<b>Report of Performance</b>
1 The County will complete 85% of APS evaluations involving allegations of abuse or neglect within 30 days of the report.	DHHS will work with the County to identify the County's performance measure for FY 21-22 based on the County's performance for the preceding state fiscal year	Responding quickly to allegations of adult maltreatment is essential to case decision-making to protect the adult. State law requires that a prompt and thorough evaluation is made of all reports of adult maltreatment.  NCGS 108A-103	Monthly
2 The County will complete 85% of APS evaluations involving allegations of exploitation within 45 days of the report.	DHHS will work with the County to identify the County's performance measure for FY 21-22 based on the County's performance for the preceding state fiscal year	Protecting a disabled adult from exploitation is critical to ensuring their safety and well-being. State law requires a prompt and thorough evaluation is made of all reports of adult exploitation.  NCGS 108A-103	Monthly

**SPECIAL ASSISTANCE (SA)**

	<b>Standard Measure</b>	<b>County Performance Measure</b>	<b>Rationale and Authority</b>	<b>Report of Performance</b>
1	The County will process 85% of Special Assistance for the Aged (SAA) applications within 45 calendar days of the application date.	DHHS will work with the County to identify the County's performance measure for FY 21-22 based on the County's performance for the preceding state fiscal year	Ensure eligible individuals receive supplemental payments to support stable living arrangements.  Timely application processing of SAA benefits is essential to an individual's proper care and treatment.  10A NCAC 71P .0604	Monthly
2	The County will process 85% of Special Assistance for the Disabled (SAD) applications within 60 calendar days of the application date.	DHHS will work with the County to identify the County's performance measure for FY 21-22 based on the County's performance for the preceding state fiscal year	Ensure eligible individuals receive supplemental payments to support stable living arrangements.  Timely application processing of SAD benefits is essential to an individual's proper care and treatment.  10A NCAC 71P .0604	Monthly

**CHILD SUPPORT SERVICES**

	<b>Standard Measure</b>	<b>County Performance Measure</b>	<b>Rationale and Authority</b>	<b>Report of Performance</b>
1	Percentage of paternities established or acknowledged for children born out of wedlock.	The County paternity establishment performance level must exceed 50% at the end of the State Fiscal Year (June 30).	Paternity establishment is an essential component in obtaining and enforcing support orders for children.  45 CFR § 305.33 (b)  NCGS 110-129.1	Annual
2	Percentage of child support cases that have a court order establishing support obligations.	The County support order establishment performance level must exceed 50% at the end of the State Fiscal Year (June 30).	A court order creates a legal obligation for a noncustodial parent to provide financial support to their children.  45 CFR § 305.33 (d)  NCGS 110-129.1	Annual
3	Percentage of current child support paid.	The County current collections performance level must exceed 40% at the end of the State Fiscal Year (June 30).	The current collections rate is an indicator for the regular and timely payment of child support obligations.  45 CFR § 305.33 (e)  NCGS 110-129.1	Annual
4	Percentage of cases received a payment towards arrears.	The County arrearage collections performance level must exceed 40% at the end of the State Fiscal Year (June 30).	Collection of child support has been shown to reduce child poverty rates and improve child well-being  45 CFR § 305.33 (h)  NCGS 110-129.1	Annual





# 2021-22 NCDHHS/COUNTY MEMORANDUM OF AGREEMENT PERFORMANCE MEASURES AT-A-GLANCE

*\*\*These Performance Measures are not subject to corrective action under 108A-74 for MOU 2021-2022*

## ATTACHMENT II

### PERFORMANCE REQUIREMENTS:

The federal Children's Bureau (CB) is planning to conduct a fourth round of reviews under the Child and Family Services Reviews (CFSR) regulations, beginning in Federal Fiscal Year (FFY) 2022 (October 1, 2021). The purpose of these reviews is to determine compliance with Title IV-B and Title IV-E plan requirements, and in doing so, assess the extent to which federally funded child welfare programs function effectively to promote the safety, permanency, and well-being of children and families with whom they have contact.

The overall goals of the reviews are to:

- Ensure conformity with Title IV-B and Title IV-E child welfare requirements using a framework focused on safety, permanency and well-being through seven outcomes and seven systemic factors;
- Determine what is happening to children and families as they are engaged in child welfare services including the legal and judicial processes; and
- Assist state child welfare systems in helping children and families achieve positive outcomes.\*

To this end, the NC Department of Health and Human Services, Division of Social Services is advising counties that since these measures will be included in the Data Review and performance for CFSR Round IV, counties need to continue monitoring and striving to achieve progress toward accomplishing these measures, to ensure that North Carolina can be determined to be in "substantial conformity." In an effort to assist counties in monitoring and achieving these progress measures, please find the following link to data provided by UNC-CH: <https://ssw.unc.edu/ma>.

*\*Child and Family Services Review Technical Bulletin #12 Announcement of the CFSR Round 4 reviews, August 2020, Section I. Context and Overview of Next Round of CFSR - Round 4, pp 1-3*

Standard Measure	County Performance Measure	Rationale and Authority	Report of Performance
1 The County will initiate 95% of all screened-in reports within required time frames	DHHS will work with the county to identify the County's performance measure for FY 21-22 based on the County's performance for the preceding state fiscal year	Ensure that allegations of abuse, neglect and dependency are initiated timely. The timeframes for initiating an investigation of child maltreatment are defined in state law as, immediately, within 24 hours, or within 72 hours depending on the nature and severity of the alleged maltreatment.  NC General Statutes § 7B-302;  10A NCAC 70A .0105;  NCDHHS Family Services Manual: Vol. 1, Chapter VIII: Child Protective Services, Section 1408 - Investigative & Family Assessments	
2 For all children who were victims of maltreatment during a 12-month period, no more than 9.1% received a subsequent finding of maltreatment	DHHS will work with the county to identify the County's performance measure for FY 21-22 based on the County's performance for the preceding state fiscal year	Ensure that children who have been substantiated as abused, neglected or dependent are protected from further harm.  National Standards for State Performance on Statewide Data Indicators established by the Children's Bureau to determine conformity with Title IV-B and Title IV-E of the Social Security Act and the Child and Family Services Review.	

**CHILD WELFARE - FOSTER CARE**

Standard Measure	County Performance Measure	Rationale and Authority	Report of Performance
<p><b>3</b> The County will provide leadership for ensuring that 40.5% of children who enter foster care in a 12-month period are discharged to permanency within 12 months of entering foster care.</p>	<p>DHHS will work with the county to identify the County's performance measure for FY 21-22 based on the County's performance for the preceding state fiscal year</p>	<p>Ensure that children in out-of-home placements are able to obtain safe and permanent homes as soon as possible after removal from their home.</p> <p>National Standards for State Performance on Statewide Data Indicators established by the Children's Bureau to determine conformity with Title IV-B and Title IV-E of the Social Security Act and the Child and Family Services Review.</p>	
<p><b>4</b> The County will provide leadership for ensuring that, of children who enter foster care in a 12-month period who were discharged within 12 months to reunification, kinship care, or guardianship, no more than 8.3% re-enter foster care within 12 months of their discharge.</p>	<p>DHHS will work with the county to identify the County's performance measure for FY 21-22 based on the County's performance for the preceding state fiscal year</p>	<p>Ensure that children exiting foster care are in stable homes so that they do not re-enter foster care.</p> <p>CFSR: Safety Outcome 1: Children are, first and foremost, protected from abuse and neglect.</p> <p>National Standards for State Performance on Statewide Data Indicators established by the Children's Bureau to determine conformity with Title IV-B and Title IV-E of the Social Security Act and the Child and Family Services Review.</p>	
<p><b>5</b> The County will provide leadership for ensuring that, of all children who enter foster care in a 12-month period in the county, the rate of placement moves per 1,000 days of foster care will not exceed 4.1%.</p>	<p>DHHS will work with the county to identify the County's performance measure for FY 21-22 based on the County's performance for the preceding state fiscal year</p>	<p>Ensure that children who are removed from their homes experience stability while they are in foster care.</p> <p>CFSR: Permanency Outcome 1: Children have permanency and stability in their living situations.</p> <p>National Standards for State Performance on Statewide Data Indicators established by the Children's Bureau to determine conformity with Title IV-B and IV-E of the Social Security Act and the Child and Family Services Review.</p>	





# CHILD WELFARE AND SOCIAL SERVICES REFORM LEGISLATIVE REPORT EXECUTIVE SUMMARY

NC Session Law 2017-41, Rylan's Law<sup>1</sup> requires the Department of Health and Human Services (DHHS) to submit "a plan [to the Joint Legislative Oversight Committee on Health and Human Services] that outlines regional supervision of and collaboration by local social services programs," and also requires DHHS to submit "preliminary recommendations to the Committee ... regarding legislative changes necessary to implement ... a plan to reform the State supervision and accountability for the social services system, including child welfare, adult protective services and guardianship, public assistance, and child support enforcement."

The recommendations presented by both the Social Services Working Group (SSWG) and the Center for Support of Families (CSF) were carefully analyzed by DHHS and have significantly informed DHHS' recommendations. SSWG and CSF included significant external stakeholder input gathered through surveys and focus groups held across the state in developing their reports. DHHS senior leadership actively participated as members of the SSWG. The Secretary's leadership team, as well as various DHHS division directors and section chiefs, helped to inform the CSF report.

DHHS also considered these goals in developing recommendations:

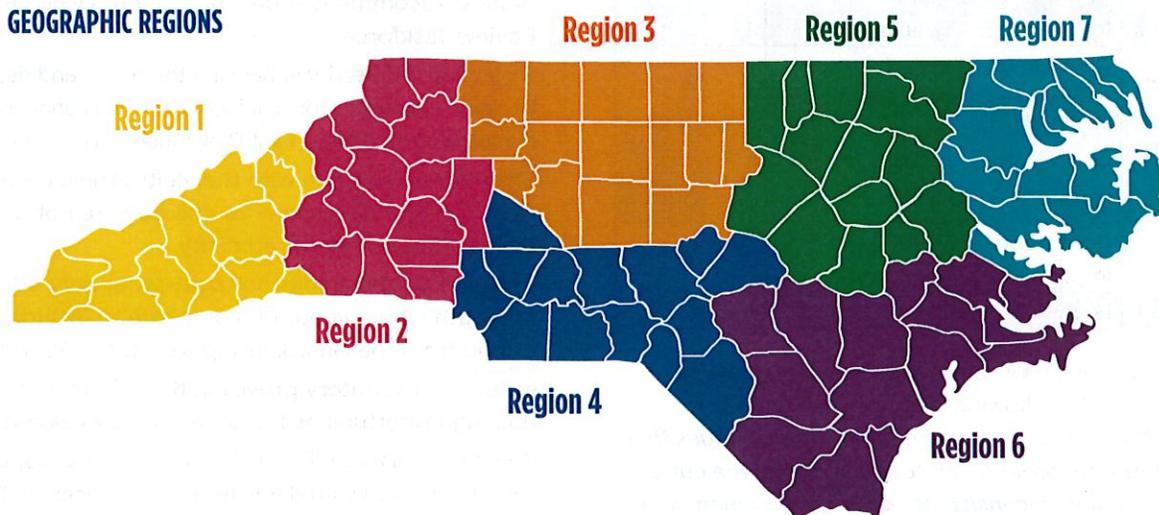
- All North Carolina citizens should have equal access to whole person-centered, high-quality social services.
- North Carolina's social services system should produce better outcomes for the citizens it serves and deliver maximum value to its customers, communities and taxpayers.

Detailed background and justifications for the 14 recommendations can be found in the [full report](#).

## A. Geographic Regions

The Department concurs with the recommendations from the SSWG to establish seven regions for regional supervision of county-administered child welfare and other social services. DHHS further recommends that legislation directing the establishment of regions allow for flexibility in determining county placement within regions. This will allow DHHS to make small adjustments as needed based on changes to judicial districts, new county level partnerships, significant population caseload changes, etc.

Among the considerations were ensuring that single counties are not divided by regions and that regions be contiguous. Also considered were total county population, geographic size and not disrupting judicial districts. DHHS supports the SSWG's recommendation for establishing physical offices for regional supervision of child welfare and social services. However, it will take significant time and cost to procure and renovate or build offices. Therefore, DHHS recommends phasing in regional supervision by first establishing virtual regions and using existing community spaces for shared trainings and meetings while the procurement of physical office space is pursued.



<sup>1</sup> NC Session Law 2017-41, Rylan's Law: <https://www.ncleg.net/Sessions/2017/Bills/House/PDF/H630v6.pdf>

## B. Roles, Responsibilities and Staffing for Regional Supervision

Regional offices will be tasked with nine functions to strengthen support and supervision to counties:

- 1) best practice dissemination,
- 2) compliance monitoring,
- 3) fiscal monitoring,
- 4) integrated data systems and recordkeeping,
- 5) interagency coordination,
- 6) policy guidance and technical assistance,
- 7) quality improvement,
- 8) staffing standards and support, and
- 9) training.

Across these nine functions, a total of 40 duties are assigned to the central office in Raleigh and 45 are assigned to regional offices.

Both the CSF and SSWG Stage 1 reports recommended each region be staffed to cover all social services and child welfare areas: *Aging and Adult Services, Child Support Services, Child Welfare Services and Economic Services*. DHHS is proposing a staffing structure for regions based on caseloads, complexity of the program, and current staffing and performance.

**TABLE 1. PROPOSED REGIONAL OFFICE STRUCTURE**

ROLE		# OF POSITIONS
Leadership	Regional Director	1
	Administrative Assistant	1
Aging and Adult Services	Continuous Quality Improvement Specialist	3
Child Support	Continuous Quality Improvement Specialist/Trainer	2
Child Welfare	Continuous Quality Improvement Specialist	3
	Trainer	2
Economic Services	Continuous Quality Improvement Specialist	3
Fiscal Support	Local Business Liaison	2

In addition to the regionally-based positions, DHHS has sought to address the following resource deficiencies identified by CSF: *“There are five primary resource issues that must be addressed in order to successfully reform the current social services system: **inconsistent policy development and dissemination; deficiencies in workforce development in***

*the form of staff training; a lack of high quality community resources; underserved populations in need of mental health services; and **no easy access to reliable program and performance data ... The need for clear, consistent, accessible and timely policy and training was raised during focus groups, stakeholder interviews and calls, document reviews, and county and state-level conferences and meetings. The need for improved access to high-quality training cut across social services programs and was strongly voiced by counties of all sizes, types, and tier ranking.**”*

Maximizing efficient use of existing personnel was a top priority in developing the reorganization plan. DHHS conducted extensive analyses which resulted in recommendations to repurpose/redeploy existing central and home-based staff and identify the number of new positions needed.

DHHS recommends repurposing/redeploying 104 existing positions to support regionalization, repurposing/redeploying all managerial staff needed to support regionalization in the central office, and phasing in funding and positions to support 43 new regional and central office staff. DHHS further recommends prioritizing staffing to improve the child welfare system and moving to full implementation of a regional model with offices by March 2022.

## C. Legislative Changes

The proposed legislative actions address preliminary key changes needed to transform our social services and child welfare systems and are responsive to the preliminary recommendations identified in the CSF report and Stage Two of the SSWG report. Examples include:

- Supporting the adoption of the child fatality review process recommendations made by the Child Fatality Review Taskforce.
- Protecting children by enhancing the scope and depth of background checks for employees of child caring institutions, pursuant to the Family First Prevention Services Act.
- Ensuring compliance with the Multi-Ethnic Placement Act to ensure placement for children are not denied or delayed due to race or ethnicity.
- Expanding scholarships for post-secondary education for youth who age out of foster care to include those exiting from the Guardianship Assistance Program.
- Including a statutory provision that offers increased training opportunities for Social Services Boards.
- Conducting a feasibility and cost study of a proposed child support tribunal with dedicated court officers to hear child support matters using quasi-judicial procedures.

- Amending state laws and delegating authority to DHHS and the Social Services Commission to better address conflicts of interest in casework related to services provided by county departments of social services.
- Undertaking a study to address the transferring of adult guardianship cases from DHHS to counties. The study and recommendations should address equitable distribution of slots and funds, capacity needs of counties to manage the cases, as well as any necessary legislative changes.

## WORKFORCE DEVELOPMENT, RECRUITMENT AND RETENTION

A competent workforce is essential for improving outcomes for children and families. Counties face significant challenges with recruiting, training and retaining qualified employees at all levels.

To achieve a high-quality social services system with consistent practices across the state, counties need strong leaders committed to developing relationships across county lines, building and supporting excellent staff, and following law and policy closely.

It is recommended that DHHS, in collaboration with the Department of Commerce, the Office of State Human Resources, a state public university partner, and key stakeholder groups, study and recommend a workforce development model for key positions in county departments of social services, regional offices and central offices.

## D. Other Key Enablers of Improved Child Welfare and Social Services

### COUNTY STAFFING CAPACITY

Many county departments of social services have significant staff challenges that negatively impact the provision of quality, timely services to citizens. A feasibility and cost study is recommended to establish caseload range guidelines, pay scales, a funding equity formula and salary pool for county child welfare and social services staff.





# 2021-22 NCDHHS/COUNTY MEMORANDUM OF AGREEMENT ADULT SERVICES PERFORMANCE MEASURES FACT SHEET

Adult Services

Child Support Services

Child Welfare Services

Energy Programs

Food and Nutrition Services

Work First Services

## WHAT ARE THE PERFORMANCE MEASURES?

In 2017, the North Carolina General Assembly passed the Family/Child Accountability and Protection Act/Rylan’s Law - [Session Law 2017-41](#). The law requires all counties to enter into an annual agreement with the NC Department of Health and Human Services (NCDHHS) for all social services programs excluding medical assistance (NC Medicaid). The goal of the annual agreements is to support the provision of consistent, quality child welfare and social services that ensure the safety, health and well-being of children, adults and families served across North Carolina.

The law requires the agreement to contain performance requirements and administrative responsibilities. This fact sheet is one of six fact sheets describing the 21 performance measures in the 2021-22 Memorandum of Agreement. The six fact sheets address: 1) Adult Services, 2) Child Support Services, 3) Child Welfare Services, 4) Energy Programs, 5) Food and Nutrition Services, and 6) Work First Services.

## Why Were These Adult Services Measures Selected?

The NCDHHS-County Memorandum of Agreement includes four Adult Services performance measures: two Adult Protective Services (APS) measures and two State-County Special Assistance measures. Together, these four measures address the immediate safety, ongoing protection from abuse and neglect, and long-term security and well-being of older adults and individuals with disabilities. The goal is to provide services and protections to individuals and families experiencing serious health and safety needs who are not, at least temporarily, able to assist themselves with the goal of helping them return to independent, community living.

### BASIS

[NC G.S 108A-103 Article 6](#) requires that an APS evaluation shall be completed within 30 days for allegations of abuse or neglect and within 45 days for allegations of exploitation. NC Administrative Rule: [10A NCAC 71P .0604](#) requires that applications be processed and a notice approving or denying the application stating the effective date be mailed within 45 calendar days from the date the application form is signed for individuals aged 65 and older, and within 60 calendar days for those younger than 65.

## A Closer Look: Adult Protective Services Performance Measures

### 1. APS evaluations involving allegations of abuse or neglect will be completed within 30 days of the report for 85% of cases.

#### RATIONALE

Adult Protective Services are considered emergency services that involve cases of irreparable harm and potential for death. NC GS 108a, Article 6, requires that a prompt and thorough evaluation is made of all reports of adult maltreatment and does not allow for the provision of services until the evaluation is completed. Completing the prompt and thorough evaluation is essential to protecting the adult. While state statute does not specify a percentage, 85% was selected because counties encounter extenuating circumstances that preclude them from completing a timely evaluation. Timely completion of 85% of these reports indicates substantial compliance with the statute.

#### BASIS

State law requires that the director of social services receiving a report that an adult needs protective services make a prompt and thorough evaluation to determine whether the adult needs protective services and what services are needed. By statute, the evaluation shall be completed within 30 days for allegations of abuse or neglect.

- NC State Statute: [NC G.S 108A-103](#)

## 2. APS evaluations involving allegations of exploitation will be completed within 45 days of the report for 85% of cases.

### RATIONALE

Protecting a disabled adult from exploitation is critical to ensuring the protection of the adult. The Statute covers exploitation of assets as well as the person. NC GS 108a, Article 6, requires that a prompt and thorough evaluation is made of all reports of adult maltreatment and does not allow for the provision of services until the evaluation is completed. Completing the prompt and thorough evaluation is essential to protecting the adult. The timeframe of 45 days is allowed to ensure collection of necessary financial information in cases of exploitation of assets which often involves court proceedings. Timely completion of 85% of these reports indicates substantial compliance with the statute.

### BASIS

State law requires the director of social services to make a prompt and thorough evaluation of any report of potential adult abuse, neglect or exploitation and determine whether or not an adult needs protective services and what services are needed. The evaluation should be completed within 45 days for allegations of exploitation.

- NC State Statute: [NC G.S 108A-103](#)

## A Closer Look: State-County Special Assistance Performance Measures

The NCDHHS-County Memorandum of Agreement includes two State-County Special Assistance Measures. These measures address the timeliness in which the County DSS processes applications for State-County Special Assistance (SA), which pays for room and board for low-income individuals needing care in an assisted living facility. NC Administrative Code (10NCAC 71P.0604) sets the timeliness requirement for processing SA applications.

### 1. The County will process 85% of Special Assistance for the Aged (SAA) applications within 45 calendar days of the application date.

#### RATIONALE

Individuals in need of placement in an assisted living facility generally require prompt placement to avoid further decline

in health or possible harm. State-County Special Assistance (SA) pays for room and board for eligible individuals in a licensed assisted living facility. Timely receipt of these benefits is essential to ensure proper care and treatment. While state rule does not specify a percentage rate, 85% was selected because counties may encounter extenuating circumstances that preclude them from completing a timely determination of eligibility. Timely determination for 85% of applications indicates substantial compliance with the state rule.

#### BASIS

State administrative rules require that applications be processed and a notice approving or denying the application stating the effective date be mailed within 45 calendar days from the date the application form is signed for individuals aged 65 and older.

- NC Administrative Rule: [10A NCAC 71P .0604](#)

### 2. The County will process 85% of Special Assistance for the Disabled (SAD) applications within 60 calendar days of the application date.

#### RATIONALE

Individuals in need of placement in an assisted living facility generally require prompt placement to avoid further decline in health or possible harm. State-County Special Assistance (SA) pays for room and board for eligible individuals in a licensed assisted living facility. Eligibility for SA also qualifies an individual to receive Medicaid benefits. Timely receipt of these benefits is essential to ensure proper care and treatment. DSS staff are required to verify several factors to determine eligibility related to income and assets.

While the state rule does not speak to a percentage rate, 85% was selected because counties may encounter extenuating circumstances that preclude them from completing a timely determination of eligibility. Timely determination for 85% of applications indicates substantial compliance with the Rule.

#### BASIS

State regulations require that applications be processed and a notice approving or denying the application stating the effective date of the payment be mailed within 60 calendar days from the date the application form is signed for individuals younger than 65.

- NC Administrative Rule: [10A NCAC 71P .0604](#)





# 2021-22 NCDHHS/COUNTY MEMORANDUM OF AGREEMENT CHILD SUPPORT PERFORMANCE MEASURES FACT SHEET

Adult Services

Child Support Services

Child Welfare Services

Energy Programs

Food and Nutrition Services

Work First Services

## WHAT ARE THE PERFORMANCE MEASURES?

In 2017, the North Carolina General Assembly passed the Family/Child Accountability and Protection Act/Rylan's Law - Session Law 2017-41. The law requires all counties to enter into an annual agreement with the NC Department of Health and Human Services (NCDHHS) for all social services programs excluding medical assistance (NC Medicaid). The goal of the annual agreements is to support the provision of consistent, quality child welfare and social services that ensure the safety, health and well-being of children, adults and families served across North Carolina.

The law requires the agreement to contain performance requirements and administrative responsibilities. This fact sheet is one of six fact sheets describing the 21 performance measures in the 2021-22 Memorandum of Agreement. The six fact sheets address: 1) Adult Services, 2) Child Support Services, 3) Child Welfare Services, 4) Energy Programs, 5) Food and Nutrition Services, and 6) Work First Services.

## Why Were These Child Support Measures Selected?

The NCDHHS-County Memorandum of Agreement includes four child support performance measures. The aim of the performance measures is to ensure that child support is a reliable, accessible source of income so that custodial families can become self-sufficient. Studies have shown that policies to collect child support not only increase financial resources to families, but their impact on payments increase visitation and contact between the children and their parents.

### BASIS

The Personal Responsibility and Work Opportunity Reconciliation Acts (PRWORA) of 1996, Section 454 of the Social Security Act (42 U.S.C. 654), 42 U.S.C. 658a(b)(6), Public Law 105-200, Section 201, and N.C.G.S. 110-129.1(a) (9) establish guidelines for performance and an incentive system to provide additional payments to any State based on its performance under the program. The Child Support Performance and Incentive Act of 1998 (CSPIA) (Public Law 105-200, Section 201) provides the legal basis for the incentive award system. The purpose of Title IV-D incentives is to reward child support programs for good performance results, while holding these programs accountable for poor performance.

Eligibility for and the amount of incentive funding depends on all of the following:

- The total amount of federal funds that are available for a fiscal year.

- The state performance levels in five program service areas (paternity establishment, support establishment, current support payments, payments toward arrearages, and cost effectiveness). The federal Office of Child Support Enforcement (OCSE) distributes a shared pool of federal incentive funds to the states each year. To receive these funds, states must reach a specific level of performance for each of these program service areas.
- The reliability of the state's data as determined by OCSE's annual Data Reliability Audit (DRA). States must prove that their child support collection data in their computer systems is ninety-five percent (95%) reliable and accurate, based on the DRA (pursuant to 45 CFR 305).
- The relative performance levels of other states.

Each federal fiscal year, 85% of the federal incentive funds is shared with the counties, based on their performance in the program service areas mentioned above. The North Carolina Child Support Services (NCCSS) Central Office retains the remaining 15% to enhance centralized child support services.

Federal Regulations 45 CFR 303.52 require state IV-D programs to develop a standard methodology for the disbursement of incentive funds to the county/local agencies that are designated as the administrators of their child support programs.

**NOTE:** For 2021-22, the Child Support MOU measures will be separated from the goals designed to ensure continuous quality improvement of our child support program. All Child Support performance measures will be growth measures.

## A Closer Look: Child Support Performance Measures

In accordance with Federal Regulations at [45 CFR 305.2](#), the federal Office of Child Support Enforcement (OCSE) determines incentive funding for states by measuring performance levels in these four program areas identified below. County performance measures are established not only to ensure that the child support program meets the performance measures set by the federal government, but that the program remains focused on improving the economic self-sufficiency of families with children. Counties falling below the minimum federal performance measure are subject to a corrective action plan.

### 1. County paternity establishment performance level must exceed 50% at the end of the State Fiscal Year (June 30).

**NOTE:** For 2021-22, all Child Support performance measures will be growth measures.

#### RATIONALE

Paternity establishment is an essential component in obtaining and enforcing support orders for children. The Paternity Establishment Percentage (PEP) is the percentage of children born out of wedlock for whom paternity has been established or acknowledged.

#### BASIS

Monthly performance is calculated for county/local agencies by determining the number of children in the IV-D caseload who have been born out-of-wedlock and for whom paternity has been established or acknowledged to the total number of children as of the end of the preceding state fiscal year who were born out-of-wedlock. Federal regulations require states to have a 90% minimum PEP rate to earn full incentives and avoid penalties to TANF block grant funding. To be eligible for any portion of the incentive dollars, the applicable percentage must be no lower than 50%.

- Federal Code: [42 U.S.C. 652\(g\)\(1\)\(A\)](#)
- Federal Code: [42 U.S.C. 658a\(b\)\(6\)\(A\)](#)
- North Carolina General Statute: [110-129.1\(a\)\(9\)](#)

### 2. County support order establishment performance level must exceed 50% at the end of the State Fiscal Year (June 30).

**NOTE:** For 2021-22, all Child Support performance measures will be growth measures.

#### RATIONALE

A child support order obligates noncustodial parents to provide financial support for their children and stipulates the amount of the obligation and how it is to be paid. Child support payments enable parents who do not live with their children to fulfill their financial responsibility to them by contributing to the payment of childrearing costs.

#### BASIS

Monthly performance is calculated for county/local agencies by determining the number of IV-D cases with child support orders as a percentage of their overall caseload. The average of these monthly percentages is reported at the end of the federal fiscal year. Federal regulations require states to have an 80% minimum of cases under order rate to earn full incentives and avoid penalties to TANF block grant funding. To be eligible for any portion of the incentive dollars, the applicable percentage must be no lower than 50%.

- Federal Code: [42 U.S.C. 652\(g\)\(1\)\(A\)](#)
- Federal Code: [42 U.S.C. 658a\(b\)\(6\)\(B\)](#)
- North Carolina General Statute: [N.C.G.S. 110-129.1\(a\)\(9\)](#)

### 3. County current collections performance level must exceed 40% at the end of the State Fiscal Year (June 30).

**NOTE:** For 2021-22, all Child Support performance measures will be growth measures.

#### RATIONALE

The current collection rate is an indicator for the regular and timely payment of child support. Higher rates mean better compliance with the support order and lower accumulation of arrears.

#### BASIS

“Current support” is the money that is applied to current support obligations and does not include payments toward arrearages. Monthly performance is calculated by determining the amount of current support that is collected as a percentage of the total amount of current support obligations due. The average of these monthly percentages is reported at the end of the federal fiscal year. Federal

regulations require states to have an 80% minimum current support collections rate to earn full incentives and avoid penalties to TANF block grant funding. To be eligible for any portion of the incentive dollars, the applicable percentage must be no lower than 40%.

- Federal Code: [42 U.S.C. 652\(g\)\(1\)\(A\)](#)
- Federal Code: [42 U.S.C. 658a\(b\)\(6\)\(C\)](#)
- North Carolina General Statute: [110-129.1\(a\)\(9\)](#)

#### 4. County arrearage collections performance level must exceed 40% at the end of the State Fiscal year (June 30).

**NOTE:** For 2021-22, all Child Support performance measures will be growth measures.

#### RATIONALE

Child support collections have been shown to reduce the child poverty rate and improve child well-being. Studies also show that receipt of child support has a positive effect on academic achievement and improves young children's cognitive development.

#### BASIS

Arrearage collections is the money that was applied to past-due support on cases that have a past-due child support obligation. Federal regulations require states to have an 80% minimum current support collections rate to earn full incentives. To be eligible for any portion of the incentive dollars, the applicable percentage must be no lower than 40%.

- Federal Code: [42 U.S.C. 652\(g\)\(1\)\(A\)](#)
- Federal Code: [42 U.S.C. 658a\(b\)\(6\)\(D\)](#)
- NC General Statute: [110-129.1\(a\)\(9\)](#)





# 2021-22 NCDHHS/COUNTY MEMORANDUM OF AGREEMENT CHILD WELFARE PERFORMANCE MEASURES FACT SHEET

Adult Services

Child Support Services

Child Welfare Services

Energy Programs

Food and Nutrition Services

Work First Services

## WHAT ARE THE PERFORMANCE MEASURES?

In 2017, the North Carolina General Assembly passed the Family/Child Accountability and Protection Act/Rylan's Law - Session Law 2017-41. The law requires all counties to enter into an annual agreement with the NC Department of Health and Human Services (NCDHHS) for all social services programs excluding medical assistance (NC Medicaid). The goal of the annual agreements is to support the provision of consistent, quality child welfare and social services that ensure the safety, health and well-being of children, adults and families served across North Carolina.

The law requires the agreement to contain performance requirements and administrative responsibilities. This fact sheet is one of six fact sheets describing the 21 performance measures in the 2021-22 Memorandum of Agreement. The six fact sheets address: 1) Adult Services, 2) Child Support Services, 3) Child Welfare Services, 4) Energy Programs, 5) Food and Nutrition Services, and 6) Work First Services.

## Why Were These Child Welfare Measures Selected?

The NCDHHS-County Memorandum of Agreement includes six child welfare performance measures. Together, the six measures address the immediate safety, ongoing protection from abuse and neglect, and long-term security and well-being for children entering the state's child welfare system.

### BASIS

The federal Child Abuse Prevention and Treatment Act (CAPTA) of 1974 and subsequent amendments provide the foundational guidance for government's role in child protection. CAPTA requires states to identify a minimum set of acts or behaviors that define child abuse and neglect and establish timeframes for responding to reports of abuse and neglect. Other federal law, funding and regulations also govern components of child welfare — for example, both Titles IV-B and IV-E of the Social Security Act (SSA). Title IV-B addresses the provision of child welfare services that can be used for prevention of and response to child abuse and neglect. Title IV-E of the Social Security Act (SSA) focuses on providing safe and stable care for children who are in out-of-home care due to child maltreatment until they can achieve placement permanency by being safely returned home, placed permanently with adoptive families, or placed in other planned arrangements. The Code of Federal Regulations (CFR) Part 45.1357.10 further defines requirements for child welfare services.

## FEDERAL COMPLIANCE INSTRUMENTS

The federal Children's Bureau (CB) is planning to conduct a fourth round of reviews under the Child and Family Services Reviews (CFSR) regulations, beginning in Federal Fiscal Year (FFY) 2022 (October 1, 2021). The purpose of these reviews is to determine compliance with Title IV-B and Title IV-E plan requirements, and in doing so, assess the extent to which federally funded child welfare programs function effectively to promote the safety, permanency, and well-being of children and families with whom they have contact.

The overall goals of the reviews remain to:

- Ensure conformity with Title IV-B and Title IV-E child welfare requirements using a framework focused on safety, permanency and well-being through seven outcomes and seven systemic factors;
- Determine what is happening to children and families as they are engaged in child welfare services including the legal and judicial processes; and
- Assist state child welfare systems in helping children and families achieve positive outcomes.\*

To this end, the NC Department of Health and Human Services, Division of Social Services is advising counties that since these measures will be included in the Data Review and performance for CFSR Round IV, counties need to continue monitoring and striving to achieve progress toward accomplishing these measures, to ensure that North Carolina can be determined to be in "substantial

conformity." In an effort to assist counties in monitoring and achieving these progress measures, check the following link for data provided by UNC-CH: <https://ssw.unc.edu/ma>.

\* *Child and Family Services Review Technical Bulletin #12 Announcement of the CFSR Round 4 reviews, August 2020, Section I. Context and Overview of Next Round of CFSR – Round 4, pp 1-3*

The federal Children's Bureau assesses states for "substantial conformity" with federal requirements for child welfare services through a periodic Child and Family Services Review (CFSR). Federal guidelines define "substantial conformity" to mean the measure is achieved in 95% of cases reviewed. Two relevant tools are used to evaluate state compliance during the CFSR. They are:

- National Standards for State Performance on Statewide Data Indicators: The Data Indicators are aggregate measures, calculated using available administrative data. These measures look at outcomes for children, for example, whether a child is: a victim of child abuse or neglect while in foster care; a repeat victim of abuse or neglect; or able to achieve a permanent home in 12 months.
- The Onsite Review Instrument (OSRI) includes only a limited sample of case reviews, interviews with children and families engaged in services, and interviews with community stakeholders – such as courts, community agencies, foster families, caseworkers, and service providers. The OSRI looks at **outcomes for children and the type and quality of services children in child welfare services receive**. The OSRI involves an intensive review of small samplings of family case records and looks not only at whether a particular service or action occurred, but whether it was performed in a quality manner. Therefore, the OSRI measures are NOT used as a basis for the NCDHHS County Performance Measures, because data for the Performance Measures must be available for all counties and all cases and recipients of services.

## A Closer Look: Child Welfare Performance Measures

### 1. County will initiate 95% of all screened in reports within required timeframes.

**NOTE:** This measure is a growth measure. Performance over prior years will be compiled and shared with counties. For Fiscal Year 2020-2021 MOU, the Department will not initiate any corrective action for a county's performance related to this MOU performance measure.

#### RATIONALE

The intent of this measure is to ensure allegations of child abuse, neglect and dependency are initiated within mandated timeframes. This measure addresses how quickly a "screened in" report of child maltreatment (physical, sexual or psychological abuse, neglect, dependency, or human trafficking) must be followed up on with a full investigation. A "screened in report" means that information gathered in the report of child maltreatment has been determined by a county child welfare intake caseworker and supervisors to meet the legal definition of child maltreatment. That same caseworker and their supervisor will determine the urgency of conducting the investigation depending on the nature and severity of the alleged abuse, neglect, exploitation, or dependency.

#### BASIS

In North Carolina, the timeframes for initiating an investigation of child maltreatment are defined in state law as, immediately, 24 or 72 hours, depending on the severity of the alleged abuse. NC Administrative Rule and the NCDHHS Family Services Manual further define the processes for adhering to the state law.

- NC State Statute: G.S. §7B-302
- NC Administrative Rule: 10A NCAC 70A.0105
- NCDHHS Family Services Manual: Vol 1, Chapter VIII, Section 1408 Investigative and Family Assessments

### 2. For children who were victims of maltreatment during a 12-month period, no more than 9.1% received a subsequent finding of maltreatment.

**NOTE:** This measure is a growth measure. Performance over prior years will be compiled and shared with counties. For Fiscal Year 2020-2021 MOU, the Department will not initiate any corrective action for a county's performance related to this MOU performance measure.

**RATIONALE**

The intent of this measure is to ensure that children who have been substantiated as abused, neglected or dependent are protected from further harm. This measure assesses whether the child welfare agency was successful in preventing subsequent maltreatment of a child if the child was the subject of a substantiated or indicated report of maltreatment.

**BASIS**

This performance measure is one of the National Standards for State Performance on Statewide Data Indicators that the Children's Bureau uses to determine state's conformity with Titles IV-B and IV-E of the Social Security Act through the Child and Family Services Reviews (CFSRs). The National Standard is that the recurrence of substantiated or indicated maltreatment is 9.1% or less.

- [National Standards for State Performance on Statewide Data Indicators](#): pages 3, 4 and 6

### **3. The county will ensure that 95% of all foster youth have a face-to-face visit by the social worker each month.**

**NOTE:** This is now a Performance Measure.

**RATIONALE**

The intent of this measure is to ensure the ongoing safety of children and the engagement and well-being of families. Caseworkers meet with children and families to monitor children's safety and well-being; assess the ongoing service needs of children, families and foster parents; engage biological and foster parents in developing case plans; assess permanency options for the child; monitor family progress toward established goals; and ensure that children and parents are receiving necessary services. Federal funding is contingent on the state ensuring that the safety and well-being of children in foster care is assured by a monthly face-to-face visit. Virtual face-to-face visits will count toward this measure as allowed, while this flexibility is allowed by the Administrative for Children and Families during the pandemic.

**BASIS**

The [Child and Family Services Improvement Act of 2006](#) amended Part B of Title IV of the Social Security Act to require that, "at a minimum ... children are visited on a monthly basis and that the caseworker visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the safety, permanency, and well-being of the children."

- [Child and Family Services Improvement Act of 2006](#) Section 7 – Monthly Caseworker Standard; revises Section 422(b) of the Social Security Act (42 U.S.C. 622(b))

### **4. The county will provide leadership for ensuring that 40.5% of children who enter foster care in a 12-month period are discharged to permanency within 12 months of entering foster care.**

**NOTE:** This measure is a growth measure. Performance over prior years will be compiled and shared with counties. For Fiscal Year 2020-2021 MOU, the Department will not initiate any corrective action for a county's performance related to this MOU performance measure.

**RATIONALE**

The intent of this measure is to ensure that children in out-of-home placements are able to obtain safe and permanent homes as soon as possible after removal from their homes. Permanency includes discharges from foster care to reunification with a child's parents or primary caregivers, living with a relative, guardianship, or adoption.

**BASIS**

This performance measure is one of the National Standards for State Performance on Statewide Data Indicators that the Children's Bureau uses to determine state's conformity with Titles IV-B and IV-E of the Social Security Act through the Child and Family Services Reviews (CFSRs). The National Standard is that at least 40.5% of all children who enter foster care in a 12-month period are discharged to permanency within 12 months of entering foster care.

- [National Standards for State Performance on Statewide Data Indicators](#): pages 4 and 6

### **5. The county will provide leadership to ensure that of children who enter foster care in a 12-month period and who were discharged within 12 months to reunification, kinship care, guardianship, or adoption, that no more than 8.3% re-enter foster care within 12 months of their discharge.**

**NOTE:** This measure is a growth measure. Performance over prior years will be compiled and shared with counties. For Fiscal Year 2020-2021 MOU, the Department will not initiate any corrective action for a county's performance related to this MOU performance measure.

**RATIONALE**

The intent of this measure is to ensure that children exiting foster care either through reunification guardianship, or adoption are in stable homes so that they do not re-enter foster care. The measure assesses whether the agency's programs and practice are effective in supporting reunification and other permanency goals so that children do not return to foster care.

**BASIS**

This performance measure is one of the National Standards for State Performance on Statewide Data Indicators that the Children’s Bureau uses to determine state’s conformity with Titles IV-B and IV-E of the Social Security Act through the Child and Family Services Reviews (CFSRs). The National Standard is that no more than 8.3% of all children who enter into and are discharged from foster care within a 12-month period re-enter foster care within 12 months of their discharge.

- National Standards for State Performance on Statewide Data Indicators: pages 5 and 6

**6. The county will provide leadership to ensure that of all children who enter foster care in a 12-month period in the county, the rate of placement moves per 1,000 days of foster care will not exceed 4.1%.**

**NOTE:** This measure is a growth measure. Performance over prior years will be compiled and shared with counties. For Fiscal Year 2020-2021 MOU, the Department will not initiate any corrective action for a county’s performance related to this MOU performance measure.

**RATIONALE**

Research shows that children who experience fewer placement changes are more likely to experience fewer school changes, less trauma and distress, and fewer mental health and behavioral problems. Research also suggests that fewer placements therefore contribute to better academic achievement and lasting positive relationships with an adult. This measure assesses whether the agency ensures that children whom the agency removes from their homes experience stability while they are in foster care.

**BASIS**

This performance measure is one of the National Standards for State Performance on Statewide Data Indicators that the Children’s Bureau uses to determine state’s conformity with Titles IV-B and IV-E of the Social Security Act through the Child and Family Services Reviews (CFSRs). The National Standard is that of all children who enter foster care in a 12-month period, the average rate of placement moves per 1,000 days of foster care does not exceed 4.1%.

- National Standards for State Performance on Statewide Data Indicators: pages 5 and 6





# 2021-22 NCDHHS/COUNTY MEMORANDUM OF AGREEMENT ENERGY PROGRAMS PERFORMANCE MEASURES FACT SHEET

Adult Services

Child Support Services

Child Welfare Services

Energy Programs

Food and Nutrition Services

Work First Services

## WHAT ARE THE PERFORMANCE MEASURES?

In 2017, the North Carolina General Assembly passed the Family/Child Accountability and Protection Act/Rylan's Law - Session Law 2017-41. The law requires all counties to enter into an annual agreement with the NC Department of Health and Human Services (NCDHHS) for all social services programs excluding medical assistance (NC Medicaid). The goal of the annual agreements is to support the provision of consistent, quality child welfare and social services that ensure the safety, health and well-being of children, adults and families served across North Carolina.

The law requires the agreement to contain performance requirements and administrative responsibilities. This fact sheet is one of six fact sheets describing the 21 performance measures in the 2021-22 Memorandum of Agreement. The six fact sheets address: 1) Adult Services, 2) Child Support Services, 3) Child Welfare Services, 4) Energy Programs, 5) Food and Nutrition Services, and 6) Work First Services.

## Why Were These Energy Programs Measures Selected?

The NCDHHS-County Memorandum of Agreement includes two Energy Performance measures. Energy programs help low-income families, seniors and adults with home heating and cooling to protect their health and well-being. These energy programs provide financial assistance so that vulnerable populations in our communities do not have to make difficult choices between heating and cooling their homes or affording other basic necessities such as food, medicine or shelter. Together the two measures address the federal requirements to assist households with the lowest incomes that pay a high proportion of household energy bills.

### BASIS

The Federal Low-Income Home Energy Assistance Program (LIHEAP) Statute and Regulations and subsequent amendments provide the foundational guidance for government's role in the administration of the Energy program. The LIHEAP statute was amended in 2005 by Subtitle B of the Energy Policy Act of 2005 (Public Law 109-58) which reauthorized LIHEAP through FY 2007. The LIHEAP statute is codified in the United States Code at:

- [42 U.S.C. § 8621-8630 \(2008\)](#).

The US HHS regulations for the LIHEAP block grant are found in [45 C.F.R. § 96. Subparts A-F, H](#). The Administration for Children and Families (ACF) conducts compliance

reviews. States determined to be in noncompliance face penalties of repayment of misspent funds and/or withholding of federal funds.

## A Closer Look: Energy Programs Performance Measures

- 1. The County will process 95% of Crisis Intervention Program (CIP) applications, with no heat or cooling source, within one (1) business day from the date of application or date all verification is received, whichever comes first.**

### RATIONALE

The intent of this measure is to ensure that eligible individuals in a household without a heating or cooling source receive relief as soon as possible.

### BASIS

Federal Code requires that within one business day after a household applies for crisis benefits, the State will provide assistance that will resolve the energy crisis if a household is eligible to receive benefits and is in a life-threatening situation. North Carolina Administrative Code provides regulations on eligibility criteria.

- Federal Regulation: [42 U.S.C. § 8621-8630 \(2008\)](#).
- NC Administrative Code: [10A NCAC 71V](#)

**2. The County will process 95% of Crisis Intervention Program (CIP) applications that have a heat or cooling source disconnect notice within one (2) business days from the date of application or date all verification is received, whichever comes first.**

**RATIONALE**

The intent of this measure is to ensure that eligible households who are in danger of losing a heating or cooling source receive financial assistance to avert the crisis.

**BASIS**

Federal Code requires that within 48 hours after a household applies for crisis benefits, the State will provide some form of assistance that will resolve the energy crisis if such household is eligible to receive such benefits and is in a life-threatening situation. North Carolina Administrative Code provides regulations on eligibility criteria.

- Federal Regulation: 42 U.S.C. § 8621-8630 (2008).
- NC Administrative Code: 10A NCAC 71V





# 2021-22 NCDHHS/COUNTY MEMORANDUM OF AGREEMENT FOOD AND NUTRITION SERVICES PERFORMANCE MEASURES FACT SHEET

Adult Services

Child Support Services

Child Welfare Services

Energy Programs

Food and Nutrition Services

Work First Services

## WHAT ARE THE PERFORMANCE MEASURES?

In 2017, the North Carolina General Assembly passed the Family/Child Accountability and Protection Act/Rylan's Law - Session Law 2017-41. The law requires all counties to enter into an annual agreement with the NC Department of Health and Human Services (NCDHHS) for all social services programs excluding medical assistance (NC Medicaid). The goal of the annual agreements is to support the provision of consistent, quality child welfare and social services that ensure the safety, health and well-being of children, adults and families served across North Carolina.

The law requires the agreement to contain performance requirements and administrative responsibilities. This fact sheet is one of six fact sheets describing the 21 performance measures in the 2021-22 Memorandum of Agreement. The six fact sheets address: 1) Adult Services, 2) Child Support Services, 3) Child Welfare Services, 4) Energy Programs, 5) Food and Nutrition Services, and 6) Work First Services.

## Why Were These Food and Nutrition Services Measures Selected?

The NCDHHS-County Memorandum of Agreement includes three Food and Nutrition Services (FNS) performance measures. Research shows that FNS Supplemental Nutrition Assistance Program (SNAP) benefits reduce poverty and food insecurity, and that this leads to improved health and economic outcomes over the long-term, especially for those who receive SNAP as children.

### BASIS

The Food and Nutrition Act of 2008 (as amended through P.L.113-79, Effective Feb. 7, 2014) provides the foundational guidance for administration of the FNS program.

### FEDERAL COMPLIANCE AND STATE INSTRUMENTS

The USDA is mandated by federal regulations to monitor program administration and operation of the FNS Services program. Monitoring of the state's compliance is completed through the Management Evaluation process. The Management Evaluation addresses and assesses State agency achievement of program objectives and FNS' strategic performance objectives and priorities.

## A Closer Look: Food and Nutrition Services Performance Measures

**1. The County will process 95% of expedited FNS applications within the timeframe that allows the household to have access to the FNS benefits on or before the 7th calendar day from the date of application.**

### RATIONALE

The intent of this measure is to ensure all households which are considered expedited FNS applications are processed within the required timeframe. A food-secure household means that all members of the household receiving FNS benefits have access to healthy and nutritious food to support the health and well-being of the family including children, the elderly and disabled.

### BASIS

The State is required to ensure benefits are available to the household no later than thirty (30) calendar days following the date of application. To ensure households are provided with benefits in a timely manner, FNS applications and reapplications must be approved no later than the twenty-fifth (25th) calendar day from the date of the application for regular FNS application and no later than four (4) calendar days for households identified as expedited.

- Federal Regulation: 7 CFR 274.2
- Federal Regulation: FNS 315 Application Time Frames

- Federal Regulation: [FNS 320 Expedited Service](#)
- Federal Program Policy: [FNS Administrative Letter 1-2015](#)

**2. The County will process 95% of regular FNS applications within the timeframe that allows the household to have access to the FNS benefits on or before the 30th calendar day from the date of application.**

**RATIONALE**

The intent of this measure is to ensure all regular FNS applications are processed within the required timeframe. A food-secure household means that all members of the household receiving FNS benefits have access to healthy and nutritious food to support the health and well-being of the family including children, the elderly and disabled.

**BASIS**

The State is required to ensure benefits are available to the household no later than thirty (30) calendar days following the date of application. To ensure households are provided with benefits in a timely manner, FNS applications and reapplications must be approved no later than the twenty-fifth (25th) calendar day from the date of the application for regular FNS application and no later than four (4) calendar days for households identified as expedited.

- Federal Regulation: [7 CFR 274.2](#)
- Federal Regulation: [FNS 315 Application Time Frames](#)
- Federal Regulation: [FNS 320 Expedited Service](#)
- Federal Program Policy: [FNS Administrative Letter 1-2015](#)

**3. The County will ensure that 95% of FNS recertifications are processed within the required timeframes each month.**

**RATIONALE**

The intent of this measure is to ensure that families that were previously determined eligible have their recertification for benefits processed in a timely manner to ensure uninterrupted access to healthy and nutritious food to support the health and well-being of families that continue to be eligible for FNS benefits.

**BASIS**

In accordance with federal regulation, the State is required to ensure that households who received a notice of expiration and reapplied, receive either a notice of eligibility or a notice of denial no later than thirty (30) days from the last allotment received.

- Federal Regulation: [7 CFR 273.14 Recertification](#)





# 2021-22 NCDHHS/COUNTY MEMORANDUM OF AGREEMENT WORK FIRST PERFORMANCE MEASURES FACT SHEET

Adult Services

Child Support Services

Child Welfare Services

Energy Programs

Food and Nutrition Services

Work First Services

## WHAT ARE THE PERFORMANCE MEASURES?

In 2017, the North Carolina General Assembly passed the Family/Child Accountability and Protection Act/Rylan's Law - Session Law 2017-41. The law requires all counties to enter into an annual agreement with the NC Department of Health and Human Services (NCDHHS) for all social services programs excluding medical assistance (NC Medicaid). The goal of the annual agreements is to support the provision of consistent, quality child welfare and social services that ensure the safety, health and well-being of children, adults and families served across North Carolina.

The law requires the agreement to contain performance requirements and administrative responsibilities. This fact sheet is one of six fact sheets describing the 21 performance measures in the 2021-22 Memorandum of Agreement. The six fact sheets address: 1) Adult Services, 2) Child Support Services, 3) Child Welfare Services, 4) Energy Programs, 5) Food and Nutrition Services, and 6) Work First Services.

## Why Were These Work First Measures Selected?

The NCDHHS-County Memorandum of Agreement includes two Work First performance measures. Together, the two measures assist families in receiving timely benefits to help with reaching their goals of self-sufficiency and reduce the need for public assistance programs. Providing timely assistance to eligible county residents is a provision of the federal block grant funding.

### BASIS

Title IV-A of the Social Security Act (SSA) and The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) provide the foundational guidance for the government's accountability in assisting needy families with children. Title IV-A addresses the required submission of a State Plan in which the State program defines timelines for the determination of assistance.

### FEDERAL COMPLIANCE INSTRUMENT

The Administration for Children and Families (ACF) assesses states for compliance with federal. Title IV-A of the SSA requires that eligibility determination must be provided in a reasonable and prompt manner (timely). The North Carolina TANF State Plan defines reasonable and prompt manner or timeliness for applications as 45 calendar days from the application date. The timeliness for the recertification for a cash assistance is no later than the last day of the current certification period.

## A Closer Look: Work First Services Performance Measures

### 1. The County will process 95% of Work First applications within 45 days of receipt.

#### RATIONALE

The intent of this measure is to ensure that families receive the Work First benefits for which they are eligible in a timely manner. Families that participate in the Work First Program rely on this service for cash assistance, job placement, training and education. Timely processing of applications ensures that applicants can access these services quickly and begin to receive services that lead to self-sufficiency.

#### BASIS

This performance measure determines the state's conformity with Title IV-A of the Social Security Act to provide eligibility determination in a reasonable and prompt manner. NC General Statute and the NC State Plan provides the basis for program policy.

- North Carolina General Statute: NC GS 108A-31
- State Plan: TANF State Plan FFY 2019-2022

## 2. The County will process 95% of Work First recertifications no later than the last day of the current certification period.

### RATIONALE

The intent of this measure is to ensure that families who were previously determined eligible for the Work First program continue to receive assistance and benefits without an unnecessary interruption in their benefits and case work services.

### BASIS

This performance measure determines the state's conformity with Title IV-A of the Social Security Act to provide eligibility determination in a reasonable and prompt manner. NC General Statute and the NC State Plan provide the basis for program policy.

- North Carolina General Statute: [NC GS 108A-31](#)
- State Plan: [TANF State Plan FFY 2019-2022](#)





## 2021 HOLIDAY SCHEDULE

<b>Holiday</b>	<b>Observance Date</b>	<b>Day of Week</b>
New Year's Day	January 1, 2021	Friday
Martin Luther King, Jr. Birthday	January 18, 2021	Monday
Good Friday	April 2, 2021	Friday
Memorial Day	May 31, 2021	Monday
Independence Day	July 5, 2021	Monday
Labor Day	September 6, 2021	Monday
Veterans Day	November 11, 2021	Thursday
Thanksgiving	November 25 & 26, 2021	Thursday & Friday
Christmas	December 23, 24 & 27, 2021	Thursday, Friday & Monday



## **2021 BOARD OF COMMISSONERS MEETING SCHEDULE**

Monday, January 4, 2021

Monday, February 1, 2021

Monday, March 1, 2021

Monday, April 5, 2021

Monday, May 3, 2021

Monday, June 7, 2021

Monday, July 12, 2021  
(delayed a week to avoid Independence Day closure)

Monday, August 2, 2021

Monday, September 13, 2021  
(delayed a week to avoid Labor Day closure)

Monday, October 4, 2021

Monday, November 1, 2021

Monday, December 6, 2021

*All regular meetings are held at 6:00 pm in the County Auditorium, 435 Rowan Road in Clinton, North Carolina, unless otherwise advertised.*

*\*During the State of Emergency declared regarding the COVID pandemic, meetings may be held in a virtual or modified virtual format, which will be duly advertised.*

Sampson County  
**Office of Tax Assessor**  
PO Box 1082  
Clinton, NC 28329

Phone 910-592-8146

Fax 910-592-1227

To: Ed Causey, County Manager  
From: Jim Johnson, Tax Administrator  
Date: October 20, 2020  
Subject: Disabled Veteran Exclusion  
( GS 105-277.1c )

The attached disabled veteran exclusion application was received after June 1, 2020. After that date, the Board of Commissioners must approve the application.

The applicant is as follows:

Tracy Elizabeth Kirkland

A letter is submitted requesting approval of the late application.

The application meets the statutory requirements for the disabled veteran exclusion other than being timely filed. The late application was received on October 16, 2020.

Please put on the next Board of Commissioners consent agenda for their action.

October 16, 2020

Sampson County Board of Commissioners  
Rowan Road  
Clinton, North Carolina 28328

RE: Tracy Kirkland  
Disabled Veteran

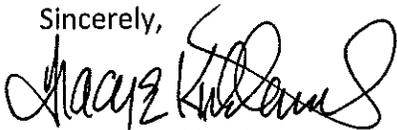
Dear Commissioners:

I am an Honorably Discharged Veteran of the US Marine Corp. I was recently awarded compensation for being permanently and totally disabled. I submitted an application for Property Tax Exclusion for Disabled Veterans' through the Sampson County Veterans Service Office to the Veterans Affairs Regional Office in Winston-Salem, NC. The effective date of my disability went back to 06/16/2010.

I understand that my application is not within the time frame set, but I am requesting you to please accept this application and grant me the Tax Exclusion on my County Pproperty Tax.

I am truly sorry for the late date and ask for your favor on my tax exclusion. Thank you for your consideration in this matter.

Sincerely,



Tracy E. Kirkland  
311 Carolina Avenue  
Clinton, North Carolina 28328

# 187273  
12-0558480-01

783

NCDVA-9 (Rev. 09-09) For best delivery to USDVA, filling this form with your local veteran's service office is recommended.

083

	<b>State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)</b>	<b>Sampson County Veterans Service Office</b> COUNTY
--	--	---

**SECTION 1** TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED

Tracy Elizabeth Kirkland  
NAME (Print or Type)

Tracy Elizabeth Kirkland  
DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)

311 Carolina Ave (P.O. Box 1264)  
STREET ADDRESS OR P.O. BOX NUMBER

SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)  
(If Applicable)

Clinton NC 28328  
CITY STATE ZIP CODE

U.S. DEPT. OF VETERANS AFFAIRS  
FILE NUMBER

VETERAN'S SOCIAL SECURITY NUMBER

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request USDVA complete this certification in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.

**SECTION 2** Disabled Veteran's Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification.  
 [Signature] 06-08-2020  
 DISABLED VETERAN'S SIGNATURE DATE

**SECTION 3** Surviving Spouse's (who has not remarried) Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.  
 \_\_\_\_\_  
 SURVIVING SPOUSE'S SIGNATURE DATE

**SECTION 4** To be completed by the U.S. Department of Veterans Affairs

- Please check all that apply:
- A.  Veteran does not meet either B, C, D, or E of the below criteria.
  - B.  Veteran has a service-connected permanent and total disability that existed as of 6/16/2010
  - C.  Veteran received benefits on \_\_\_\_\_ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
  - D.  Veteran died on \_\_\_\_\_ and had a service-connected permanent and total disability at death.
  - E.  Veteran died on \_\_\_\_\_ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's Service at Separation: (DD-214)  Honorable  Under Other than Honorable Conditions  
 Under Honorable Conditions

SIGNATURE OF USDVA CERTIFYING OFFICIAL  
 [Signature]

8/5/2020  
DATE

PRINTED NAME OF USDVA CERTIFYING OFFICIAL  
 Christopher Wangue

TITLE OF USDVA CERTIFYING OFFICIAL  
 Assistant Veterans Service Center Manager

**NOTE:**  
 Stamped Signature by USDVA Official on this form has been authorized by Director, VA Regional Office, Winston-Salem, NC.

NC Division of Veterans Affairs authorizes the NC Department of Revenue and any County Tax Office to use this form as needed.

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

9403

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Nathy Robinson in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2019</u>	\$ <u>122.40</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>122.40</u>

These taxes were assessed through clerical error as follows.

Bill# 0052441438  
Plate # HET 2056  
Plate Turn In  
2018 Ford MP

602 County Tax	<u>97.10</u>
501 School Tax	<u>17.06</u>
F08 Fire Tax	<u>8.24</u>
City Tax	_____
TOTAL \$	<u>122.40</u>

Mailing Address.

2310 Browns Church Road  
Clinton N.C. 28328

Yours very truly

Nathy Robinson  
Taxpayer

Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date Initials

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

9375

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Janie Castillo in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2019	\$ 129.31
	\$
	\$
	\$
	\$

TOTAL REFUND \$ 129.31

Bill # 0051569178 These taxes were assessed through clerical error as follows.

Plate # ZK6275  
Vehicle sold - wrecked + flooded  
2018 Ram Truck

602 County Tax 115.33  
 School Tax \_\_\_\_\_  
 F07 Fire Tax 13.98  
 City Tax \_\_\_\_\_  
 TOTAL \$ 129.31

Mailing Address.

\* ~~406~~ 406 S Walton Dr. Apt 3  
Benson NC, 27504

Your signature

\*  
Taxpayer

Social Security # [REDACTED]

RECOMMEND APPROVAL:

*Jim Johnson*  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

9396

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Terry Spell Mechanical Service Inc in Autryville Township, Sampson County, for the year(s) and in the amount(s) of:

	YEAR	
12 Intl	2019	\$ 226.57
06 Intl	2019	\$ 76.52
04 Chev TK	2019	\$ 31.18
		\$
		\$

TOTAL REFUND \$ 334.27

These taxes were assessed through clerical error as follows.

Turn in plates } 2004 Chev  
Sold TKs } Tag # DF9379  
2012 International  
Tag # NL1305  
2006 International  
Tag # YA140447

GO1 County Tax 208.13  
School Tax \_\_\_\_\_  
Fire Tax \_\_\_\_\_  
TO1 City Tax 126.14  
TOTAL \$ 334.27

Mailing Address.

Terry Spell Mechanical Service Inc  
P.O. Box 310  
Autryville, NC 28318

Yours very truly  
Terry Spell Mechanical Services Inc  
By Terry Spell  
Taxpayer

Social Security # \_\_\_\_\_  
RECOMMEND APPROVAL  
Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

9395

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Mary Williams Hill + James Corbett Barefoot in Little Boharie Township, Sampson County, for the year(s) and in the amount(s) of: 08003591501

YEAR	
<u>2019</u>	\$ <u>300.38</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>300.38</u>

These taxes were assessed through clerical error as follows.

Double listed to 08009310605  
per GIS.

County Tax	<u>272.32</u>
School Tax	_____
Fire Tax	<u>28.06</u>
City Tax	_____
TOTAL \$	<u>300.38</u>

Make check out to  
 Mary Williams Hill  
 Because I pay Taxes  
 m.a. Hill

Mailing Address.

1581 Harnett-Dunn Hwy  
Newton Grove, NC 28366

Yours very truly

Mary Williams Hill  
Taxpayer

Social Security \_\_\_\_\_

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

9401

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

mailed  
9/29/2020

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Becky Jackson Williams in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

	YEAR	
2011 Jeep	2019	\$ 107.09
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	TOTAL REFUND	\$ 107.09

These taxes were assessed through clerical error as follows.

2011 Jeep  
Tag# FFJ6429  
Turned in Plate  
Sold

G02	County Tax	98.72
	School Tax	_____
F10	Fire Tax	8.37
	City Tax	_____
	TOTAL \$	107.09

Mailing Address.

Becky Jackson Williams  
\* 745 Lake Artesia Road  
Turkey NC 28393

Yours very truly

\*Becky Williams  
Taxpayer

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

RECOMMEND APPROVAL  
Jim Johnson  
Sampson County Tax Administrator

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

9409

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Timothy Edward Bruno Jr.  
2019 in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
2019	\$ 178.60
	\$
	\$
	\$
	\$
	\$
TOTAL REFUND	\$ 178.60

Bill # 0053007643  
Plate # CKK 7667  
Vehicle sold  
2019 Hyundai

These taxes were assessed through clerical error as follows.

602	County Tax	137.71
501	School Tax	24.20
719	Fire Tax	16.69
	City Tax	
TOTAL \$		178.60

Mailing Address.

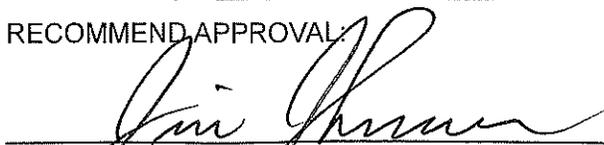
X 591 AIRPORT RD Clinton  
NC 28329

Yours very truly

  
Taxpayer

X Social Security # \_\_\_\_\_

RECOMMEND APPROVAL

  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

9392

**JIM JOHNSON**  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Robert L. Rich in LC Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2020</u>	\$ <u>663.75</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 663.75

These taxes were assessed through clerical error as follows.

BOC approved DV exclusion  
08-0403640-01

C01 County Tax 371.25  
 School Tax \_\_\_\_\_  
 Fire Tax \_\_\_\_\_  
C07 City Tax 292.50  
 TOTAL \$ 663.75

Mailing Address.

Robert L. Rich  
P.O. Box 675  
Roseboro NC 28382

Yours very truly

[Signature]  
Taxpayer

\* Social Security # \_\_\_\_\_  
RECOMMEND APPROVAL:

[Signature]  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_



**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

9402

JIM JOHNSON  
Tax Administrator

Telephone 910-592-8146  
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS  
406 COUNTY COMPLEX ROAD, BUILDING C  
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Northland Capital Financial Services, LLC in Franklin Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2020</u>	\$ <u>2467.67</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>2467.67</u>

These taxes were assessed through clerical error as follows.

Acct# 191907  
PID# 40185  
Bill # 2525  
Value: \$ 278,235  
Listed in error / Equipment located in NJ  
(see attached email)

G01 County Tax 2249.53  
School Tax \_\_\_\_\_  
F09 Fire Tax 218.14  
City Tax \_\_\_\_\_  
TOTAL \$ 2467.67

Mailing Address.

Northland Capital Financial Services, LLC  
PO Box 7278  
St. Cloud, MN 56302

Yours very truly

\* Rene Talbot for Northland Capital  
Taxpayer

Federal ID# \_\_\_\_\_  
Social Security # \_\_\_\_\_

RECOMMEND APPROVAL:

Jim Johnson  
Sampson County Tax Administrator

Board Approved \_\_\_\_\_  
Date \_\_\_\_\_ Initials \_\_\_\_\_

COUNTY OF SAMPSON  
TAX DEPARTMENT  
PO BOX 1082  
CLINTON, NC 28329

COUNTY OF SAMPSON  
NORTH CAROLINA  
(910) 592-8146

01-01-2020

BUSINESS PERSONAL PROPERTY LISTING

5611PBPL 11/29/19 PMS 286.485

FOR DEPARTMENT USE ONLY <input type="checkbox"/> <input checked="" type="checkbox"/>	ACCOUNT NUMBER 191907	TOWNSHIP 03	DISTRICT F09,G01	CITY
1	2	3	4	5
8	B	D	E	F
PPID 0040185				m JB

BUSINESS NAME AND ADDRESS

\*\*\*\*\***AUTO MIXED AADC 270**\*\*\*\*\*  
8343754 5611-BPL 1952 1 1 2

NORTHLAND CAPITAL FINANCIAL SERVICES, LLC  
PO BOX 7278  
SAINT CLOUD MN 56302-7278

RECEIVED  
POSTMARK DATE  
JAN 15 2020  
SAMPSON COUNTY TAX OFFICE

STANDARD INDUSTRIAL CLASSIFICATION CODE (SIC #)  
NAICS CODE  
DATE BUSINESS BEGAN IN THIS COUNTY  
DATE BUSINESS (FISCAL) YEAR ENDS

FILL IN APPLICABLE CIRCLE:  
 PARTNERSHIP  SOLE PROPRIETORSHIP  UNINCORPORATED ASSOCIATION  
 LLC  CORPORATION  OTHER (SPECIFY)

OTHER N.C. COUNTIES WHERE PERSONAL PROPERTY IS LOCATED

CONTACT PERSON FOR AUDIT

ADDRESS & PHONE

PHYSICAL ADDRESS

REAL ESTATE OWNED BY

WHAT IS PRINCIPAL BUSINESS IN THIS COUNTY

LOCATION OF ACCOUNTING RECORDS

NAME IN WHICH BUSINESS WAS LISTED LAST YEAR

FILL IN APPLICABLE CIRCLE: BUSINESS CATEGORY  
 RETAIL  WHOLESALE  MANUFACTURING  
 SERVICE  LEASING/RENTAL  FARMING  
 OTHER (SPECIFY)

IF OUT OF BUSINESS COMPLETE THIS SECTION  
 DATE CEASED  
 FILL IN APPLICABLE CIRCLE:  
 SOLD  CLOSED  BANKRUPT  OTHER  
 SOLD EQUIPMENT, FIXTURES, SUPPLIES TO  
 BUYER'S ADDRESS & PHONE:

SCHEDULE A 410,556,470 PERSONAL PROPERTY - SEE INSTRUCTIONS

YEAR ACQUIRED	GROUP (1) MACHINERY & EQUIPMENT			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2019		<del>697,982.75</del>		618,300
2018	178,350		178,350	-6-
2017	35,000		35,000	-0-
2016				
2015	<del>59,000</del>		59,000	
2014				
2013				
2012				
2011				
2010				
2009				
2008				
2007				
2006				
2005				
2004				
PRIOR				
TOTAL	272,350	618,300	272,350	618,300

YEAR ACQUIRED	GROUP (3) OFFICE FURNITURE & FIXTURES			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2019				
2018				
2017				
2016				
2015				
2014				
2013				
PRIOR				
TOTAL				

YEAR ACQUIRED	GROUP (4) COMPUTER EQUIPMENT			
	PRIOR YR. COST	ADDITIONS	DELETIONS	CURR. YR. COST
2019				
2018				
2017				
2016				
PRIOR				
TOTAL				

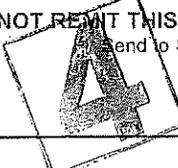
GROUP (2) CONSTRUCTION IN PROGRESS

LIST TOTAL OF ALL PERSONAL PROPERTY EXPENDITURES IN CIP ACCOUNT ON JANUARY 1, BUT NOT INCLUDED ABOVE - ITEMIZE IN SCHEDULE G

TOTAL CIP: \$

Listings due January 31. Extension only by written request or electronic, if filing online.  
 County addresses and additional schedules are available at:  
<http://www.domc.com/taxes/property/index.html>

DO NOT REPLY THIS FORM TO NC DEPARTMENT OF REVENUE  
 Send to Sampson County Tax Administration  
 Business Section  
 PO Box 1082  
 Clinton, NC 28329



Refunded \$2467.64 for 2 @ 154,515

AV 556,470

**SCHEDULE D SEPARATELY SCHEDULED PROPERTY**

1. Does your business own any artwork, displays, statues, or other personal property that is separately scheduled for insurance purposes?  YES  NO

Please describe the items and estimated value of items if applicable.

**SCHEDULE E FARM EQUIPMENT**

Does your business own any tractors and/or other farm equipment?  YES  NO

If so, list and attach year, make, model, cost and year purchased.

**SCHEDULE F INTANGIBLE PERSONAL PROPERTY**

Do you lease or rent real property from exempt owners, such as a church, local, state, or federal government, an airport authority, university, or other exempt owner?  YES  NO If yes, include lease information below. Attach additional schedule if necessary.

NAME AND ADDRESS OF OWNER	DESCRIPTION OF PROPERTY	DATE OF LEASE AND LEASE TERM	MONTHLY PAYMENT	ACCT. #

**SCHEDULE G ACQUISITIONS AND DISPOSALS DETAIL**

Acquisitions and disposals detail of machinery, equipment, furniture and fixtures and computer equipment, and leasehold improvements in the prior year. If there is not enough room below, attach separate Schedule.

ACQUISITIONS - ITEMIZE IN DETAIL	100% ORIGINAL COST	DISPOSALS - ITEMIZE IN DETAIL	YEAR ACQUIRED	100% ORIGINAL COST
		1991 John Deere	2015	59000

**SCHEDULE H REAL ESTATE IMPROVEMENTS**

During the past calendar year, did your business make improvements and/or other additions to real property, owned by your business? If yes, attach separate schedule.  YES  NO

**SCHEDULE I BILLBOARDS - OUTDOOR ADVERTISING STRUCTURES**

Does your business own any billboards - outdoor advertising structures?  YES  NO

If yes, attach separate Schedule.

**SCHEDULE J LEASED EQUIPMENT**

Does your business lease equipment to others?  YES  NO

If yes, attach separate Schedule.

**AFFIRMATION**

LISTING FORM MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON - SEE INSTRUCTIONS

Under penalties prescribed by law, I hereby affirm that to the best of my knowledge and belief this listing, including any accompanying statements, inventories, schedules, and other information, is true and complete. (If this is signed by an individual other than the taxpayer, he affirms that he is familiar with the extent and true value of all the taxpayer's property subject to taxation in this county and that his affirmation is based on all the information of which he has any knowledge.)

Listing MUST be signed by the taxpayer, a principal officer of the taxpayer or a FULL-TIME employee of the taxpayer who has been officially empowered by the principal officer to list the property.

Signature: Rene Talbot Date: 1-10-20

Title: Accounting Specialist Telephone Number: (320) 252-2122

Email Address: rtalbot@northlandcapital.com

Preparer Other Than Taxpayer: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Any individual who willfully makes and subscribes an abstract listing required by the Subchapter (of the Revenue Laws) which he does not believe to be true and correct as to every material matter shall be guilty of a Class 2 Misdemeanor. (Punishable by imprisonment of up to 60 days).

Customer # Lease #	Customer Location Address Asset # Description	Serial Number	Original Cost	Equip Rent	Acquired	Commence	Terminate	Owner
NC21 Sampson County								
12249	DFT Calvin Victor Elijah Jackson J 731 Isaac Weeks Rd. Clinton, NC 28329	(12) G01, F14, S01						PID# 51524
12249-002	66818 2018 Timpte Hopper Traile	1TDH43025JB157880	35,000.00✓	.00	10/06/17	10/06/17	0/00/00	
13366	DFT G & R Farms 668 S. Eldridge Road Newton Grove, NC 28366	(19) G01 F11						PID# 51523
13366-002	70751 2018 Coastal AgroVision 2 9993		178,349.57✓	.00	4/10/18	4/10/18	0/00/00	
13366-003	78045 2012 John Deere 635 FD F1	1H0635FDJB0745292	50,000.00	.00	4/25/19	4/25/19	0/00/00	
13366-004	79114 2019 Chandler Model 9-PT-	30191	29,682.75	.00	6/07/19	6/07/19	0/00/00	
19339	DFT Augustine Farms, Inc. 213 Wilbur Pridgen Road Harrells, NC 28444	(03) G01, F09						PID# 40185 * New for 2019
19339-001	83606 2020 Oxbo 8040 Berry Harv	549950-600063	154,575.00	.00	12/26/19	12/26/19	0/00/00	
19339-001	83607 2020 Oxbo 8040 Berry Harv	549950-600064	154,575.00	.00	12/26/19	12/26/19	0/00/00	
19340	003 William Augustine & Son Inc 213 Wilbur Pridgen Road Harrells, NC 28444							* New for 2019
19340-001	83602 2020 Oxbo 8040 Berry Harv	549950-600065	154,575.00	.00	12/26/19	12/26/19	0/00/00	
19340-001	83603 2020 Oxbo 8040 Berry Harv	549950-600066	154,575.00	.00	12/26/19	12/26/19	0/00/00	
Total Property Cost - NC21			911,332.32					* New for 2019
Breakdown by Acquisition Year								
2017			35,000.00					
2018			178,349.57					
2019			697,982.75					
			911,332.32 ✓					

911,333

PID# Calvin Victor Elijah Jackson  
# 51524 - 731 Isaac Weeks Rd. Clinton, NC 28329

PID# G & R Farms  
# 51523 - 668 S. Eldridge Rd. Newton Grove, NC 28366

PID# Augustine Farms, Inc  
# 40185 William Augustine & Son Inc.  
213 Wilbur Pridgen Rd. Harrells, NC 28444  
Rebinding for 91600065; 600066 - located in NJ

**Sandra Spell**

**From:** Renee Talbot <rtalbot@northlandcapital.com>  
**Sent:** Tuesday, September 22, 2020 5:33 PM  
**To:** Sandra Spell  
**Subject:** FW: Message from "RNP002673BE6346"/breakdown of assets per location  
**Attachments:** 20200814153938614.pdf

Last month you helped me match up the parcel numbers for our property tax bill. For reference I attached your response here.

We have paid our bill and invoiced the correct dollar amounts to each of our lessees listed on the attached report.

One of our lessees (Parcel# 40185 Augustine Farms) has brought it to our attention that we have the location incorrect for two of their pieces of equipment. This customer has a location in both NC and NJ and we inadvertently marked these two pieces as being located in your county, but they are actually located in New Jersey. I pasted the equipment in question here:

19340-001	Harrela, NC 28444	83602 2020 Oxbo 8040 Barry Harv 549950-600065	154,575.00	.00 12/26/19
19340-001		83603 2020 Oxbo 8040 Barry Harv 549950-600066	154,575.00	.00 12/26/19

My question is – is there anything that we can do to resolve this? We’ve already paid the tax, so is there any possible way to get it refunded since the equipment is located elsewhere? Anything you can do to help is appreciated. Let me know if any other info is required to resolve this.

Thank you!

Renee Talbot

Accounting and Sales Tax Specialist  
 Northland Capital Financial Services, LLC  
 PO Box 7278  
 St Cloud, MN 56302  
 320.257.3940 or 1-800-471-2122 ext. 940  
 866.950.2111 (Fax)  
[northlandcapital.com](http://northlandcapital.com)  
[rtalbot@northlandcapital.com](mailto:rtalbot@northlandcapital.com)

Cost 309,150 / Acct# 191907  
 PIP# 40185

Value : 278,235

(.08) F09 - \$222.59 - \$218.14 *pd during discount*  
 (.825) F01 - \$2295.44 - \$2249.53  
 -----  
 \$2518.03 - 278,246.67



Equipment located  
 in NJ / not NC

-----Original Message-----

From: Sandra Spell <sandys@sampsonnc.com>  
 Sent: Friday, August 14, 2020 2:46 PM



**Payment Addendum**

*NS Lease*

Payment Addendum for Contract No. 19339-001

This addendum is hereby verified as correct by the Lessee and becomes a part of the lease.

<u>Date</u>	<u>Payment Amount</u> (plus applicable taxes)
Commencement Date	\$29,381.70
5/2020	\$14,690.00
10/2020 thru 10/2025	** \$46,800.00

\*\*Payments are due in consecutive Annual installments.

**LESSOR:** Northland Capital Financial Services, LLC

**LESSEE:** Augustine Farms, Inc.

*Ben McLean*  
 \_\_\_\_\_  
 Signature  
*Operations Manager*  
 \_\_\_\_\_  
 Title

X *William Augustine*  
 \_\_\_\_\_  
 Signature  
 William Augustine  
 President  
 \_\_\_\_\_  
 Title



**Payment Addendum**

NC

Payment Addendum for Contract No. 19340-001

This addendum is hereby verified as correct by the Lessee and becomes a part of the lease.

<u>Date</u>	<u>Payment Amount</u> (plus applicable taxes)
Commencement Date	\$29,678.40
5/2020	\$14,839.20
10/2020 thru 10/2025 **	\$47,270.00

\*\*Payments are due in consecutive Annual installments.

LESSOR: Northland Capital Financial Services, LLC

LESSEE: William Augustine & Son, Inc.

Beth Kellen  
 Signature  
Operations Manager  
 Title

X William Augustine  
 Signature William Augustine  
 President  
 Title



- Original Bill
- Reprint
- Garnish
- Preferences
- Diagnostics

**Bill Information**

Year: 2020 Category: PP-R Number: 2525

Notes/Alerts: JAN 1 Owner: NORTHLAND CAPITAL FI

Special Conditions/Notes: [View prior unpaid bills](#)

Effective Date: Due 10/12/2020

Billed Item Information: Year\_Property: 2020\_40185 Property ID: 40185 [View Source](#)

**Customer Information**

Customer ID: 191907 [View Bills](#)

NORTHLAND CAPITAL FINANCIAL SERVICES  
PO BOX 7278  
ST. CLOUD, MN 56302

**Property Information**

Parcel ID:

Prop ID: 40185 [View Bills](#)

Prop Loc:

Installments	Charges	History	Events	Audits	Unpaid	Interest Paid	Interest Due	Total Due
1	09/01/2020				5,036.06	0.00	0.00	5,036.06
<b>Totals:</b>					5,036.06	0.00	0.00	5,036.06





- 
- 
- 
- 

Receipt Information

Year/bill

Cat/type

Activity

Receipt

Amount

Batch

Deposit no.  Clear date

Customer/Property

Customer no.   NORTHLAND CAPITAL FINANCIAL SERVICES, LLC

Prop ID

Journal Information

Post date

Year/period/journal

Cash account

Misc desc

Source

Effective date

Entry date/time   11:14:4

Clerk

Department  TAX

Source

Tender

Paid by CID

Paid by reference

Payment method

Check number

Status

Batch status   Posted

Reason

Charge Allocation    Installment Allocation    GL Allocation

Line	Chg Code	Chg Description	Interest	Principal	Adjusted
1	F09	FRANKLIN FIRE D...	.00	436.28	8.90
2	G01	GENERAL COUNTY	.00	4,499.06	91.82



Property ID  Version  Sequence

Tax year  AR category  Bill number

Owner

Value Charges

PP Detail

Value type  Class code  BUSINESS PERS PROP

Value Information Personal Property Information

Item

Serial  Tag/Certificate

Schedule

Parcel

Park/Location

Space number

Year  Make  Model

Width  Length

Horsepower  Propulsion

Personal Property Detail Values

My File Edit Tools Help

Property

ID: 40185 Sequence: 6

Tax year: 2020 AR category: 25 Bill number: 2525

Owner: 191907 NORTHLAND CAPITAL FINANCIAL SERVIES, LLC

Description

Class: BP BUSINESS PERS PROP

Item: BP\_MEQP BP\_MEQP

Schedule: A10 A10

Purchase information

Year purchased: 2019

Purchased value: 618,300

Acquisitions: 0

Removals: 0

Net value: 618,300

Percent good: 90

Depreciated value: 556,470

1 of 1

QVR

**OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR**

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by Advanced Physical Therapy in North Clinton Township, Sampson County, for the year(s) and in the amount(s) of:

<p>2020 Acct # 189199 Bill # 1901342 Codes (C02, S01) 2019 Acct # 189199 Bill # 2000134 Codes (F19, S01)</p>	<p>Year <u>2020</u> <u>2019</u> _____ _____ _____</p>	<p>\$ <u>412.95</u> \$ <u>363.43</u> \$ _____ \$ _____ \$ _____</p>
<p>Total Release/Adjustment</p>		<p>\$ <u>776.38</u></p>

Double billed  
Sold in 2018  
New owner billed #1991412

G-01	County Tax	\$ <u>480.81</u>	LL. <u>48.08</u>
S01	School Tax	\$ <u>84.50</u>	LL. <u>8.45</u>
F19	Fire Tax	\$ <u>30.88</u>	LL. <u>3.09</u>
C02	City Tax	\$ <u>109.61</u>	LL. <u>10.96</u>
	Total	\$ <u>705.80</u>	LL. <u>70.58 = 776.38</u>

The taxes were assessed through clerical error or an illegal tax as follows:

Taxpayer: Daniel Skulovik

Tax Administrator: [Signature]

Board Approved: \_\_\_\_\_

Date                      Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by Richard Howard Rickley in Honeycutt Township, Sampson County, for the year(s) and in the amount(s) of:

Year	<u>2020</u>	\$	<u>359.89</u>
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
Total Release/Adjustment		\$	<u>359.89</u>

<u>60</u> County Tax	\$	<u>291.80</u> (29.18 late fee)
School Tax	\$	_____
Fire Tax (F16)	\$	<u>35.37</u> (3.54 late fee)
City Tax	\$	_____
Total	\$	<u>359.89</u>

The taxes were assessed through clerical error or an illegal tax as follows:

Double billed in error. Same as Acct # 207499

Taxpayer: Richard Howard Rickley

Tax Administrator: Joni Johnson

Board Approved: \_\_\_\_\_  
Date Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by Arnold McNeill in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

Year	<u>2020</u>	\$	<u>209.42</u>
	<u> </u>	\$	<u> </u>
	<u> </u>	\$	<u> </u>
	<u> </u>	\$	<u> </u>
	<u> </u>	\$	<u> </u>
	<u> </u>	\$	<u> </u>
Total Release/Adjustment		\$	<u>209.42</u>

<u>GOV</u> County Tax	\$	<u>186.78</u>
School Tax	\$	<u>          </u>
<u>File</u> Fire Tax	\$	<u>22.64</u>
City Tax	\$	<u>          </u>
Total	\$	<u>209.42</u>

The taxes were assessed through clerical error or an illegal tax as follows:

Double Billed on acct # 86478 + # 189447  
Singlewide Mobile Home

Taxpayer: Arnold McNeill  
Tax Administrator: Jim J...  
Board Approved: \_\_\_\_\_  
Date: \_\_\_\_\_ Initials: \_\_\_\_\_

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by Francisco Lira in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

Year	<u>2020</u>	\$ <u>111.12</u>
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
Total Release/Adjustment		\$ <u>111.12</u>

<u>601</u> County Tax	\$ <u>100.74</u>
School Tax	\$ _____
<u>F14</u> Fire Tax	\$ <u>10.38</u>
City Tax	\$ _____
Total	\$ <u>111.12</u>

The taxes were assessed through clerical error or an illegal tax as follows:

Double billed on Account 181379  
2-Singlewide Mobile Homes

Taxpayer:

Francisco Lira

Tax Administrator:

Jim Johnson

Board Approved:

\_\_\_\_\_ Date

\_\_\_\_\_ Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by Karen Jackson in \_\_\_\_\_ Township, Sampson County, for the year(s) and in the amount(s) of:

Year	
<u>2020</u>	\$ <u>457.76</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Release/Adjustment	\$ _____

601 County Tax	\$ <u>415.00</u>
School Tax	\$ _____
F14 Fire Tax	\$ <u>42.76</u>
City Tax	\$ _____
Total	\$ <u>457.76</u>

The taxes were assessed through clerical error or an illegal tax as follows:

Double Billed Acct # 151837 And 204072  
2019 Vkeeter Boat.

Taxpayer: Karen Jackson

Tax Administrator: Jim Shuman

Board Approved: \_\_\_\_\_  
Date Initials

COUNTY OF SAMPSON  
BUDGET AMENDMENT

5 October 2020

MEMO

TO: Sampson County Board of Commissioners

FROM: Ray Jordan, CVB Treasurer

VIA: County Manager and Finance Officer

SUBJECT: Budget Amendment for Fiscal Year: 2020-2021

It is requested that the budget for the **Sampson County Convention & Visitors Bureau** be amended as follows:

**EXPENDITURE**

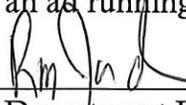
<u>Code Number (ORG-OBJ)</u>	<u>Description</u>	<u>INCREASE</u>	<u>DECREASE</u>
84761800-537000	Advertising and Marketing	\$5,000.00	
84761800-544000	Contracted Services	\$5,000.00	

**REVENUE**

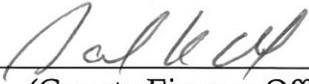
<u>Code Number (ORG-OBJ)</u>	<u>Description</u>	<u>INCREASE</u>	<u>DECREASE</u>
84036180-408900	Miscellaneous Revenue	\$10,000	

Reason(s) for the above request is/are as follows:

This miscellaneous revenue is from the NC Tourism Promotion Grant. As part of House Bill 1023, the NC General Assembly appropriated funds to help eligible DMO's to market their destinations due to revenue loss. This Grant Funding must be used in tourism promotion. We have contracted with Marsh Videography to create another video for Sampson County and we will have an ad running in Our State Magazine in the December Holiday Edition.

  
\_\_\_\_\_  
Signature of Department Head

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. Date: 10/23/2020  
  
\_\_\_\_\_  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. Date: \_\_\_\_\_  
  
\_\_\_\_\_  
(County Manager & Budget Officer)

\_\_\_\_\_  
(Date of approval/disapproval by B. O. C)

COUNTY OF SAMPSON  
BUDGET AMENDMENT

5 October 2020

MEMO

TO: Sampson County Board of Commissioners

FROM: Ray Jordan, CVB Treasurer

VIA: County Manager and Finance Officer

SUBJECT: Budget Amendment for Fiscal Year: 2020-2021

It is requested that the budget for the **Sampson County Convention & Visitors Bureau** be amended as follows:

**EXPENDITURE**

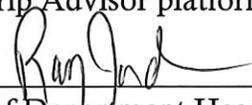
<u>Code Number (ORG-OBJ)</u>	<u>Description</u>	<u>INCREASE</u>	<u>DECREASE</u>
84761800-537000	Advertising and Marketing	\$13,000	

**REVENUE**

<u>Code Number (ORG-OBJ)</u>	<u>Description</u>	<u>INCREASE</u>	<u>DECREASE</u>
84036180-408900	Miscellaneous Revenue	\$13,000	

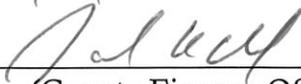
Reason(s) for the above request is/are as follows:

This miscellaneous revenue is from the Visit NC Marketing Credit Program Grant. Visit NC created a stimulus recover program for tourism marketing to help DMO's suffering due to losses due to COVID and has had a negative impact due to tourism marketing efforts. This Grant Funding must be used in tourism promotion. We will have major social media (Facebook and Instagram) presence for the months of October and November to help promote tourism to our county, and will work with Miles Local Business to work with all industry partners to get their google accounts, Yelp and Trip Advisor platforms accurate, up to date and in order.

  
\_\_\_\_\_  
Signature of Department Head

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. Date: 10/23/2020

  
\_\_\_\_\_  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. Date: \_\_\_\_\_

\_\_\_\_\_  
(Date of approval/disapproval by B.O.C)

  
\_\_\_\_\_  
(County Manager & Budget Officer)

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

FROM: Rosemarie Oates, Director, SAT

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2020-2021

1. It is requested that the budget for the Transportation Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
16145000-554001	STATE-TRANSP FUND	180,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
16145000-403612	CO VEHICLE-STATE	180,000.00	

2. Reason(s) for the above request is/are as follows:  
ALLOCATE FUNDS FOR PURCHASE OF TRANSIT VEHICLES

  
\_\_\_\_\_  
(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval. 6

\_\_\_\_\_, 2020

  
\_\_\_\_\_  
(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

  
\_\_\_\_\_  
(County Manager & Budget Officer)

\_\_\_\_\_  
Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

FROM: David K. Clack, Finance Officer  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer  
 SUBJECT: Budget Amendment for fiscal year 2020-2021

1. It is requested that the budget for the Juvenile Justice Programs be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
05558310-581000	Transfer to state agency	34,068.00	

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
05435831-409906	FBA Youth shelter program	3,570.00	
05435831-409900	FBA JCPC administration	4,637.00	
05435831-409905	FBA Innovations program	3,500.00	
05435831-409903	FBA Youth inspire group	6,056.00	
05435831-409902	FBA Teen court	16,305.00	

2. Reason(s) for the above request is/are as follows:  
 To return prior year unexpended grant funds to State.

  
 \_\_\_\_\_  
 (Signature of Department Head)

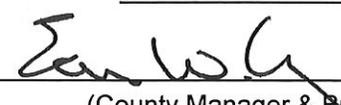
**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 10/23, 2020  
  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_  
  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

\_\_\_\_\_  
 Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

October 6, 2020

FROM: Lorie Sutton, Director of Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2020-2021

1. It is requested that the budget for the AGING Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558800-522100	NUTRITION - MEALS	\$ 5,564.00	
02558800-526200	NUTRITION - DEPT SUPPLIES	\$ 559.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035880-	NUTRITION - MEDICAID REIMBURSEMENT	\$ 6,123.00	

2. Reason(s) for the above request is/are as follows:

The Nutrition Program now provides home delivered meals to CAP/DA clients. This is to budget for those meals for FY20-21. This amount is estimated on the meals we are currently providing.

Lorie B Sutton

(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

10/23, 2020

[Signature]

(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

[Signature]

(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

October 19, 2020

FROM: Lorie Sutton, Director of Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2020-2021

1. It is requested that the budget for the AGING Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558800-526200	Nutrition - Dept Supplies	\$ 4,950.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035880-408900	Nutrition - Misc Revenue	\$ 4,950.00	

2. Reason(s) for the above request is/are as follows:

To budget funding received from Meals on Wheels North Carolina through a grant received from BC/BS to be used for COVID-19 related expenses/needs.

Lorie B Sutton

(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

10/23, 2020

Paul K. [Signature]

(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

Evan W.C. [Signature]

(County Manager & Budget Officer)

\_\_\_\_\_  
Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

October 14, 2020

FROM: Lorie Sutton, Director of Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2020-2021

1. It is requested that the budget for the AGING Department be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558670-524100	Home Repairs - Materials	\$ 18,000.00	
02558670-544000	Home Repairs - Contracted Labor	\$ 10,082.00	
02558800-522100	Nutrition - Meals	\$ 40,000.00	
02558800-526200	Nutrition - Dept Supplies	\$ 28,912.00	
02558800-554000	Nutrition - Capital Outlay - Vehicles	\$ 31,180.00	
02558680-526200	Senior Center - Dept Supplies	\$ 10,000.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035880-403601	Nutrition - Mid-Carolina	\$ 100,092.00	
02035867-403601	Home Repairs - Mid-Carolina	\$ 28,082.00	
02035868-403601	Senior Center - Mid-Carolina	\$ 10,000.00	

2. Reason(s) for the above request is/are as follows:

To budget the CARES Act Funding for the project period July 1, 2020 through September 30, 2021.

*Lorie B Sutton*

(Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

10/23, 2020

*[Signature]*

(County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

*[Signature]*

(County Manager & Budget Officer)

Date of approval/disapproval by B.O.C.

**COUNTY OF SAMPSON  
BUDGET AMENDMENT**

**MEMO:**

FROM: David K. Clack, Finance Officer  
 TO: Sampson County Board of Commissioners  
 VIA: County Manager & Finance Officer  
 SUBJECT: Budget Amendment for fiscal year 2020-2021

1. It is requested that the budget for the I40/NC 403 Well Project be amended as follows:

<u>Expenditure Account Code</u>	<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
67981550-508011	Well construction	659,647.00	
67981550-509700	Contingency		270,486.00

<u>Revenue Account Code</u>	<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
67038155-403608	State reserve grant	143,082.00	
67038155-408922	Golden leaf grant		236,860.00
67035155-409100	Loan proceeds	482,939.00	

2. Reason(s) for the above request is/are as follows:

To increase budget to reflect increased costs as a result of bids coming in higher than originally anticipated and an overall decrease in anticipated grant funding.

  
 \_\_\_\_\_  
 (Signature of Department Head)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 10/23, 2020

  
 \_\_\_\_\_  
 (County Finance Officer)

**ENDORSEMENT**

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_

  
 \_\_\_\_\_  
 (County Manager & Budget Officer)

\_\_\_\_\_  
 Date of approval/disapproval by B.O.C.

20-21-04

COUNTY OF SAMPSON  
BUDGET AMENDMENT

MEMO:

FROM: Sarah W. Bradshaw  
TO: Sampson County Board of Commissioners  
VIA: County Manager & Finance Officer  
SUBJECT: Budget Amendment for fiscal year 2020-2021

26-Oct-20

1. It is requested that the budget for the Social Services Department be amended as follows:

Expenditure Account	Expenditure Account Description	Increase	Decrease
13553100-526201	Dept Supplies Equipment	\$59,504	

Revenue Account	Revenue Account Description	Increase	Decrease
13535310-408900	Miscellaneous Revenue	\$59,504.00	

2. Reason(s) for the above request is/are as follows: Budget Amendment to reflect State APS/ CPS Covid Supplemental funds

  
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

10/26, 2020  
  
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Date of approval/disapproval by B.O.C.

\_\_\_\_\_  
(County Manager & Budget Officer)

---

**SAMPSON COUNTY  
BOARD OF COMMISSIONERS**

---

ITEM ABSTRACT

ITEM NO.     5    

Meeting Date: November 2, 2020

Information Only  
 Report/Presentation  
 Action Item  
 Consent Agenda

Public Comment  
 Closed Session  
 Planning/Zoning  
 Water District Issue

---

INFORMATION ONLY

*For all Board Information items, please contact the County Manager's Office if you wish to have additional information on any of the following.*

- a. NCACC - Notice of Dues Reduction



September 29, 2020

Mr. Edwin Causey  
Sampson County Manager  
406 County Complex Road, Building C  
Clinton, NC 28328

Dear Edwin:

The NCACC Board of Directors voted at its June 24 Board meeting to reduce 2020-21 membership dues by 12.3 percent, which removes the trailing rate of inflation increase previously adopted during its February meeting, and additionally provides a 10 percent discount for all member counties. While this is a one-time rebate for 2020-21, we hope it helps the county budget, even if in a small way. The rebate payment is enclosed.

As always, we sincerely appreciate all you do for our counties and your support of our Association. These are challenging times, and we want you to know your Association stands ready to support you and our counties. Please be in touch if there is anything we can do to help!

Best regards,

Kevin Leonard  
NCACC Executive Director

**PUBLIC COMMENT POLICIES AND PROCEDURES**  
**Revised June, 2018**

In accordance with NCGS 153A-52.1, a period reserved for comments from the public on topics not otherwise included on that evening's agenda will be included as an item of business on all agendas of regularly-scheduled Board of Commissioners meetings and shall be deemed the "Public Comment" segment of the agenda. The Public Comment segment of the agenda will be placed at the end of the agenda, following the conclusion of all other open session business. Because subjects of Special and Emergency Meetings are often regulated by General Statutes, there will be no Public Comments segment reserved on agendas of these meetings; however, Special and Emergency Meetings are open for public attendance.

As with public hearings, the Chair (or presiding officer) will determine and announce limits on speakers at the start of the Public Comment period. Each speaker will be allocated no more than five (5) minutes. The Chairman (or presiding officer) may, at their discretion, decrease this time allocation if the number of persons wishing to speak would unduly prolong the meeting. A staff member will be designated as official timekeeper, and the timekeeper will inform the speaker when they have one minute remaining of their allotted time. When the allotted time is exhausted, the speaker will conclude their remarks promptly and leave the lectern. Speakers may not yield their time to another speaker, and they may not sign up to speak more than once during the same Public Comment period.

An individual wishing to address the Board during the Public Comment period shall register with the Clerk/Deputy Clerk to the Board prior to the opening of the meeting by signing his or her name, and providing an address and short description of his or her topic on a sign-up sheet stationed at the entrance of the meeting room. Any related documents, printed comments, or materials the speaker wishes distributed to the Commissioners shall be delivered to the Clerk/Deputy Clerk in sufficient amounts (10 copies) at least fifteen minutes prior to the start of the meeting. Speakers will be acknowledged to speak in the order in which their names appear on the sign-up sheet. Speakers will address the Commissioners from the lectern, not from the audience, and begin their remarks by stating their name and address.

**To ensure the safety of board members, staff and meeting attendees, speakers are not allowed to approach the Board on the seating platform, unless invited by the Board to approach.**

Speakers who require accommodation for a disabling condition should contact the office of the County Clerk or County Manager not less than twenty-four (24) hours prior to the meeting.

If time allows, those who fail to register before the meeting may be allowed speak during the Public Comment period. These individuals will be offered the opportunity to speak following those who registered in advance. At this time in the agenda, an individual should raise his or her hand and ask to be recognized by the Board Chair (or presiding officer) and then state his or her name, address and introduce the topic to be addressed.

A total of thirty (30) minutes shall be set aside for public comment. At the end of this time, those who signed up to speak but have not yet been recognized may be requested to hold their comments until the next meeting's public comment period, at which time they will be given priority for expression. Alternatively, the Board, in its discretion, may extend the time allotted for public comment.

Items of discussion during the Public Comment segment of the meeting will be only those appropriate to Open Meetings. Closed Meeting topics include, but are not limited to, such subjects as personnel, acquisition of real property, and information protected by the client-attorney privilege. Closed Meeting subjects will not be entertained. Speakers will not discuss matters regarding the candidacy of any person seeking public office, including the candidacy of the person addressing the Board.

Speakers will be courteous in their language and presentation, shall not use profanity or racial slurs and shall not engage in personal attacks that by irrelevance, duration or tone may threaten or perceive to threaten the orderly and fair progress of the discussion. Failure to abide by this requirement may result in forfeiture of the speaker's right to speak.

The Public Comments segment of the agenda is intended to provide a forum for the Board of Community to listen to citizens; there shall be no expectation that the Board will answer impromptu questions. However, Board members, through the presiding officer, may ask the speaker questions for clarification purposes. Any action on items brought up during the Public Comment period will be at the discretion of the Board. When appropriate, items will be referred to the Manager or the proper Department Head for further review.

A copy of the Public Comments Policy will be included in the agenda of each regular meeting agenda and will be made available at the speaker registration table. The policy is also available on the County's website.