

**SCOTLAND COUNTY BOARD OF COMMISSIONERS**  
**Monday, January 5, 2015**  
**A.B. Gibson Education Center, 322 South Main Street, Laurinburg, NC**

**AGENDA**

**6:30 p.m. Water Districts Board meeting**

*The Board of Commissioners will be photographed before the 7 p.m. meeting*

7:00 p.m.	Call to Order	Chairman Guy McCook
	Invocation	Pastor George Ellis
	Pledge of Allegiance	

Approval of Agenda

Public Forum (*please state name and address and observe a three-minute time limit*)  
*Special recognition and presentation*  
*Introduction of DSS Director April Snead*

Item 1. Public Hearing: Conditional Use Application 479-14 by MLE, Inc.

Item 2. School System capacity study

Item 3. Liaison Committee report

Item 4. Policy Committee report

Item 5. Consent Agenda:

- a) Approve minutes of the December 1, 2014, regular meeting and the December 10, 2014 reconvened meeting.
- b) Approve Title VI Transit Plan as required under Title VI of the Civil Rights statute.
- c) Approve request by Health Department to increase water sampling fees.
- d) Approve Scotland County Area Safety System Transit Plan as required by the Federal Transit Administration and supported by the North Carolina Board of Transportation. (*The Plan is available for review on the Transportation page at [www.scotlandcounty.org](http://www.scotlandcounty.org)*).
- e) Budget amendments
  - 1) Health: Approve receipt of funds in the amount of \$10,501 for Family Planning—TANF Program, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.

Item 6. Scotland County/Richmond County 911 MOU

Item 7. Quarterly financial report

Item 8. Appointments to Boards and Committees

Item 9. Update from the County Manager  
*Comments from the Chairman and Commissioners*

***Adjourn***

Procedural Bulletin -- Public Forum Effective Date: February 18, 2000

It is the intent of the Scotland County Board of Commissioners to allow a Public Forum at each of its regular meetings for citizens to address the Board regarding issues or questions of benefit and/or interest to the general public in a positive fashion. It is the Board's further intent that matters shared during this forum not be harmful, discriminatory, or embarrassing to any citizen or employee of Scotland County, but that any concerns brought forward be expressed in general terms that provide the Board appropriate data to research the issue and respond to the speaker at a later time.

It is strongly suggested that personnel concerns go first through the Office of the County Manager (507 West Covington

Street, Laurinburg NC 28352) or directly to County Commissioners, preferably in writing, in order for staff and/or Commissioners to attempt to address those concerns privately and with the necessary available resources.

To assure the Board of Commissioners' positive intent for the Public Forum is upheld, the following "ground rules" have been set by the Board of Commissioners:

- 1) Each speaker shall register his/her name and mailing address in order to assure accurate minutes and/or ability to respond.
- 2) There will be a time limit of no more than *three* minutes per speaker.
- 3) Only one speaker will be recognized at any given time. Others must wait their turn.
- 4) Any applause shall be held until the end of the Public Forum.
- 5) Discussion of County personnel issues is limited to only those issues where satisfactory resolution has been pursued, but not achieved, through the chain of command ending with the County Manager.
- 6) Derogatory references to specific County staff, by name, are prohibited.

It should be understood that the Board allows the Public Forum in the interest of sharing information, which serves the common good.

Scotland County Board of Commissioners

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO.   1    
       Information  
  X   Action Item  
       Consent Agenda

Meeting Date January 5, 2015

---

SUBJECT: Public Hearing: Conditional Use Application 479-14 by MLE, Inc.

DEPARTMENT: Planning and Zoning

PUBLIC HEARING: Yes

CONTACT PERSON: Planning and Zoning Board Member Henry McLeod

PURPOSE: Discuss conditional use request and hold public hearing for comment on request.

ATTACHMENTS: Notice of public hearing  
Application #479-14

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Hold public hearing and consider action on the application

[To be published under "Legal Notices"]

## NOTICE OF PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held by the Scotland County Board of Commissioners at 7:00 PM (or as soon thereafter as possible) on Monday, January 5, 2015 in the A B Gibson Center Board Room, 322 S. Main St, Laurinburg, NC, to consider the following requests:

**Conditional Use Application Number 479-14 – MLE, Inc.** - Request for Conditional Use Permit defense training for military, law enforcement and other government agencies. The property is located at the intersection of Airbase Road and Skyway Church Road of Scotland County; better known as Scotland County Tax Map Number 252, Parcel 01, Block 005. The property is owned by MLE Incorporated, Pembroke, North Carolina.

Persons interested are invited to attend this Public Hearing and express their opinions regarding the above request. Scotland County Government makes every effort to comply with the Americans with Disabilities Act. If you are handicapped individual and/or need an interpreter, please notify us at 910-277-3191 at least 72 hours before the hearing.

Laurinburg Exchange  
December 26, 2014 &  
January 2, 2015

**SCOTLAND COUNTY  
PLANNING AND ZONING DEPARTMENT**  
FEEES ARE NON REFUNDABLE

Application for: \_\_\_\_\_ Rezoning \$300.00 Application No.: 479-14  
 Present Zoning District: \_\_\_\_\_ Date: 10-1-14  
 Proposed Zoning District: \_\_\_\_\_ Receipt No. \_\_\_\_\_  
 \_\_\_\_\_ Zoning Variance \$150.00  
 Conditional Use \$300.00  
 \_\_\_\_\_ Subdivision Variance N/C  
 \_\_\_\_\_ Appeal per Section 6 of Ordinance 28 N/C

Applicant: MLE INC Owner: MLE INC  
 Address: P.O. Box 969 Address: P.O. Box 969  
Pembroke, NC 28372 Pembroke, NC 28372  
 Phone Number: 910-734-9468 Phone Number: 910-734-9468

Attach property deed, owner consent form signed and notarized if applicant is not the owner, a copy of the appropriate portion of the Scotland County Tax Map showing location of the subject property and surrounding properties and any pertinent information to support the above request (petitions, supporting letters, etc.).

The request is for: defense training contained shoot house facility for military, law enforcement and other Gov Agencies (OGAs). Defense Contracting Co. that manufactures a poly-vinyl Material for Camouflage, Training, & Concealment Systems for the DoD. This facility will also be the main HQ for DISI/DTRA to service Military Contracts Nationally & Globally for DoD

The property is located at: 15580 Airbase Rd. Wagram, NC.

Parcel Identification Number : Tax Map Number 252 Block 01 Parcel 005

Parcel Frontage: 6150 feet and depth of \_\_\_\_\_ feet and containing 50 (Sq. Ft. or Acres)

Indicate any impact(s) on the present area: \_\_\_\_\_

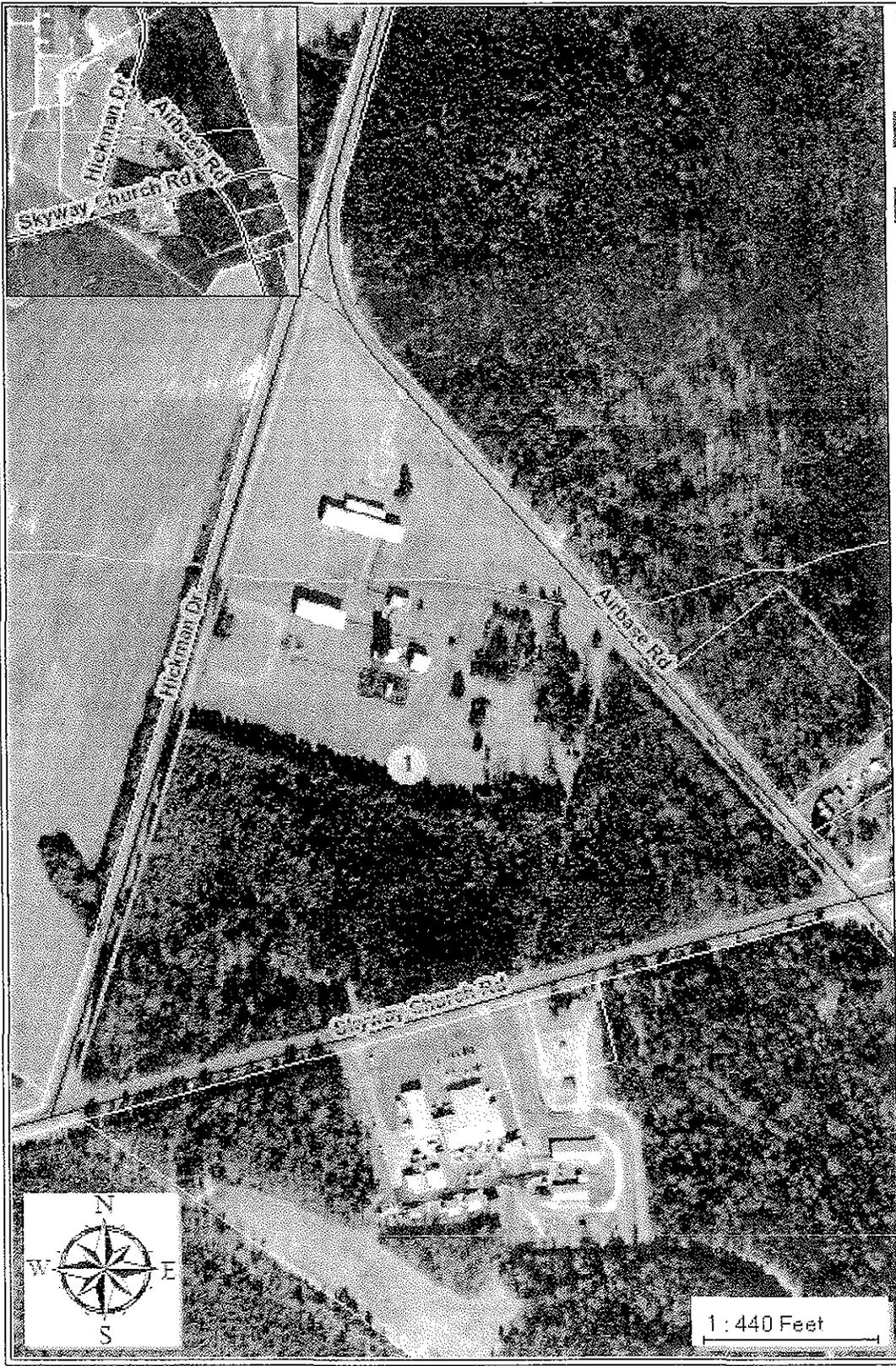
Justification: Adding 50-75 new jobs to county. Improving the appearance of prop. Training facility will bring clients from all over world to see County. Opportunities to develop neighboring properties close to site will develop as we grow.

Time schedule for development: Immediate

I (We) the undersigned, do hereby make application and petition the appropriate Scotland County Board and certify that all statements furnished in this application are true to the best of my (our) knowledge.

[Signature] 9-26-14 Date Accepted by: [Signature] 10/1/14 Date  
 Signature of Applicant Date Accepted by: (Planning and Zoning Department) Date

Please be advised that the City of Laurinburg / Scotland County assumes no liability for any errors or inaccuracies in the information provided regardless of how data is used or decisions made or action taken by user in reliance upon any information or data furnished here. The user knowingly releases all entities comprising the City of Laurinburg / Scotland County GIS system and the GIS software vendor that may arise from the mapping data.



- Parcels
- County Line
- City Limits
- Roads-Streets
- Railroad
- Border Roads-Streets
- Lakes and Ponds
- Rivers and Streams
  - Creek
  - River
  - Small Branch



Photo by James Robinson

## Trevor Kracker

*President and CEO, Defense Logistics Support Inc.*

**T**revor Kracker recognized a need to provide more realistic training for troops before sending them off to combat.

His Lumberton business, Defense Logistics Support Inc., has partnered with other companies to develop a live-fire system using mirrors. The company, which has exclusive rights to the technology, has set up partnerships with Troysgate Global and Osprey Global Solutions to offer it.

"There's nothing else like it," Kracker said. "The only

thing to compare it to is live-fire combat."

Defense Logistics builds custom rooms, such as mock school rooms or desert scenes, using cardboard furniture and other props to set the scene.

The mirrored-system technology works by creating an illusion that a trainee is face-to-face with a shooter though they are, in fact, next to each other, separated by a wall.

The trainee is expected to fire live ammunition at the image in the mirror, which is caught in a ballistic wall

behind the mirror, Kracker said. Sensors detect the locations struck by bullets to calculate accuracy.

The system took about two years to develop, he said.

Live ammunition and human actors trigger authentic reactions, Kracker said.

"If you don't offer this kind of training now, then the soldiers are not ready to encounter these situations in the field," he said. "The more realistic you make it, the better the training is and the more immersed they are."

Kracker expanded his

business in 2009 from camouflage-style wraps for weapons and vehicles to training and shooting range lessons. He said the company is constantly conducting research to meet the needs of soldiers.

"There's a big demand in the military instead of simulation because what they're finding is the PTSD percentage is up. This will help better prepare troops for action," he said. "The need arose, and I followed the requests of people asking."

— Amanda Doiasinski

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 2

Information

Action Item

Consent Agenda

Meeting Date January 5, 2015

---

SUBJECT: School System capacity study

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: Mr. Larry Johnson, Auxiliary Services  
Mr. Roger Ammons, Maintenance

PURPOSE: Present information on capacity study

ATTACHMENTS: N/A

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Receive report

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 3  
X Information  
       Action Item  
       Consent Agenda

Meeting Date January 5, 2015

---

SUBJECT: Liaison Committee report

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: Commissioners Bob Davis, Whit Gibson and Carol McCall

PURPOSE: Provide update on the November 12 meeting of the Liaison Committee

ATTACHMENTS: December 9, 2014, draft minutes  
Statement of goals and position of the County

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Receive information

**Liaison Committee meeting**  
**5 p.m. December 9, 2014**  
**507 West Covington Street, Laurinburg, NC**

Present were Commissioners Bob Davis, Whit Gibson and Carol McCall and School Board members Pat Gates, Darrel Gibson and Jamie Sutherland. Mr. Sutherland delivered a prayer. The November 12, 2014 minutes were approved as presented.

Mr. Sutherland said the Board of Education would not want to remove the language completely from the school funding formula at this point because the General Statute provides a safety net for the schools. Mr. Sutherland said a three to five-year plan would help build trust between the Commissioners and Board of Education, and he would be open to modifying a formula in that way.

Commissioner Gibson said he would want the funding formula replaced with something that is mutually agreed upon at an amount less than the current funding level. Commissioner Gibson said it's difficult to generate that kind of revenue without burdening the taxpayer or further cutting services. Commissioner Gibson said he would like develop a formula where it would not be tough to manage, perhaps an increase no greater than or less than two percent. Commissioner Gibson said a goal would be to develop an agreement for a four or five-year period that ultimately would supersede the law, an agreement that would be renegotiated for another four or five years to demonstrate mutual trust between both boards.

Ms. Gates said her thoughts as a Liaison Committee member would be to establish a number that would work for both boards over a three-year period and sustain the current legislation or reword it to make it successful for both parties. Ms. Gates said she sees the funding discussions as a work in progress that would continue over a period of years rather than months.

Mr. Darrel Gibson suggested putting a plan in place for a number of years but not eliminate the legislation too soon since the current funding formula gives the schools security while a relationship is being built between the two boards.

The Commissioners on the Liaison Committee said they are not comfortable incorporating capital funds into a proposed formula, especially with an ongoing capacity study being conducted by the schools, which is important when it comes to capital needs.

Commissioner McCall said a capital component was not part of the mediation agreement. She said since funding the operations for the schools has exceeded affordability, there was not much left for capital. Commissioner McCall said the statute eliminates the need to have conversation and is the barrier to building a good relationship, communication and trust.

Mr. Sutherland disagreed and said he believes the Committee could put a three to five-year plan in place and stick to it as an alternative to the statute. The Committee also could continue to meet as a smaller working group.

Commissioner Davis suggested the Committee start with \$10.8 million and decrease that amount every year by 2.5 percent to \$9.8 million by FY 19-20. Commissioner Whit Gibson suggested a two percent decrease coupled with some capital funds for two years, and the agreement would supersede the statute.

After some discussion regarding the amount of decrease, capital and what taxpayers would be able to afford, Mr. Sutherland said he would develop a formula for a 2, 2.25 and 2.5 percent decrease starting with \$10.8 and maintaining capital at \$300,000 through FY 18/19.

The meeting adjourned at 6:05 p.m.

DRAFT

The Citizens of Scotland County cannot continue to sustain the tax burden required to maintain the investment in the school system at the current level.

## Goals

Develop a strategy for investing in an effective School System at a sustainable amount.

Develop a target investment level and a method and schedule for achieving the amount.

Once the target is achieved have a method in place to provide a level of budgetary security for the County and School System moving forward that encourages both boards to represent the citizens in the discussion about funding of the school system

## Position of the County

Capital for the School System is important and should be discussed in the context of a 3/5 year capital improvement plan. The School System's CIP is outside of this process and should be taken up after this process is finished for the current year.

The County needs to understand the clear goals of the School Board in this process.

The County's current targeted annual investment amount in School System is \$9,879,412

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 4  
       Information  
  X   Action Item  
       Consent Agenda

Meeting Date January 5, 2015

---

SUBJECT: Policy Committee report

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: Chair Carol McCall

PURPOSE: Present information on amendments to the reinstatement policy

ATTACHMENTS: December 16, 2014, draft minutes  
Draft amendments to Section 9. Reinstatement

BACKGROUND: Policy to address what employees would be eligible for if they returned to work within 45 days; within 46 days to a year; and after one year.

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Receive information from the Policy Committee and consider action based on its recommendation.

**Policy Committee meeting, December 16, 2014  
507 West Covington Street, Laurinburg, NC**

Commissioners in attendance: Chair Carol McCall and Commissioner John Alford.  
Commissioners not in attendance: Commissioner Whit Gibson (*excused*). Staff in attendance: County Manager Kevin Patterson, Human Resources Manager Susan Butler, County Attorney Ed Johnston and Clerk to the Board Ann Kurtzman.

A little after 2 p.m. Chair McCall called the meeting to order. The September 29, 2014, minutes were approved as presented.

The committee then reviewed and discussed the amended reinstatement policy that addresses the issue of Sheriff's employees who were terminated November 25 and all of whom will be rehired by the new Sheriff's Department.

Commissioner Alford suggested reinstatement should include all benefits the employees previously had. Chair McCall said she conferred with Commissioner Gibson ahead of the meeting, and Commissioner Gibson shared his opinion that employees reinstated within 45 days of termination be given credit for previous Scotland County service for eligibility for all County benefits.

Mr. Johnston suggested items where the language should be tweaked. Ms. Butler answered questions from Mr. Johnston and the committee and clarified the credited benefits for employees reinstated within 45 days, employees reinstated before one year and employees reinstated after one year. Chair McCall suggested the document credit the State retirement system policy so the County automatically dovetails with any State changes.

Ms. Butler said accrual of annual leave makes the County competitive in hiring practices and in negotiation of a new hire who might be a long-time employee in another county. Mr. Patterson suggested incorporating the words "may receive credit upon approval of the County Manager." The Committee agreed with a 45-day time frame rather than 30 days for reinstated employees in regards to credited benefits.

Ms. Butler said she will incorporate the amendments in the reinstatement document so it can be reviewed and brought before the Commissioners at the January 5, 2015, regular meeting.

Mr. Patterson asked that availability fees be discussed further when the Policy Committee meets again.

The meeting adjourned at 2:25 p.m.

## Section 9. Reinstatement

Reinstatement in County service occurs when: (Please note that the following are listed as examples and are not meant to be all inclusive.)

A. An employee resigns while in good standing and later wishes to be reappointed to the same or comparable position in the same or other department. The reinstatement must have the approval of the appointing authority and the County Manager, and in the case of competitive service employees, in accordance with Personnel Policies for Local Government Employees Subject to the State Personnel Act.

B. An employee in good standing, whose separation from employment is due to Reduction in Force, as described in Section 5 of this Article, and is re-hired in same or other County Department.

C. An employee whose separation from employment results from the discretionary exercise of the statutory authority of an elected official and is not due to disciplinary reasons, and whom is rehired in same or other County Department.

1. Reinstatement within 45 days: When the reinstatement of employee, as described in Parts A-C of this section, occurs within a 45 day period following the last date of employment, the employee will be given credit for previous Scotland County service for eligibility for all county benefits (example: eligibility for County Group Health Plan option, County Retiree health and life benefits, longevity, annual leave accrual, Law Enforcement Officers' Separation Allowance, etc.)
2. Reinstatement from 46 days – 1 year: When the reinstatement of employee, as described in Parts A-C of this section, occurs between 46 days – 1 year following last date of employment, the employee will be credited with their previously accrued sick leave balance, and the employee will be eligible for credit for previous Scotland County service for annual leave accrual purposes only.
3. Reinstatement after 1 year: When the reinstatement of employee, as described in Parts A-C of this section, occurs after 1 year following last date of employment, the employee will be eligible for credit for previous Scotland County service for annual leave accrual purposes only, upon approval of County Manager.

~~Any employee who is reinstated shall not be credited with previous service however, previously accrued sick leave will be credited if reinstatement is within one year of the date of separation.~~

D. An employee who enters extended active duty with the Armed Forces of the United States, the Public Health Service, or with a reserve component of the Armed Forces will be granted reinstatement rights provided under federal law.

SCOTLAND COUNTY BOARD OF COMMISSIONERS

---

ITEM ABSTRACT

ITEM NO. 5

Information

Action Item

Consent Agenda

---

Meeting Date: January 5, 2015

SUBJECT: Consent Agenda

DEPARTMENT: Administration/Multiple

- a) Approve minutes of the December 1, 2014, regular meeting and the December 10, 2014 reconvened meeting.
- b) Approve Title VI Transit Plan as required under Title VI of the Civil Rights statute.
- c) Approve request by Health Department to increase water sampling fees.
- d) Approve Scotland County Area Safety System Transit Plan as required by the Federal Transit Administration and supported by the North Carolina Board of Transportation. *(The Plan is available for review on the Transportation page at [www.scotlandcounty.org](http://www.scotlandcounty.org)).*
- e) Budget amendments
  - 1) Health: Approve receipt of funds in the amount of \$10,501 for Family Planning—TANF Program, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.

RECOMMENDATION(S): Approve Consent Agenda

*Scotland County Board of Commissioners regular meeting  
December 1, 2014, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

**MINUTES  
Scotland County Board of Commissioners  
December 1, 2014 Regular Meeting  
A.B. Gibson Education Center, 322 South Main Street, Laurinburg NC**

At 7 p.m. County Attorney Edward Johnston called the regular meeting to order. Commissioners in attendance: Commissioners John Alford, Bob Davis, Betty Blue Gholston, Whit Gibson, Carol McCall, Guy McCook and Clarence McPhatter. Staff in attendance: County Manager Kevin Patterson, County Attorney Edward Johnston and Clerk to the Board Ann W. Kurtzman. Commissioner Davis delivered the invocation. The Pledge of Allegiance was recited.

Mr. Johnston called the meeting to order and explained the reorganization process. Mr. Johnston asked for nominations for the office of Chairman of the Scotland County Board of Commissioners for the year 2015.

**Commissioner McPhatter nominated Commissioner McCook. Commissioner Alford seconded the nomination. There were no other nominations. Commissioner Gibson moved and Commissioner Davis seconded to close nominations. Vote: Motion unanimously approved. Commissioner McCook was elected Chairman by acclamation.**

**Commissioner Gibson nominated Commissioner McCall as Vice Chair. Chairman McCook seconded the nomination. There were no other nominations. Nominations were closed, and Commissioner McCall was elected Vice Chair by acclamation.**

**Motion was made by Commissioner Alford and duly seconded by Commissioner Gibson to approve the December 1, 2014 agenda as presented. Vote: Motion unanimously approved.**

Chairman McCook discussed inquiries about the Sheriff election, the appeal by the incumbent Sheriff and how that keeps the incumbent Sheriff in office. County Attorney Johnston discussed the role and responsibilities of the Commissioners with regard to that process. Mr. Johnston cited the NC Constitution Article VI Section 10 which reads, "In the absence of any contrary provision, all officers in this State, whether appointed or elected, shall hold their positions until other appointments are made or, if the offices are elective, until their successors are chosen and qualified." Mr. Johnston said the Board of Commissioners does not have authority to intervene until the State Board of Elections acts on the appeal.

### **Public Forum**

**Mr. Lee Gaunt** accompanied by Boy Scouts Troop 420 said the Troop is working on its communications merit badge, which requires attendance at a County meeting in order to earn Eagle rank. Mr. Gaunt said Troop members will write a paper on their observations of the meeting.

**Mr. David Norris**, 15200 McKinnon Drive, said Commissioners have the duty to appoint an interim Sheriff. Mr. Norris said allowing Shep Jones to continue as Sheriff would only serve to harm the County, which is already divided as a result of the issue.

*Scotland County Board of Commissioners regular meeting  
December 1, 2014, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

Mr. Norris asked Mr. Jones to step down while his appeal is in process so healing could begin.

**Mr. Mark Schenck**, 161 Arrowhead Lane, said the appeals process means Mr. Ralph Kersey is guilty until proven innocent, which is contrary to what many in the community believe. Mr. Schenck questioned the probable cause of the charges made by Shep Jones. Mr. Schenck asked the Commissioners to appoint an interim Sheriff.

**Chamber of Commerce President Tonia Stephenson** reminded the Commissioners of the Christmas parade December 6 at 2 p.m. Ms. Stephenson invited the Commissioners to participate.

**Mr. Charles Parker**, Blue Woods Road, thanked the Commissioners on the Liaison Committee on their commitment to develop a school funding plan. He asked Liaison members to keep in mind the school floor funding law is an “albatross” for the county that has become a wedge in the community. Mr. Parker asked Liaison members to consider elimination of the school floor so the Schools and County could work together to talk through problems.

**Child Protective Services personnel expansion and caseload reduction allocation**

Child Protective Services Supervisor April Snead requested acceptance of a State allocation that would allow for the hiring of two new positions for the specific purpose of reducing child protective services caseloads. Ms. Snead said the State determined how many positions the County would create. Ms. Snead said the allocation would be recurring, and there would be no cost to the County for the current fiscal year and \$15,000 County cost in FY 2016. Ms. Snead said there currently are seven investigators at DSS.

**Motion was made by Commissioner Alford and duly seconded by Vice Chair McCall to accept the allocation for the two new positions in Child Protective Services. Vote: Motion unanimously approved.**

**Resolution regarding adoption of Parks and Recreation Master Plan**

Parks and Recreation Advisory Board President Leigh Carter asked the Commissioners for support for Master Plan, which requires no funding at this time. Parks and Recreation Director Shannon Newton said there would be funding requests later on that would be put in the budget for the Commissioners to consider.

Ms. Newton reviewed the process for developing the Master Plan over the past eight months. Development of the Master Plan, which combines recreation and health, was made possible through a Community Transformation Grant. The Plan promotes fitness for adults by repurposing parks and addresses the possible creation of greenways and increased passive recreation options.

*Scotland County Board of Commissioners regular meeting  
December 1, 2014, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

Chairman McCook recognized the partnership of the Health Department and Parks and Recreation for their work on the Master Plan.

**Motion was made by Vice Chair McCall and duly seconded by Commissioner Gibson to approve the Resolution Adopting the Scotland County Parks and Recreation Master Plan. Vote: Motion unanimously approved.**

**RESOLUTION ADOPTING THE  
SCOTLAND COUNTY PARKS AND RECREATION MASTER PLAN**

**WHEREAS**, the citizens and stakeholders of Scotland County's Parks and Recreation system value a well-planned network of facilities for their use and enjoyment; and

**WHEREAS**, the provision of parks, recreation and open space opportunities for physical activity may serve to enhance health outcomes of Scotland County citizens; and

**WHEREAS**, the Scotland County Parks and Recreation Advisory Board formally recommends adoption of the Parks and Recreation Master Plan by the Scotland County Board of Commissioners; and

**WHEREAS**, the Scotland County Parks and Recreation Advisory Board shall use the Parks and Recreation Master Plan as a guide to advance the recommendations, goals and strategies of the Parks and Recreation Master Plan; and

**WHEREAS**, the Scotland County Board of Commissioners is under no obligation to fund any recommendations, goals, or strategies contained within the Scotland County Parks and Recreation Master Plan;

**NOW, BE IT THEREFORE RESOLVED** that the Scotland County Board of Commissioners hereby adopts the Scotland County Parks and Recreation Master Plan.

Adopted this 1st day of December, 2014.

**Liaison Committee report**

Vice Chair McCall presented the four proposals to date that have been discussed by the Liaison Committee. Vice Chair McCall said the committee might meet more frequently in order to come up with a resolution by the March 2015 deadline. Commissioner Gibson said the conversations have been productive, and the committee is farther along than four months ago but not as far as it needs to be. Commissioner Davis discussed the loss in student population and what could be done to take a look at that.

**Consent Agenda:**

- a) Approve minutes of the Board of Commissioners November 3, 2014 regular meeting.
- b) Approve fidelity bonds for various County officials and employees as per G.S.

*Scotland County Board of Commissioners regular meeting  
December 1, 2014, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

58-72-10.

- c) Approve surplus of 11 Sheriff Office vehicles parked at the bus garage.
- d) Approve surplus of miscellaneous computer equipment in the Health Department.

- 1) **EMS:** Approve receipt of EMPG (Emergency Management Performance Grant) in the amount of \$14,692, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.
- 2) **Health:** Approve receipt of funds in the amount of \$5,318 and \$5,694 for the Immunization Action Plan, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.

Motion was made by Commissioner Alford and duly seconded by Commissioner Gholston to approve the Consent Agenda and correcting the typo “bud” to “bus.”. Vote: Motion unanimously approved.

#### **Appointments to Boards and Committees**

Motion was made by Commissioner Davis and duly seconded by Commissioner McPhatter to appoint Ms. Dee Hammond Chair of the ABC Board for 2015. Vote: Motion unanimously approved.

Motion was made by Vice Chair McCall and duly seconded by Commissioner Gibson to appoint Mr. William Graves to the Laurinburg/Scotland County Crime and Drug Committee. Vote: Motion unanimously approved.

Vice Chair McCall said there is a vacancy on the Southeastern Community & Family Services Board (formerly Four County Community Services) due to a resignation.

#### **Update from County Manager**

Mr. Patterson said four auction companies provided fee, premium and commission information on the sale of foreclosed property. Mr. Patterson said of the four auction companies, Rogers Realty recommended an online auction only. After some discussion about the information received from the four companies Chairman McCook suggested Iron Horse and Rogers Realty provide RFPs with a more detailed proposal that include an online auction component.

County Manager Patterson said he endorsed two Golden Leaf applications for the community-based grants. One is for Scotland Health Care System (\$841,800) and the other is for Richmond Community College (\$658,200).

Mr. Patterson said Scotland Health Care System proposes a third phase expansion of its ER. RCC proposes to convert the Morgan Center into shared space with the County while RCC would develop simulated hospital space to expand the nursing program.

*Scotland County Board of Commissioners regular meeting  
December 1, 2014, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

Mr. Patterson said assuming Scotland Health Care System donates the property to the County, an approximately \$300,000 investment would be necessary to convert the facility to office space. Meanwhile, RCC plans for classroom space would be covered by the grant.

The County Manager discussed the Golden Leaf application process timeline. The grant is competitive with \$12 million available among 22 counties.

**Motion was made by Commissioner Davis and duly seconded by Commissioner McPhatter authorizing the County Manager to enter into dialogue with the hospital's executive board regarding the Morgan Center. Vote: Motion unanimously approved.**

**Motion was made by Commissioner Gibson and duly seconded by Commissioner Alford nominating Vice Chair McCall as the voting delegate for the NCACC Legislative Goals Conference. Vote: Motion unanimously approved.**

**Commissioner comments**

Commissioner Davis said he was asked to serve on the NCACC task force on mental health. He will relay to the task force any concerns from Commissioners on this issue.

**Closed Session**

**Motion was made by Commissioner Gibson and duly seconded by Vice Chair McCall to go into Closed Session in accordance with N.C. General Statute §143-318.11(a)(3) to consult with an attorney and Closed Session in accordance with N.C. General Statute §143-318.11(a)(6) to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee. Vote: Motion unanimously approved.**

**OPEN SESSION RESUMED**

**Motion was made by Commissioner Cooley and duly seconded by Vice Chair McCall to recess to 8 a.m. Wednesday, December 10, at 507 West Covington Street. Vote: Motion unanimously approved.**

Ann W. Kurtzman  
Clerk to the Board

Guy McCook  
Chairman

**Scotland County Board of Commissioners reconvened meeting  
December 10, 2014, 507 West Covington Street, Laurinburg**

Commissioners in attendance: Chairman Guy McCook, Vice Chair Carol McCall and Commissioners John Alford, Bob Davis, Betty Blue Gholston and Whit Gibson. Commissioners not in attendance: Commissioner Clarence McPhatter. Staff in attendance: County Manager Kevin Patterson, County Attorney Ed Johnston and Clerk to the Board Ann W. Kurtzman.

At 8 a.m. Chairman McCook called the reconvened meeting to order.

**Motion was made by Vice Chair McCall and duly seconded by Commissioner Alford to go into Closed Session in accordance with N.C. General Statute §143-318.11(a)(3) to consult with an attorney. Vote: Motion unanimously approved.**

**OPEN SESSION RESUMED**

**Motion was made by Commissioner Gibson and duly seconded by Commissioner Davis to take action to recover the \$25,000 bond from Zurich. Vote: In Favor: Chairman McCook, Vice Chair McCall and Commissioners Alford, Davis and Gibson. Vote: Against: Commissioner Gholston. Motion approved.**

Chairman McCook directed the County Manager to get quotes on increasing the bond amount to \$50,000 and \$100,000.

Chairman McCook said he and the County Manager would make sure Sheriff Jones is made aware of the action taken by the Board of Commissioners before he hears it through media outlets.

Commissioners Davis, Gibson and McCall provided the Commissioners with an update on the December 9 Liaison Committee meeting.

**Motion was made by Vice Chair McCall and duly seconded by Commissioner Gibson to adjourn. Vote: Motion unanimously approved. Meeting adjourned at 9:15 a.m.**

Ann W. Kurtzman  
Clerk to the Board

Guy McCook  
Chairman

**Title VI Plan**  
**Transit System**

Adopted on: \_\_\_\_\_

Adopted by: Scotland County Board of Commissioners

Revised on: 11/21/2014

*This policy is hereby adopted and signed by:*

**Chairman to the Board of Commissioners**

\_\_\_\_\_  
Guy MCCook

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

---

**Policy Statement**

SCATS as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the North Carolina Department of Transportation (NCDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

**Title VI Plan Elements**

SCATS Title VI plan includes the following elements:

1. Evidence of Policy Approval
2. Notice to the Public
3. Complaint Procedure
4. Complaint Form
5. List of transit related Title VI Investigations, Complaints and Lawsuits
6. Public Participation Plan
7. Language Assistance Plan
8. Minority Representation Table and Description

Note: Additional materials will be attached, if required.

**TITLE VI Notice to the Public**

SCATS Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

**Scotland County Area Transit System** operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with SCATS

- ✓ For more information on SCATS civil rights program, and the procedures to file a complaint, contact 910-277-2416, (TTY 800-735-2962); email [title.vi.complaint@city.of.us](mailto:title.vi.complaint@city.of.us) ; or visit our administrative office at 1403-C West Boulevard, Laurinburg NC 28353. For more information, visit [www.city.of.usa](http://www.city.of.usa)
- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 888-225-6056.  
*Si se necesita informacion en otro idioma de contacto, 888 225 6056.*

SCATS Notice to the Public is posted in the following locations: *(check all that apply)*

- Agency website [*insert website address here*]
- Public areas of the agency office (common area, public meeting rooms, etc.)
- Inside vehicles
- Rider Guides/Schedules
- Transit shelters and stations
- Other, \_SCATS office\_\_\_\_\_

## Title VI Complaint Procedure

SCATS Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- Agency website, either as a reference in the Notice to Public or in its entirety
  - Hard copy in the central office
  - Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
  - Other, \_\_\_\_\_
- 

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by SCATS may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

SCAT investigates complaints received no more than 180 days after the alleged incident. The SCATS will process complaints that are complete.

Once the complaint is received, SCATS will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

SCATS has 30 days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has 30 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the city can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 888 225 6056. Si se necesita informacion en otro idioma de contacto 888 225 6056

## Title VI Complaint Form

SCATS Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- Agency website, either as a reference in the Notice to Public or in its entirety
- Hard copy in the central office
- Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
- Other, \_\_\_\_\_

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
_____				
_____				
<b>Section IV:</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No
<b>Section V:</b>				

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
<b>Section VI</b>	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

---

Signature Date

Please submit this form in person at the address below, or mail this form to:

SCATS VI Coordinator  
 11403-C West Blvd.  
 Laurinburg NC 28353

### List of Transit Related Title VI Investigations, Complaints and Lawsuits

<b>Subrecipient:</b> Scotland County		
<b>Contact Person:</b> Gracie Rettig	<b>Signature:</b>	<b>Date:</b>

**Check One:**

There have been no investigations, complaint and/or lawsuits filed against us during the report period.

\_\_\_\_\_

There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

\_\_\_\_\_

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
<b>Investigations</b>				
1.				
2.				
<b>Lawsuits</b>				
1.				
2.				
<b>Complaints</b>				
1.				
2.				

## Public Participation Plan

<b>Subrecipient:</b> Scotland County		
<b>Contact Person:</b> Gracie Rettig	<b>Signature:</b>	<b>Date:</b>

### Strategies and Desired Outcomes

To promote inclusive public participation, SCATS will use its resources available to employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Expand traditional outreach methods. Think outside the box: go to hair salons, barbershops, street fairs, faith-based institutions, libraries, etc.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide childcare and food during meetings, if possible.
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.

### Documented Public Outreach

The direct public outreach and involvement activities conducted by the **Transit System** are summarized in the table below. Efforts include *meetings, surveys, focus groups, etc.*

Information pertinent to each event and/or activity will be provided to NCDOT upon request. Examples include copies of: meeting announcements, agendas, posters, attendee list, etc.

Event Date	Transit System Staffer(s)	Event	Date Publicized and Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc)	Notes (Meeting size and format, location, Number of Attendees, etc.)
12/15/2014		Christmas Dinner	Calender	Grandparents raising grandchildren	4-8
12/2/2014		Meeting	First Tues. ea. month	Division of the Blind	10-12

## Language Assistance Plan

### Plan Components

As a recipient of federal US DOT funding, SCATS is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

**Limited English Proficient (LEP):** Refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

SCATS Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

### Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, SCATS has conducted a *Four Factor Analysis*<sup>1</sup> of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

LEP *Four Factor Analysis*

- **Factor 1: Demography:** What is the number or proportion of LEP persons served and the languages spoken in the service area?

#### Overview

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires SCATS to review its US Census data to determine if it meets the *LEP Safe Harbor Threshold*.

#### US Census and American Community Survey (ACS) Data<sup>2</sup>

The **Transit System** did the following:

---

<sup>1</sup> DOT LEP guidance <https://www.civilrights.dot.gov/page/dots-lep-guidance>

<sup>2</sup> The ACS publishes data in many forms on the Census Bureau American Fact Finder website <http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml>

1. Inserted a copy of SCATS county LEP data in the Title VI plan. This data was found at the NCDOT website at: <http://www.dot.wisconsin.gov/localgov/docs/title6-lep.pdf>
2. Analyzed the LEP demographic data for SCATS program and/or service area by calculating the *Safe Harbor Threshold* for two to three of the largest language groups identified other than English.
  - a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that "Speaks English less than very well" by the total population of the county.
    - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less) the **Transit System** must provide translation of vital documents in written format for the non-English users.
    - ii. Examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public (Appendix 2), Title VI Complaint Procedure (Appendix 3), Title VI Complaint Form (Appendix 4), and ADA paratransit eligibility forms.
3. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.

- ✓ **Factor 2: Frequency:** How often does your staff (and/or contractor/lessee) come into contact with LEP persons?

Overview

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn't mean they don't speak English or are identified as LEP. The summary below discusses the frequency with which **Transit System** staff, and/or its contractor/lessee come into contact with LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons.

- Factor 3: Importance:** How does the program, service or activity affect people's lives?

Overview

The summary below discusses how the **Transit System's** program and services impact the lives of person's within the community. The Transit System will specify the community organizations that serve LEP persons, if available.

- ✓ **Factor 4: Resources and Costs:** What funding and other resources are available for LEP outreach?

Overview

The summary below discusses the low cost methods used by the **Transit System** to provide outreach to LEP persons as well as train staff (and/or its contractor/lessee) on Title VI and LEP principles.

#### *Additional Required Elements*

In addition to the *Four Factor Analysis* (listed below as item #1), the Transit System will address the following elements:

- Item #2:* A description of how language assistance services are provided by language
- Item #3:* A description of how LEP persons are informed of the availability of language assistance service
- Item #4:* A description of how the language assistance plan is monitored and updated
- Item #5:* A description of how employees are trained to provide language assistance to LEP persons

*And, any additional information deemed necessary.*

### **Transit System – Summary of the Language Assistance Plan Components**

Item #1 – Results of the Four Factor Analysis (including a description of the LEP population(s) served)
---

#### **Example**

##### Factor 1 – Demography

The **Transit System** contracts with a transit provider to provide transportation service for the **Transit System** and in USA County.

The US Census Bureau – American Fact Finder (2008-2012) reports there are numerous languages spoken in USA County. Some of these languages include Spanish, German, Russian, Japanese, Hmong, and Vietnamese. After English, the second largest language group is Spanish.

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), the **Transit System** must provide translation of vital documents in written format for non-English speaking persons.

In USA County, with a population estimate of 76,816, 535 persons have identified themselves as Spanish speaking and “speaks English less than well”. This language group is less than 1% and below the 5% or 1,000 person threshold. This means the **Transit System** is not required to provide written translation of vital documents. All of the other language groups listed above are also below the safe harbor threshold. This means, at this time, the **Transit System** is also not required to provide written translation of vital documents in these languages.

*Even though the **Transit System** is below the safe harbor threshold and is not required to provide written translation of vital documents, it publishes a timetable and route map in Spanish on its website.*

*In the future, if the **Transit System** meets the Safe Harbor Threshold for any language group, it will provide written translation of vital documents in such languages and also consider measures needed for oral interpretation.*

#### Factor 2 – Frequency

*The **Transit System** (and its contractor/lessee, if relevant) will be trained on what to do when they encounter a person that speaks English less than well. The **Transit System** and/or its contractor/lessee will track the number of encounters and consider making adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **Transit System's** programs and services.*

*The **Transit System's** contractor/transit provider provides rides to XX persons per year. While formal data has not been collected, the contractor has indicated it has encountered (2) two LEP persons using the service within the last six months.*

*Our contractor/transit provider has an open door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with the Transit Manager and the **Transit System**, if needed to ensure the individual receives access to the transportation service.*

#### Factor 3 – Importance

*The **Transit System** and our contractor/transit provider understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education or access to employment. A transportation system is a key link to connecting LEP persons to these essential services.*

*The **Transit System** has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include providing emergency evacuation instructions in our facilities, stations and vehicles and providing information to the public on security awareness or emergency preparedness.*

*The **Transit System's** assessment of what programs, activities and services that are most critical included contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.*

#### Factor 4 – Resources and Costs

*Even though the **Transit System** does not have a separate budget for LEP outreach, the city has worked with our contractor/transit provider to implement low cost methods of reaching LEP persons. For example, the **Transit System** has a Spanish speaking person on staff and two employees of the contractor/transit provider are bilingual. This has ensured the **Transit System** can provide assistance to LEP Spanish-speaking persons, if needed. In addition, the **Transit System** and our contractor/transit provider work with local advocacy groups to reach LEP populations.*

Item # 2 – Description of how Language Assistance Services are Provided, by Language
--

#### **Example**

*The Transit System has a bilingual speaking person on staff. In addition, we work with our contractor/transit provider to ensure mechanisms are in place to reach LEP persons in the service area. For example, the contractor has a special brochure printed and is available in each vehicle to assist LEP populations in understanding the transportation service.*

**Item # 3 - Description of how LEP Persons are Informed of the Availability of Language Assistance Service**

**Example**

*The Transit System and its contractor/transit provider does the following to inform LEP persons of the availability of language assistance services: publishing timetables and route maps in languages other than English, provide pictograms and other symbols in relevant published materials, striving to employ multilingual staff, and creating and posting multi-language announcements, posters and other information.*

*The Transit System and our contractor also attend Latino festivals and functions in the area for the LEP population. The cost is relatively low but the ability to reach the LEP population is high. The **Transit System** will continue to reach out to LEP populations by visiting local elder housing sites with concentrations of Latinos as well as local non-English speaking churches.*

**Item # 4 – Description of how the Language Assistance Plan is Monitored and Updated**

**Example**

*The Transit System reviews its plan on an annual basis or more frequently as needed. In particular, the **Transit System** will evaluate the information collected on encounters with LEP persons as well as public outreach efforts to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.*

*In addition, if relevant, the **Transit System** will meet with its contractor/transit provider on an annual basis to ensure the Title VI requirements are met. The last approval and site-visit of the contractor/transit provider was on XX/XX/2014.*

**Item # 5 - Description of how Employees are Trained to Provide Language Assistance to LEP Persons**

**Example**

***SCATS** employees are oriented on the principles of Title VI and the SCATS Language Assistance Plan. New employees will be provided guidance on the needs of clients served and how best to meet their needs. SCATS will ensure its contractor/transit provider also educates its staff on Title VI requirements, and specifically LEP provisions.*

*An important discussion point is that of language assistance. If a driver, dispatcher or employee needs further assistance related to LEP program participants, her/she will work with tSCATS Title VI Coordinator and/or its contractor/transit provider to identify strategies to meet the language needs of the participants of the program or service.*

*As part of our annual check in meeting, if relevant, SCATS will meet with its contractor/transit provider to discuss updates to the SCATS Language Assistance Plan.*

## Minority Representation Information

### A. Minority Representation Table

*The table below represent tSCATS three committees and councils related to transit: the Access Committee, Citizens Advisory Council and the Bicycle Pedestrian Committee.*

Body	Caucasian	Hispanic	African American	Asian American	Native American
Population	46.5%	2.7%	39.1%	11%	4%
Access Committee	60%	23%	10%	7%	0%
Citizens Advisory Council	60%	0%	40%	0%	0%
Bicycle Pedestrian Committee	0%	0%	0%	0%	0%

### B. Efforts to Encourage Minority Participation

*SCATS understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, SCATS encourages participation of all its citizens. As of January 2013, with the exception of the Access Committee, all races residing in the SCATS were represented on the three transit-related committees/ councils. As vacancies on boards, committees and councils become available, SCATS will make efforts to encourage and promote diversity. To encourage participation on its boards, committees and councils, SCATS will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, SCATS will use create ways to make participating realistic and reasonable. Such as, scheduling meetings at times best suited to its members and providing transportation and child care, if needed for its members.*

*Minority Representation Data Collection Form*

**Board of Commissioners**

Date:

---

Dear Member,

As the SCATS is a recipient of federal funds, we are required under Title VI of the Civil Rights statute to ascertain the racial/ethnic make-up of any non-elected boards, commissions, councils, etc.

Data from this section is used for statistical and reporting purposes. The information may be subject to disclosure under federal or state law or rule.

**Anti-Discrimination Notice**

It is unlawful for the SCATS to fail or refuse to provide services, access to services or activities, or otherwise discriminate against an individual because of an individual's race, color, religion, sex, national origin, disability or veteran status.

As a council under the jurisdiction of the SCATS, we invite council members to voluntarily self-identify their race/ethnicity in order for us to comply with FTA Title VI regulations. This information will be used according to the provisions of applicable federal and state laws, executive orders and regulations, including those requiring the information to be summarized and reported to the federal government for civil rights enforcement purposes.

**Race/Ethnicity**

If you choose to self-identify, please mark the **one box** describing the race/ethnicity category with which you primarily identify:

\_\_\_ *Asian or Pacific Islander*: All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

\_\_\_ *Black and/or African American* (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

\_\_\_ *Hispanic*: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

\_\_\_ *American Indian or Alaskan Native*: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

\_\_\_ *Caucasian* (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Facility Location Equity Analysis**  
*(For recipients constructing a facility)*

Completed By		
Name:	Signature:	Date:

<b>Subrecipient:</b>	
<b>Facility Type:</b>	
<b>Site Location Address:</b>	
<b>Project Description:</b>	
<b>Project Timeline:</b>	
<b>Analysis of Site Location</b> <i>Compare the equity impact of various site alternatives</i>	
<b>Site Justification</b>	
<b>Outreach Activities</b> <i>List outreach methods used to engage persons potentially impacted by the facility site</i>	

Notes:

- ✓ The definition of "facility" includes storage facilities, maintenance facilities and operation centers. For purposes of this requirement, "facilities" **does not** include bus shelters, transit stations, power substations, as these are transit amenities and are evaluated during project development and the NEPA process.
- ✓ The Title VI equity analysis must occur before the selection of the preferred site.
- ✓ If the recipient determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, the recipient may locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin.

**Fixed Route Service Standards**  
(For all Fixed Route Transit Providers)

**Vehicle Load Standards**

**1. Expressed in writing**

The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 30 passengers for a 15' mini-bus, 51 passengers for low-floor 40-foot buses, 60 passengers on standard 40-foot buses, and 133 passengers on a light rail car.

**2. Expressed in tabular format**

Vehicle Type	Average Passenger Capacities			
	Seated	Standing	Total	Maximum Load Factor
15' Mini-Bus	28	2	30	1.1
40' Low Floor Bus	39	12	51	1.3
40' Standard Bus	43	17	60	1.4
Light Rail Vehicle	64	69	133	2.1

**Vehicle Headway Standards**

**1. Expressed in writing**

Service operates on regional trunk lines 15 minutes or better from early morning to late in the evening, seven days a week. On weekdays, 15 minutes or better service should begin no later than 6:00 a.m. and continue until 10:30 p.m. On weekends, 15 minute or better service should begin by 8:00 a.m. and continue until 10:30 p.m.

Scheduling involves the consideration of a number of factors including: ridership productivity, transit/pedestrian friendly streets, density of transit-dependent population and activities, relationship to the Regional Transportation Plan, relationship to major transportation developments, land use connectivity, and transportation demand management.

**2. Expressed in tabular format**

Policy Headways and Periods of Operation

WEEKDAY	Peak	Base	Evening	Night
Regional Trunk	10	15	15	30
Urban Radial	15	15	30	60
Cross-Town	15	15	30	--
Secondary Radial	30	30	60	--
Feeder	30	30	60	--
Peak Express	30	--	--	--
Employer Feeder	60	--	--	--

\*Peak 7-9 am and 4-6pm; Base 9 am-4pm; Evening 6-9:30pm; Night: 9:30pm-midnight  
"--" means no service is provided during that time period

SATURDAY	Peak	Evening	Night	SUNDAY	Peak	Evening	Night
Regional Trunk	15	30	30	Regional Trunk	30	60	--
Urban Radial	30	60	--	Urban Radial	30	60	--
Cross-Town	15	30	--	Cross-Town	30	--	--
Secondary Radial	60	60	--	Secondary Radial	--	--	--
Feeder	60	60	--	Feeder	--	--	--
Peak Express	--	--	--	Peak Express	--	--	--
Employer Feeder	--	--	--	Employer Feeder	--	--	--

\*Day 7 am-6pm; Evening 6-9:30 pm; Night 9:30 pm-Midnight  
 "--" means no service is provided during that time period

**On-Time Performance Standards**

Sample 1

Ninety-five (95) percent of the Transit System's transit vehicles will complete their established runs no more than five minutes early or late in comparison to the established schedule/published timetables.

Sample 2

A vehicle is considered on time if it departs a scheduled time point no more than one minute early and not more than five minutes late. The Transit System's on-time performance objective is 90% or greater. The Transit System continuously monitors on-time performance and system results are published and posted as part of monthly performance reports covering all aspects of operations.

**Service Availability Standards**

**1. Expressed in writing**

The Transit System will distribute transit service so that 90% of all residents in the service area are within a ¼ mile walk of bus service or within a ½ mile walk of rail service.

and/or

Local bus stops will not be more than three blocks apart. Express bus stops will be one-half to three-quarters of a mile apart.

## **Fixed Route Service Policy**

*(For all Fixed Route Transit Providers)*

### ***Vehicle Assignment Policy***

#### ***Expressed in Writing***

Vehicles will be assigned to the South, North and East depots such that the average age of the fleet serving each depot does not exceed "x" years. Low-floor buses are deployed on frequent service and other high-ridership lines, so these busses carry a higher share of ridership than their numerical proportion of the overall bus fleet. Low-floor buses are also equipped with air conditioning and automated stop announcement systems.

All rail cars are equipped with air conditioning, and high-floor rail cars are always paired with a low car to provide accessibility.

Bus assignments take into account the operating characteristics of buses of various lengths, which are matched to the operating characteristics of buses of various lengths, which are matched to the operating characteristics of the route. Local routes with lower ridership may be assigned 30-foot buses rather than the 40-foot buses. Some routes requiring tight turns on narrow streets are operated with 30-foot rather an 40-foot buses.

### ***Transit Amenities Policy***

#### ***Expressed in Writing***

Installation of transit amenities along bus routes are based on the number of passenger boardings at the stops along those routes.

## MPO Demographic Data, Analysis and Procedures

(For MPOS)

MPO:		
Contact Person:	Signature:	Date:

In addition to the required Title VI items 1-8 (and items 10 and 11 if the MPO is a provider of fixed route public transportation), the following additional elements are included and/or attached:

- a. A demographic profile of the metropolitan area that includes identification of the locations of minority populations in aggregate
- b. A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process
- c. Demographic maps that overlay the percent minority and non-minority populations as identified by Census or ACS data, at Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including Federal funds managed by the MPO.
- d. Analysis of the impacts identified in (c) that identifies any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.

If the MPO is a direct recipient, the MPO will be required to submit additional information to FTA per Chapter VI-1 of FTA Circular 4702.1B (October 1, 2012).

### Note

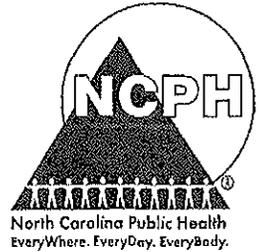
All MPOs are required to self-certify compliance with all applicable federal requirements. Planning certification reviews conducted jointly by FTA and FHWA of the metropolitan transportation planning processes of transportation management areas include a review of Title VI compliance.



**G. David Jenkins, MPA**  
Health Director

## SCOTLAND COUNTY HEALTH DEPARTMENT

1405 West Boulevard • Post Office Box 69  
Laurinburg, North Carolina 28353-0069  
Phone (910) 277-2440 Fax (910) 277-2450



December 2, 2014

### MEMORANDUM

To: Kevin Patterson  
County Manager

From: G. David Jenkins, MPA  
Health Director

Subject: Change in Fee Schedule

On September 15, 2014, the Board of Health unanimously approved an increase in Water Sampling Fees due to the recent legislative session which granted the North Carolina State Laboratory of Public Health the authority to increase the fee for testing of water from existing wells, comparable to that charged under the New Well program. This fee increase will help with material and some overhead costs.

Thank you for your consideration.

GDJ/bcm

Cc: Ann Kurtzman, Clerk to the Board of Commissioners  
Beth Hobbs, Business Officer  
Tim Martin, Fiscal Management, Health Department

Category	State New Charge FY15(\$)	State Current Charge FY13/14 (\$)	Increase (\$)	Scotland County Current (\$)	Scotland County Proposed (\$)
<b>New Well</b>					
New Well Sample Kit	\$74.00	\$73.95	\$0.05	\$200.00	\$200.00
New Sample Kit with Septic	\$74.00	\$73.95	\$0.05	\$125.00	\$125.00
New Well with Volatile Organic Compounds & Full Panel Test	\$148.00	\$100.86	\$47.14	\$420.00	\$300.00
<b>New Well Follow-Up Sampling</b>					
New Well Sample Kit	\$74.00	\$73.95	\$0.05	\$85.00	\$85.00
Nitrate & Inorganic	\$65.00	\$3.15	\$61.85	\$75.00	\$135.00
Microbiology	\$23.00	\$3.09	\$19.91	\$45.00	\$65.00
Nitrate-Nitrite	\$25.00	\$7.55	\$17.45	\$40.00	\$60.00
Inorganic	\$65.00	\$3.15	\$61.85	\$65.00	\$125.00
<b>Existing Wells</b>					
Microbiology:					
Bacteriological	\$23.00	\$3.09	\$19.91	\$30.00	\$50.00
Inorganic Chemistry:					
Full Inorganic Panel	\$74.00	\$3.15	\$70.85	\$30.00	\$100.00
Nitrate/Nitrite	\$25.00	\$7.55	\$17.45	\$30.00	\$50.00
Organic Chemistry:					
Pesticides	\$74.00	\$23.99	\$50.01	\$40.00	\$90.00
Petroleum products	\$74.00	\$28.26	\$45.74	\$40.00	\$85.00

No change

Decrease

Increase

Common tests

**UPDATED OCTOBER 2014**

## **SAFETY POLICY**

### **Policy Description:**

Safety is the number one priority of Scotland County Area Transit System. In support of that goal, the primary importance of the System Safety Program Plan policies and procedures is the reduction of accidents and injuries to transit customers, employees and the general public. Safety is a shared responsibility between system management and employees.

It is the policy of Scotland County Area Transit System to provide a place of employment that is free from recognized hazards that could result in death or serious injury to employees, customers or the general public.

It is the responsibility of each employee to report all incidents or unsafe conditions to their supervisor. Supervisors must immediately take necessary corrective action to prevent unsafe conditions.

It is also the policy of Scotland County Area Transit System to require that safety training and the use of safe protective equipment and procedures are adhered to at all times. Individual employees are expected to perform their duties in a safe and responsible manner, as safe work behavior is a condition of employment.

Prohibited behaviors are behaviors that are in violation of the System Safety Program Plan. Such behaviors include behaviors that threaten the safety of employees, customers and the general public. Other unacceptable behaviors include those that result in damage to system, employee or public property.

An employee who intentionally violates safety policy and procedures will be subject to appropriate disciplinary action, as determined by the findings of an investigation. Such discipline may include warnings, demotion, suspension or immediate dismissal. In addition, such actions may cause the employee to be held legally liable under State or Federal Law.

This operational policy was adopted by the Scotland County Area Transit System

Date: October, 2014

**RESOLUTION FOR APPROVAL OF REQUIREMENT FOR COMMUNITY  
TRANSPORTATION SYSTEMS TO IMPLEMENT SYSTEM SAFETY PROGRAM  
PLANS**

WHEREAS, the Federal Transit Administration's strategic safety goal is to promote the public health and safety by working toward the elimination of transportation related deaths, injuries and property damage;

WHEREAS, the Federal Transit Administration and the National Transportation Safety Board require the reporting of certain transportation related accidents;

WHEREAS, the vision for public transportation services in North includes the provision of safe, affordable transportation choices, statewide to those who have travel options and to those whose options are limited;

WHEREAS, the development and implementation of System Safety Program Plans by Community Transportation systems is a fundamental step toward these goals;

WHEREAS, the North Carolina Department of Transportation, Public Transportation Division recognizes the safety implications of the development of System Safety Program Plans and provides training and technical assistance to transit systems to assist in the development and implementation of their System Safety Program Plans;

WHEREAS, rural transit systems receiving federal and state funds are not currently required to have a System Safety Program Plan;

WHEREAS, the Public Transportation Division, in an effort to promote safe public transportation services recommends requiring that each rural transit system in the state that receives federal and/or state funds must have an approved System Safety Program Plan which includes provision for local system safety data collection and reporting;

THEREFORE BE IT RESOLVED AS FOLLOWS:

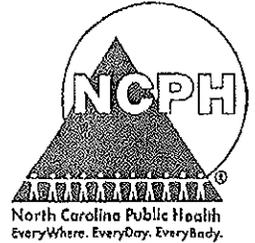
That the North Carolina Board of Transportation approves the recommended requirement that each Community Transportation System that receives federal and/or state funds must have an approved System Safety Program Plan which includes provision for local system safety data collection and reporting.



**G. David Jenkins, MPA**  
Health Director

## SCOTLAND COUNTY HEALTH DEPARTMENT

1405 West Boulevard • Post Office Box 69  
Laurinburg, North Carolina 28353-0069  
Phone (910) 277-2440 Fax (910) 277-2450



December 22, 2014

To: Kevin Patterson  
County Manager

From: G. David Jenkins, MPA *GDJ*  
Health Director

Subject: Budget Request

We have received funding for the Family Planning-TANF Program (out of wed-lock births) in the amount of \$10,501.00.

On December 16, 2014, the Board of Health approved the receipt of the above mentioned funds. We request that you approve the transfer of these funds to the FY 2014-2015 budget year and authorize the Finance Officer to make the necessary arrangements to expend these funds within the Fiscal Year.

Thank you for your consideration.

GDJ/bcm

CC: Ann Kurtzman, Clerk to the Board  
Beth Hobbs, Business Officer  
Tim Martin, Fiscal Management, Health Department

**SCOTLAND COUNTY BOARD OF COMMISSIONERS**

---

ITEM ABSTRACT

ITEM NO. 6

Information Only

Action Item

Consent Agenda

Meeting Date: January 5, 2015

---

SUBJECT: Scotland County/Richmond County 911 MOU

DEPARTMENT: Scotland County Emergency Services  
Scotland County 911 Communications

PUBLIC HEARING: No

CONTACT PERSON: Commissioner Bob Davis  
Emergency Services Director Roylin Hammond  
911 Communication Director Mike Edge

ATTACHMENT: Scotland County/Richmond County E911 MOU

PURPOSE: To present to the Board of Commissioners information regarding an existing Memorandum of Understanding (MOU) between Scotland County and Richmond County for Redundant E911 back-up service between the two counties ; and

To request that the Board of Commissioners give consideration to approving the participation of Scotland County in this MOU for redundant back-up E911 service between the two counties.

BACKGROUND: In November of 1989, the Scotland County Board of Commissioners passed Ordinance 21 to establish Emergency 911 telephone service in Scotland County. In November of 2012, the Scotland County Board of Commissioners approved accepting a North Carolina 911 Board grant of \$2.1 million to design and construct a new consolidated 911 Center for Scotland County. The architectural firm of Becker Morgan was retained to design a new EOC/911 Center that would meet the current and future needs of Scotland County and also have adequate space to provide a redundant location of Richmond County's 911 operations. In June 2013, plans for the new center were put out to bid and in September 2013, Monteith Construction Company began construction of the facility. Also in 2013, the North Carolina 911 Board required all 911 PSAP locations in North Carolina to have a written and operational backup plan of operation by June 2015. In

January 2014, the Richmond County 911 system replaced existing 911 equipment with updated technology and additional equipment with the capability to receive and process 911 calls from both Richmond County and Scotland County. In August and in November of 2014, insect eradication issues in the Scotland County 911 PSAP required the evacuation of the facility. In both incidents, Scotland County 911 communications was relocated to the upgraded Richmond County 911 PSAP and successfully operated at that location for several days. In the very near future, the new Scotland County 911 Center will be operational and have the upgraded capability to receive and process 911 calls from both Scotland and Richmond Counties.

In December 2014, the Richmond County Communications Director/Emergency Management Coordinator presented this E911 MOU to the Richmond County Commissioners and pointed out that by entering into this agreement with Scotland County for E911 redundancy, it would save Richmond County approximately \$1,000,000, the cost to equip a back-up 911 center in Richmond County. The Richmond County Commissioners approved and signed the MOU at their December 2014 meeting.

**PRIOR BOARD ACTION:** The Board of Commissioners in 1989 passed Ordinance 21 approving the creation of the 911 system in Scotland County and recently approved the 911 Consolidation project by accepting the North Carolina 911 Grant funding.

**RECOMMENDATION:** The Scotland County Emergency Services Director and the Scotland County Communication Director recommend that the County Commissioners consider approval of this MOU for E911 redundancy with Richmond County, thereby putting Scotland County in compliance with the North Carolina 911 Board requirement for providing an operational back-up plan and thereby eligible for future 911 funding.

NORTH CAROLINA

MEMORANDUM OF UNDERSTANDING

BETWEEN

Scotland COUNTY

SCOTLAND COUNTY AND RICHMOND COUNTY

*THIS MEMORANDUM OF UNDERSTANDING ("MOU")* made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between **Scotland County, North Carolina** ("Scotland") and **Richmond County, North Carolina** ("Richmond").

**WITNESSETH:**

**WHEREAS**, Scotland and Richmond are both bodies corporate and politic existing pursuant to the laws of the State of North Carolina; and

**WHEREAS**, both Scotland and Richmond operate 911 emergency communications systems; and

**WHEREAS**, during times of natural disaster and other unpredictable events, a county's 911 communications system may be temporarily disabled; and

**WHEREAS**, each party hereto recognizes the economy and benefits of utilizing the other's 911 emergency communications system; and

**WHEREAS**, the parties desire to set forth in this MOU the terms by which Scotland and Richmond may utilize the other's 911 emergency communications centers for the benefit of the people of Scotland and Richmond Counties.

**NOW, THEREFORE**, in consideration of the terms, conditions, and covenants expressed herein, the parties agree as follows:

**1. PURPOSE OF AGREEMENT**

The purpose of this MOU is to establish a formal arrangement whereby Scotland utilizes Richmond as its Backup 911 Center currently located at 319 South Lawrence Street in Rockingham, North Carolina, during such times as Scotland may experience failure to its primary 911 emergency and dispatch center, and Richmond utilizes Scotland as its Backup 911 Center currently located at 1403 West Blvd in Laurinburg, North Carolina, during such times as Richmond may experience failure to its primary 911 emergency call and dispatch center subject to the terms of this MOU.

## 2. TERM

The terms of this MOU shall commence upon execution by both parties and will continue until one of the parties delivers a notice of intent to terminate at least six months prior to the end of the noticing party's fiscal budget year.

## 3. RESPONSIBILITIES OF SCOTLAND

3.1 Scotland agrees to program the Scotland 911 telephone system with a Richmond profile, trunked phone lines and appropriate number of digit telephone lines for Richmond's use in answering emergency and non-emergency telephone calls during a Richmond failure at Scotland's expense.

3.2 Scotland agrees to program the Scotland radios and radio consoles with necessary frequencies and pager tones for Scotland's use during a Richmond failure at Richmond's expense.

3.3 Scotland agrees to provide space in its recording system to capture all telephone and radio traffic associated with Richmond during a Richmond failure at Scotland's expense.

3.4 Scotland agrees to maintain necessary computer software and hardware for Richmond's use during a Richmond failure at Scotland's expense.

3.5 Scotland agrees to pay for connectivity for the use of data replication at the Scotland location for Richmond's data use.

3.6 . Scotland agrees to maintain its 911 emergency communications system operational, functional and as technologically up to date as is reasonable.

3.7 . Scotland shall provide key or other methods of access to Richmond so that Richmond will have access should a failure occur in Richmond.

3.8 Scotland shall give the Richmond 911 Director as much advance notice as practicable under the then existing circumstances of its need and intent to operate within the Scotland facility.

3.9 Scotland agrees to process all Richmond medical and fire calls utilizing Priority Dispatch protocols and law enforcement calls based on procedures provided by Richmond.

3.10 Scotland shall work with Richmond to help train Richmond telecommunicators in dispatch methods for Scotland.

#### 4. RESPONSIBILITIES OF RICHMOND

4.1. Richmond agrees to program the Richmond 911 telephone system with a Scotland profile, trunked phone lines and appropriate number of digit telephone lines for Scotland's use in answering emergency and non-emergency telephone calls during a Richmond failure at Richmond's expense.

4.2. Richmond agrees to program the Richmond radios and radio consoles with necessary frequencies and pager tones for Scotland's use during a Scotland failure at Richmond's expense.

4.3. Richmond agrees to provide space in their recording system to capture all telephone and radio traffic associated with Scotland during a Scotland failure at Richmond's expense.

4.4. Richmond agrees to maintain necessary computer software and hardware for Scotland's use during a Scotland failure at Richmond's expense at the Richmond 911 emergency communications center.

4.5. Richmond agrees to pay for connectivity for the use of data replication at the Scotland location for Richmond's data use.

4.6. Richmond agrees to maintain its 911 emergency communications system operational, functional and as technologically up to date as is reasonable.

4.7. Richmond shall provide key or other methods of access to Scotland so they will have access should a failure occur in Scotland.

4.8. Richmond shall give the Scotland 911 Director as much advance notice as practicable under the then existing circumstances of its need and intent to operate within the Richmond facility.

4.9. Richmond agrees to process all Scotland medical and fire calls utilizing Priority Dispatch protocols and law enforcement calls based on procedures provided by Scotland.

4.10. Richmond shall work with Scotland to help train Scotland telecommunicators in dispatch methods for Richmond.

**5. AMENDMENT**

This MOU may not be modified or amended or waived except by subsequent written agreement approved and authorized by the governing boards of each party and signed by an authorized representative of each party.

**6. TERMINATION**

Either party may terminate this MOU by delivering to the other party a notice of its intent to terminate. Any such notice shall be delivered by registered or certified mail and shall be addressed as follows:

For SCOTLAND:

**County of Richmond**  
**Attn: Mike Edge**  
**Director of Emergency Communications**  
Post Office 1407  
Laurinburg, NC 28352

For RICHMOND:

**County of Richmond**  
**Attn: \_\_\_\_\_**  
**Director of Emergency Services**  
Post Office Box 504  
Rockingham, NC 28380

**7. NON-DISCRIMINATION**

Neither party hereto shall discriminate on the basis of race, religion, creed, color, gender or national origin.

**8. OTHER AGREEMENTS**

Nothing herein shall prevent either party to this MOU from entering into other agreements or memoranda of understanding with other counties or local governmental entities in relation to the same subject matter herein.

## 9. DISCLAIMER OF WARRANTIES

Each party hereto agrees that (1) the other is not a designer, dealer, or manufacturer of the subject equipment or parts thereof, or of the facilities (or any component parts thereof) where the said equipment is located or used, (2) neither party hereto has made any recommendation, given any advice nor taken any action with respect to (a) the choice of any supplier, vendor or designer, or any other contractor with respect to the subject equipment or any component part thereof or any property or rights relating thereto, or (b) any action taken or to be taken with respect to the facilities where the said equipment, or any component part thereof, is or will be located, (3) neither party hereto has at any time had physical possession or control of the other party's subject equipment or the facilities where such equipment is located, and (4) neither party hereto has made any warranty or representation, express or implied, that the subject equipment, or any component part thereof, or any property or rights relating thereto (a) will not result in or cause injury or damage to person or persons, (b) has been or will be properly designed, or will accomplish the results which the other party intends therefor, or (c) is safe in any manner or respect.

NEITHER PARTY MAKES ANY EXPRESS OR IMPLIED WARRANTY OR REPRESENTATION OF ANY KIND WHATSOEVER WITH RESPECT TO THE FACILITIES OR ANY COMPONENT PART THEREOF, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OR REPRESENTATION WITH RESPECT TO THE SUBJECT EQUIPMENT OR THE MERCHANTABILITY OR THE FITNESS OR SUITABILITY THEREOF FOR ANY PURPOSE, and further including the design or condition thereof; the safety, quality or capacity thereof; compliance thereof with the requirements of any law, rule, specification or contract pertaining thereto; any latent defect; or the facilities' ability to perform any function.

The provisions of this Section shall survive the MOU's termination.

## 10. NO ASSIGNMENTS

Neither party hereto shall assign or sublet any right or interest relating to or arising from this MOU.

## 11. NO PLEDGE OF FAITH AND CREDIT

Nothing herein shall be construed or interpreted as creating a pledge of either party's faith and credit within the meaning of any constitutional debt limitation. No provision of this MOU shall be construed or interpreted as a delegation of governmental

powers or as an improper donation or as a lending of either party's credit within the meaning of the Constitution of North Carolina. No deficiency judgment may be rendered against either party hereto as a result of any default or breach in the performance of any provision of this MOU. No provision of this MOU shall be construed or interpreted as pledging or creating a lien on any class or source of either party's moneys. To the extent of any conflict between this Section and any other provision of this MOU, this Section shall take priority.

## **12. PERMITS, CONSENTS, .AND APPROVALS**

12.1. Each party hereto shall obtain and complete all permits, consents, approvals, and authorizations required from all governmental entities and regulatory bodies, and all filings and notices required in connection with the services or use of its own equipment or facilities required by this MOU.

12.2. Each party hereto represents that any such permits, consents, approvals, and authorizations have been obtained and are in full force and effect, and there is no reason why any future permits, consents, approvals, authorizations or orders cannot be obtained as needed.

## **13. ENTIRE AGREEMENT**

This MOU contains the entire agreement between the parties in relation to the subject matter herein, and no statement, oral or written, made by either party or agent of either party that is not contained in this written MOU shall be valid or binding.

## **14. REMEDIES**

This MOU shall be enforceable by each party by all remedies available at law or in equity. Failure or delay to exercise any right, remedy, or privilege hereunder shall not operate as a waiver of such right, remedy, or privilege, nor prevent subsequent enforcement.

## **15. DUPLICATE ORIGINALS**

This MOU shall be executed by the parties in duplicate originals, each of which when executed shall constitute the same MOU.

16. GOVERNING LAW

This MOU shall be governed by the laws of the State of North Carolina.

COUNTY OF SCOTLAND, N.C.,  
the body politic

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_  
Clerk

Printed Name: \_\_\_\_\_

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

\_\_\_\_\_  
Finance Director  
County of Scotland, N.C.,  
the body politic

COUNTY OF RICHMOND, NC  
the body politic

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_  
Clerk

Printed Name: \_\_\_\_\_

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

\_\_\_\_\_  
Finance Director  
County of Richmond, N.C.,  
the body politic

**SCOTLAND COUNTY BOARD OF COMMISSIONERS**

---

ITEM ABSTRACT

ITEM NO. 7

Information

Action Item

Consent Agenda

---

Meeting Date: January 5, 2015

SUBJECT: Financial update

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Deputy Finance Officer Beth Hobbs

PURPOSE: Provide update on revenues, expenditures and tax collections as of November 30, 2014

ATTACHMENTS: Budget projections as of November 30, 2014  
Real property tax collections as of November 2014  
Sales tax collections July through November

BACKGROUND: N/A

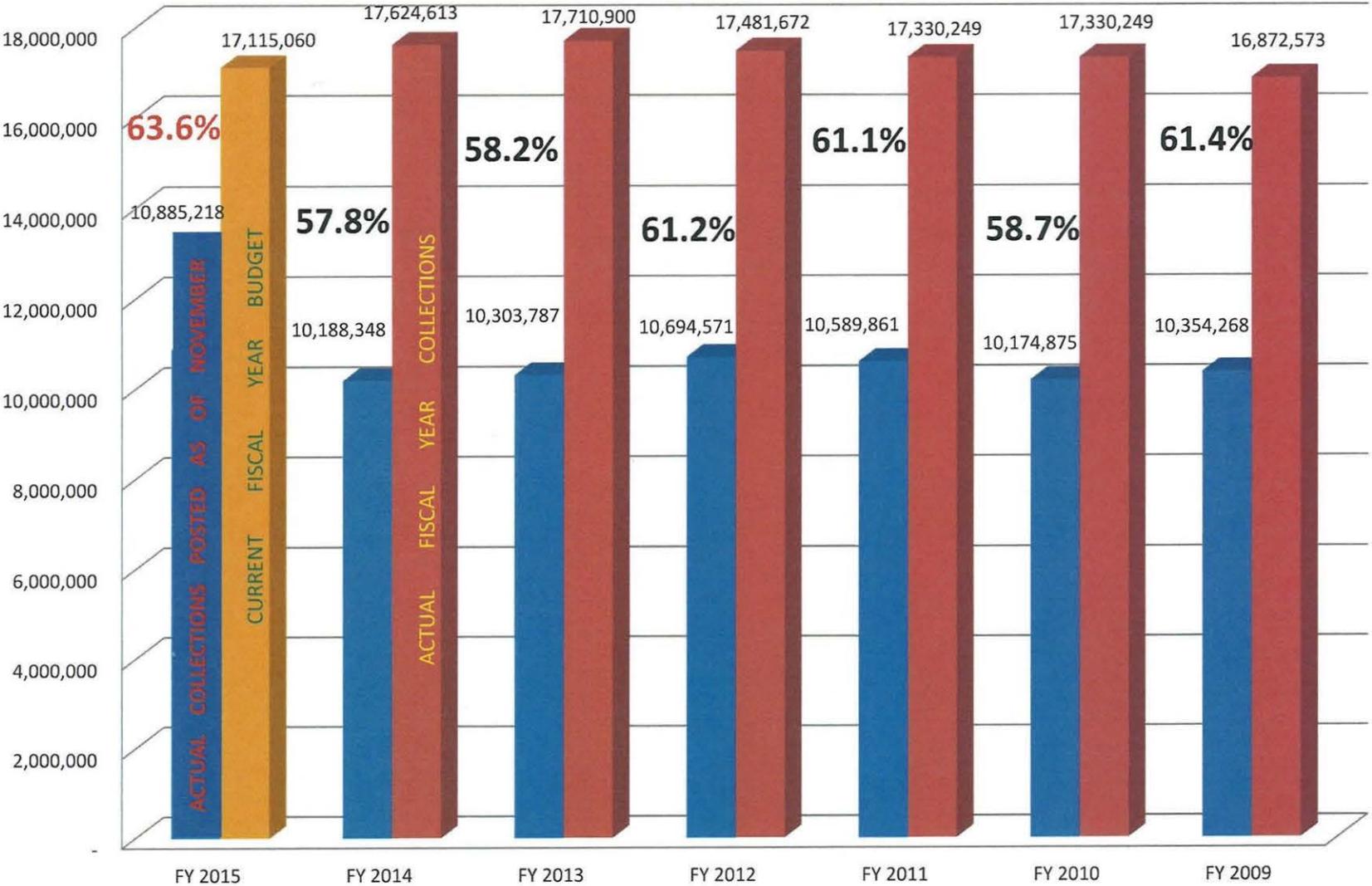
PRIOR BOARD ACTION: N/A

RECOMMENDATION(S): Receive report

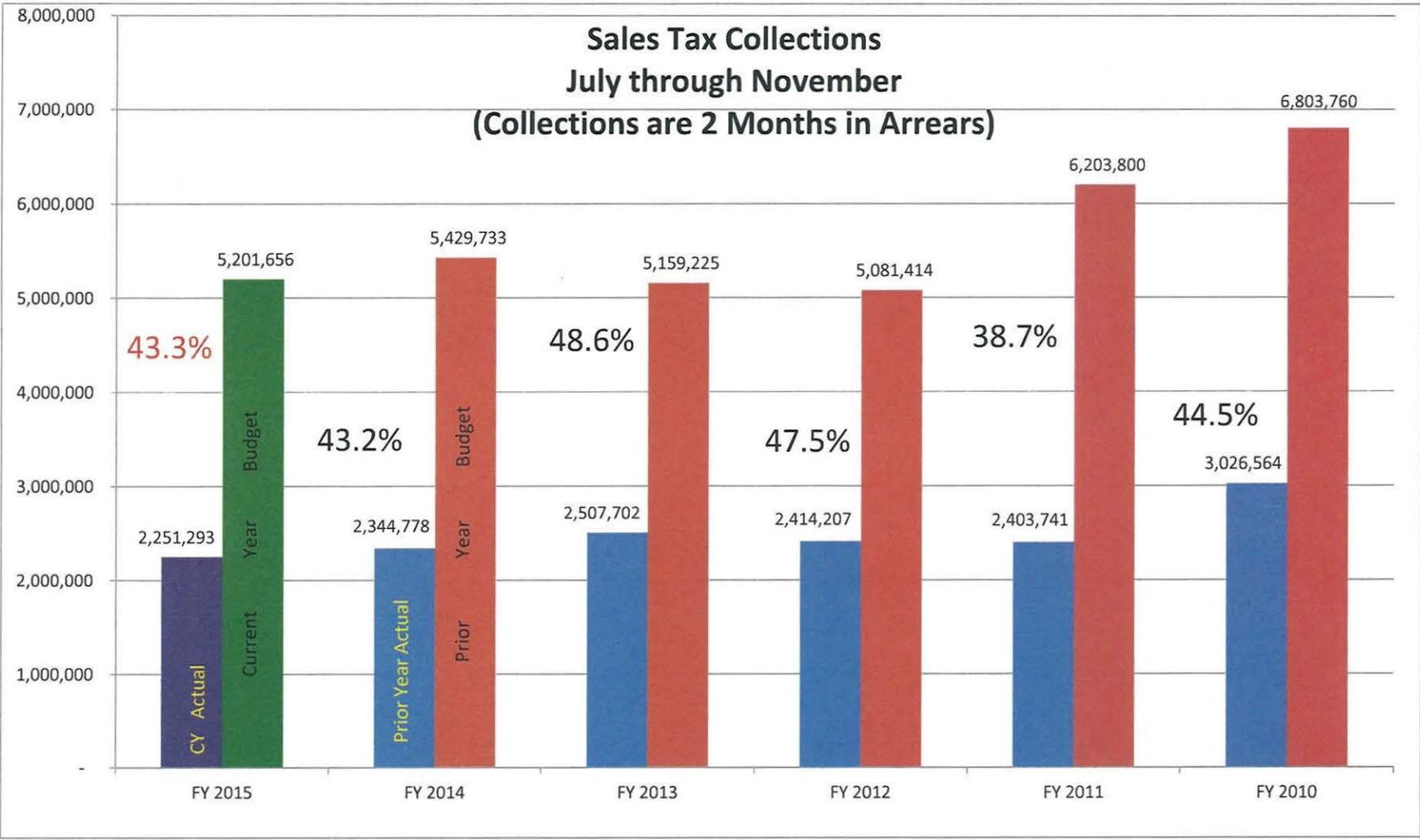
SCOTLAND COUNTY  
BUDGET PROJECTIONS  
REVENUES & EXPENDITURES  
AS OF NOVEMBER 30, 2014

	ORIGINAL BUDGET	BUDGET	CURRENT BUDGET	ACTUAL 11/30/2014	%	EXPLANATION
<b>REVENUES</b>						
<i>Type:</i>						
Property Tax	20,590,258	-	20,590,258	12,482,654	60.62%	MV Tax & Tag Collections - Discounted Property Taxes Collected
Local Option Sales Tax	5,201,656	-	5,201,656	1,563,878	26.22%	Sales Tax Distributions are 2 months in arrears
Franchise Tax	90,000	-	90,000	-	0.00%	Franchise Tax Distributions are 2 months in arrears
Unrestricted Revenues	90,000	-	90,000	24,763	27.51%	Beer & Wine Taxes distributed annually & ABC Profits distributed quarterly
Restricted Revenues	10,290,717	559,202	10,849,919	1,235,520	11.39%	
Permis and Fees	304,690	-	304,690	141,230	46.35%	
Sales and Services	1,329,205	13,000	1,342,205	496,927	37.02%	
Investment Earnings	10,650	-	10,650	3,134	29.43%	Low interest rates
Fines and Forfeitures	275,000	-	275,000	83,854	30.49%	
Miscellaneous	398,912	686,100	1,085,012	165,544	15.26%	
<b>Total Revenues</b>	<b>38,581,088</b>	<b>1,258,302</b>	<b>39,839,390</b>	<b>15,997,502</b>	<b>40.15%</b>	
<b>EXPENDITURES</b>						
<i>Department:</i>						
Governing Body	66,193	-	66,193	35,899	54.23%	
Administration	688,486	-	688,486	265,577	38.57%	
Revaluation	75,000	-	75,000	-	0.00%	Revaluation transfer entry has not been made
Board of Elections	194,029	-	194,029	89,260	46.00%	
Tax	864,411	600	865,011	286,439	33.11%	
Legal	39,125	-	39,125	29,856	76.31%	Billed based on services provided
Register of Deeds	240,804	20,400	261,204	90,707	34.73%	
Court Facilities	-	-	-	-	0.00%	Requests funds as needed
Sheriff	2,828,520	7,562	2,835,882	1,186,618	41.84%	Vehicles purchased
Jail	1,826,092	-	1,826,092	662,341	36.27%	
Drug	10,000	-	10,000	1,700	17.00%	Funds are disbursed as request by sheriff
EMS	1,941,488	-	1,941,488	609,909	31.41%	Vacant positions
911 Center	494,203	-	494,203	25,653	5.19%	Operatons started late September
Rescue Squad	28,525	-	28,525	-	0.00%	Expenditures usually paid in June
Medical Examiner	30,000	-	30,000	10,050	33.50%	Billed based on services provided
Forestry	99,896	-	99,896	28,656	28.69%	Funds are disbursed as requested
Transportation	544,501	-	544,501	175,381	32.21%	
Inspections	311,588	-	311,588	106,672	34.23%	
Planning & Zoning	3,090	-	3,090	318	10.29%	
General Services	453,560	-	453,560	306,906	67.67%	Insurance paid for whole year
Information Technology	268,132	-	268,132	51,151	19.08%	Purchases are made as needed by IT
Public Buildings	1,343,308	-	1,343,308	465,076	34.62%	Vacant positions
Co-Op Extension	150,308	-	150,308	43,535	28.96%	
Soil & Water	70,930	-	70,930	24,825	35.00%	
Parks & Rec	707,146	16,893	724,039	276,340	38.17%	
Library	428,375	-	428,375	76,582	17.88%	Building book collections as needed
Health	2,760,954	22,706	2,783,660	986,647	35.44%	Vacant positions
DSS	8,649,220	118,811	8,768,031	2,836,224	32.35%	Vacant positions
Veterans Services	51,289	-	51,289	19,244	37.52%	
RCC	298,199	-	298,199	149,100	50.00%	
Debt Services	-	-	-	-	0.00%	
Lumber River COG	26,189	-	26,189	26,189	100.00%	Dues paid for the year
SEDC	3,960	-	3,960	3,254	82.17%	Dues paid for the year
Industry Incentives	72,500	686,100	758,600	686,100	90.44%	FCC met incentive agreement
Seats for Youth / JCPC	200,000	-	200,000	63,445	31.72%	
Humane Society	120,000	-	120,000	55,608	46.34%	
Mental Health	79,420	-	79,420	38,547	48.54%	
Schools	12,611,847	385,230	12,997,077	4,971,185	38.25%	Increase in funding per mediation
<b>Total Expenditures</b>	<b>38,581,088</b>	<b>1,258,302</b>	<b>39,839,390</b>	<b>14,684,994</b>	<b>36.86%</b>	
<b>Revenues over Expenditures</b>				<b>1,312,508</b>		

## Real Property Tax Collections As of November of Each Year



### Sales Tax Collections July through November (Collections are 2 Months in Arrears)



**SCOTLAND COUNTY BOARD OF COMMISSIONERS**

---

ITEM ABSTRACT

ITEM NO. 8

Information

Action Item

Consent Agenda

---

Meeting Date: January 5, 2015

SUBJECT: Appointments to Boards and Committees

DEPARTMENT: Governing Body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chair Carol McCall

PURPOSE: Fill vacancies on various boards and committees as necessary

ATTACHMENTS: Update on current or upcoming vacancies on boards/committees  
Parks and Recreation Advisory Board application  
Letter from Mr. Jeff Maidment

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATION(S): Make appointments as necessary



# County of Scotland

507 West Covington Street  
Laurinburg, North Carolina 28352  
Telephone: [910] 277-2406  
Fax: [910] 277-2411  
www.scotlandcounty.org



Kevin Patterson  
County Manager

Ann W. Kurtzman  
Clerk to the Board

Board of Commissioners  
Guy McCook, Chairman  
Carol McCall, Vice Chair  
John T. Alford  
Bob Davis  
Betty Blue Gholston  
Whit Gibson  
Clarence McPhatter II

**TO:** Scotland County Board of Commissioners  
**FROM:** Ann W. Kurtzman, Clerk to the Board *AWK*  
**SUBJECT:** Current Boards and Committees vacancies  
**DATE:** December 29, 2014

## **PARKS AND RECREATION ADVISORY BOARD**

An application has been received from Mr. William Graves. There currently is a vacancy for a term that will expired October 2015.

*Below is a list of Boards and Committees where vacancies currently are or will become available through April 2015.*

## **AGING ADVISORY COUNCIL**

Four seats including one for an unexpired term are open.

## **BOARD OF HEALTH**

The physician, public-spirited citizen and dentist appointments will become available, effective December 2014.

## **LAURINBURG/SCOTLAND COUNTY CRIME AND DRUG COMMITTEE**

Applications are accepted on a continuous basis for this committee.

## **LAURINBURG/SCOTLAND COUNTY PLANNING & ZONING BOARD**

Two seats will be available in January 2015. Appointees must live in the ETJ.

## **LRCOG SCOTLAND COUNTY NURSING HOME COMMUNITY ADVISORY COMMITTEE**

One seat is available.

## **MAXTON/SCOTLAND COUNTY BOARD OF ADJUSTMENT AND APPEALS**

One seat is open. Appointee must reside in the Maxton extraterritorial jurisdiction.

## **SCOTLAND COUNTY MEMORIAL LIBRARY ADVISORY BOARD**

One seat is available.

## **SCOTLAND COUNTY PLANNING AND ZONING BOARD**

Three seats are available.

## **SCOTLAND COUNTY ZONING BOARD OF ADJUSTMENT**

One seat one alternate seat is available.

**SOUTHEASTERN COMMUNITY & FAMILY SERVICES** *(previously Four County Community Services)*  
There is one opening due to a resignation. This would be for a term that would expired June 30, 2016.

**WAGRAM/SCOTLAND COUNTY ZONING BOARD OF ADJUSTMENT**

Two seats are available. The appointee must reside in the extraterritorial jurisdiction of Wagram.

**NOTE:** *The above Board and Committee vacancies are advertised on the Scotland County website and the application form also is available on the website.*

**Ann Kurtzman**

---

**From:** notifications@scotlandcounty.org  
**Sent:** Thursday, October 23, 2014 3:16 PM  
**To:** Akurtzman@scotlandcounty.org  
**Subject:** Form Submission Received: Online Application Form

From Url: <http://www.scotlandcounty.org/online-application-form.aspx>  
From IP Address: 65.15.213.153

Name:  
WILLIAM M. GRAVES

Mailing Address:  
1305 FRANKLIN AVE, LAURINBURG

Physical Address (if different from mailing address):

Daytime Phone:  
910-217-4470

Evening Phone:  
910-361-4520

Email:  
lethalethan1@yahoo.com

I wish to be considered for appointment to the following Board(s)/Commission(s):  
Parks and Rec Advisory, any.

List any experience/qualifications you have relevant to the above Board/Commission:

List current service on other Board(s)/Commission(s):  
none

List past service on other Board(s)/Commission(s):  
none

A form has been submitted, click the link below to view the submission:  
<http://www.scotlandcounty.org/FormWizard/ViewSubmission.aspx?mid=170&pageid=146&rid=04cad7cf-c2ef-4faf-9771-c0db0c7e48d9>



NORTH CAROLINA  
ADMINISTRATIVE OFFICE  
*of the* COURTS

December 22, 2014

**Guardian ad Litem Program**

**Judicial District 16A**

PO Box 769, Laurinburg, NC 28353  
T 910 266-4530 F 910 266-4539

Mrs. Ann Kurtzman

Clerk to the Board of Commissioners

P.O. Box 489

Laurinburg, NC 28353

Dear Ann:

It is with mixed emotions that I am writing to inform you of my transfer with the State to Brunswick County. I was recently selected to become the next District Administrator for the GAL Program in District 13. We have been here in Scotland County for twenty years this go round and we have made a lot of friends and attachments.

As a result, I will have to tender my resignation from the Social Services Board, the Parks and Recreation Board, and the Juvenile Crime Prevention Committee, effective January 1, 2015. Thank you for your support for all of my endeavors. It was a pleasure working with you.

Best wishes for the new year!

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey W. Maidment".

Jeffrey W. Maidment

**SCOTLAND COUNTY BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 9  
X Information  
       Action Item  
       Consent Agenda

Meeting Date January 5, 2015

---

SUBJECT: Update from the County Manager

DEPARTMENT: Administration

PUBLIC HEARING: No

CONTACT PERSON: County Manager Kevin Patterson

PURPOSE: Provide monthly update on County business and activities.

ATTACHMENTS: Monthly report  
CSBG refunding application  
Exxon Station landfill tipping fees waived  
Orange County resolution

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Receive report and take any action necessary on other items.



# County of Scotland

507 West Covington Street  
Laurinburg, North Carolina 28352  
Telephone: (910) 277-2406  
Fax: (910) 277-2411  
www.scotlandcounty.org



Kevin Patterson  
County Manager

Ann W. Kurtzman  
Clerk to the Board

Board of Commissioners  
Guy McCook, Chairman  
Carol McCall, Vice Chair  
John T. Alford  
Bob Davis  
Betty Blue Gholston  
Whit Gibson  
Clarence McPhatter II

December 19, 2014

To: Board of County Commissioners

From: Kevin Patterson, County Manager

Re: Monthly Report

CSBG Refunding Application – Southeastern Community & Family Services (formerly Four County Community Services) has provided a copy of the proposed CSBG refunding application for 2015-16. Part of the process is to seek comment from the Board of County Commissioners in areas served. Any questions or comments will be forwarded to SCFS.

Request – seeking comment

Exxon Station Tipping Fees Waived – attached is the breakdown of the tipping fees waived for the demolition of the Exxon Station at the corner of Main and Church. The total fees waived was 11,789.95.

Information purposes only

NCACC Legislative Goals Conference – fees will be waived for Commissioners if registered by January 6<sup>th</sup>. If you are interested in attending and have not registered please let Ann Kurtzman know. The conference is in Pinehurst on January 15 & 16<sup>th</sup>.

**NACo Legislative Conference February 21 to 25** in Washington, D.C. Contact the Clerk to the Board to register



405 North Elm Street / Post Office Box 1025 (28359)  
Lumberton, North Carolina 28358  
910-277-3500 – Phone  
910-291-3054 – Fax  
[www.sefsnc.org](http://www.sefsnc.org)

“Helping People Help Themselves since 1964”

December 9, 2014

Mr. Kevin Patterson, County Manger  
Scotland County  
Post Office Box 489  
Laurinburg, North Carolina 28353

Re: CSBG Refunding Application PY 2015-16

Dear Mr. Patterson:

Enclosed please find two copies of our proposed CSBG refunding application for the program year 2015-2016. Also please find the form, “Documentation of Submission to County Commissioners” to be completed by the Clerk to the Board and returned in the stamped, self-addressed envelope provided for your convenience.

The objective of our program is to assure that families within our service area participate in activities designed to assist them in moving from dependence to stability and ultimately to self-sufficiency. The figures in the work program cover the seven counties served by the CSBG program: Bladen, Brunswick, Columbus, Hoke, Pender, Robeson, and Scotland.

It is important that we receive input from local governments regarding the programs we plan to operate in the coming year. Thus we are requesting that you submit any comments, questions, or suggestions from either you or your Board.

I look forward to your input.

Sincerely,



Ericka J. Whitaker  
Chief Executive Officer

EJW/bds

Enclosures

**Community Services Block Grant Program  
Fiscal Year 2015-16 Application for Funding  
One-Year Work Program  
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Family Empowerment Self-Sufficiency Project						
2. Poverty Cause Name:	Lack of skills to become self-sufficient						
3. Long-Range Goal:	To provide opportunities to acquire needed skills to become self-sufficient to 660 families of whom at least 75 will have succeeded by June 30, 2018.						
4. Selected Strategy:	Collaboration with other service agencies as well as faith-based groups to provide intensive services.						
5. Project Period:	July 1, 2015	To	June 30, 2016	Plan Year	1	of	3
6. CSBG Funds Requested for this Project:	1,006,950						
7. Total Number Expected to Be Served:	220						
a. Expected Number of New Clients	145						
b. Expected Number of Carryover Clients	75						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):	25						
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							

Section II: One-Year CSBG Program Objective and Activities						
Objective: To provide opportunities to 220 low-income families to participate in comprehensive services during the 2015-16 program year.						
Activities	Position Title(s)	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
I. Information: A. Collect and share data on current resources with staff for use with customers. B. Provide regular training (individual and group)	Project Director Case Management(CM) Coordinator CM Field Supervisor	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16	
II. Implementation: 1. Assist 220 families and assess their eligibility, strengths, resources and needs.	CM Coordinator CM Field Supervisor Case Manager	100	125 (25)	170 (45)	220 (50)	
2. Assist 220 families in analyzing finance and prepare a budget using the AR4CA budget form and help devise a case management plan designed to resolve problems and move families to self-sufficiency.	CM Coordinator CM Field Supervisor Case Manager	100	125 (25)	170 (45)	220 (50)	
3. Prepare and assist staff with quarterly budgeting workshops and techniques for teaching customers how to manage their resources.	Project Director Case Management(CM) Coordinator CM Field Supervisor	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16	

**Community Services Block Grant Program  
Fiscal Year 2015-16 Application for Funding  
One-Year Work Program  
OEO Form 212 (continued)**

<b>Section II: One-Year CSBG Program Objective and Activities (continued)</b>					
Activities	Position Title	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
4. Help secure limited job-related transportation assistance as needed through SCFS and other sources.	CM Coordinator CM Field Supervisor Case Manager	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16
III. Program Participation: A. Assist 220 families in accessing the following programs as needed by making the appropriate contacts and assisting with the applications process.	CM Coordinator CM Field Supervisor Case Manager	100	125 (25)	170 (45)	220 (50)
1. Assist 50 families in securing employment or better employment through Job Link, local businesses and industries, on the job training, temporary services and military among others.	CM Coordinator CM Field Supervisor Case Manager	10	22 (12)	34 (12)	50 (16)
2. Assist 12 families in completing educational and or vocational programs (Adult Basic Education, general education development, diploma, post-secondary, pre-school, literacy, special tutoring, etc.) through local community colleges and universities.	CM Coordinator CM Field Supervisor Case Manager	3	6 (3)	9 (3)	12 (3)
3. Assist 20 families in accessing standard, affordable housing through home ownership, home improvement, rental housing, retirement/nursing homes with the help of private lenders, Farmer's Home Administration, Veteran Affairs, private sector owners and builders, Habitat for Humanity, faith-based organizations, tribal grants, Section 8 among others.	CM Coordinator CM Field Supervisor Case Manager	2	8 (6)	13 (5)	20 (7)
4. Assist 15 families in securing emergency assistance with limited FESS funds.	CM Coordinator CM Field Supervisor Case Manager	4	8 (4)	12 (4)	15 (3)
5. Assist 20 families with direct assistance to support employability such as child care, transportation, uniforms, supplies and other assistance specific to employment.	CM Coordinator CM Field Supervisor Case Manager	5	10 (5)	15 (5)	20 (5)
6. Assist 6 families with direct assistance in educational support activities such as tuition, child care, transportation, uniforms, supplies, books and other assistance specific to education.	CM Coordinator CM Field Supervisor Case Manager	2	3 (1)	4 (1)	6 (2)
7. Assist eligible family members and/or their dependents in accessing benefits through program such as Social Security Veteran Administration, pensions, etc., as needed	CM Coordinator CM Field Supervisor Case Manager	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16
8. Assist customers in accessing life skills classes such as conflict resolution, parenting and community relations through entities such as county cooperative extension offices and through in-housing training; and quarterly budgeting and employment readiness workshops.	CM Coordinator CM Field Supervisor Case Manager	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16
9. Assist customers in accessing nutrition program such as Women Infants and Children, Food stamps, United States Department of Agriculture Commodities and school breakfast/lunch programs among others.	CM Coordinator CM Field Supervisor Case Manager	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16
IV. Follow-ups: maintain regular contacts with customers to assess progress; assist with case management plan and budget revisions as needed. Use AR4CA to capture data.	CM Coordinator CM Field Supervisor Case Manager	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16

<p>V. Compliance: Monitor staff performance to ensure compliance with contracted performance, efficiency, and outcome measures as well as viability of goals, objectives, and activities through onsite visits, review AR4CA and review papers maintained in the Center with the emphasis on documentation and outcomes.</p>	<p>CM Coordinator CM Field Supervisor</p>	<p>7/15-6/16 9/15</p>	<p>7/15-6/16 12/15</p>	<p>7/15-6/16 3/16</p>	<p>7/15-6/16 6/16</p>
<p>VI. Reporting: A. Submit monthly reports to CM Coordinator and CM Supervisor.</p>	<p>Case Manager</p>	<p>7/15-6/16 9/15</p>	<p>7/15-6/16 12/15</p>	<p>7/15-6/16 3/16</p>	<p>7/15-6/16 6/16</p>
<p>B. Compile monthly reports into quarterly and submit to Project Director</p>	<p>CM Coordinator</p>	<p>7/15-6/16 9/15</p>	<p>7/15-6/16 12/15</p>	<p>7/15-6/16 3/16</p>	<p>7/15-6/16 6/16</p>
<p>C. Screen and sport check enrollments in AR4CA and the paper files.</p>	<p>CM Coordinator CM Field Supervisor</p>	<p>7/15-6/16 9/15</p>	<p>7/15-6/16 12/15</p>	<p>7/15-6/16 3/16</p>	<p>7/15-6/16 6/16</p>
<p>D. Prepare and submit required reports and documents the Executive Director, Board of Directors, and the Office of Economic Opportunity as well as other reports that are required, including the Annual report among others.</p>	<p>Project Director</p>	<p>7/15-6/16 9/15</p>	<p>7/15-6/16 12/15</p>	<p>7/15-6/16 3/16</p>	<p>7/15-6/16 6/16</p>

**Community Services Block Grant Program  
Fiscal Year 2015-16 Application for Funding  
One-Year Work Program  
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Family Empowerment Self-Sufficiency Project						
2. Poverty Cause Name:	Lack of skills to become self-sufficient						
3. Long-Range Goal:	To provide opportunities to acquire needed skills to become self-sufficient to 660 families of whom at least 75 will have succeeded by June 30, 2018.						
4. Selected Strategy:	Collaboration with other service agencies as well as faith-based groups to provide intensive services.						
5. Project Period:	July 1, 2015	To	June 30, 2016	Plan Year	1	of	3
6. CSBG Funds Requested for this Project:	1,006,950						
7. Total Number Expected to Be Served:	220						
a. Expected Number of New Clients	145						
b. Expected Number of Carryover Clients	75						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):	25						
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							

Section II: One-Year CSBG Program Objective and Activities						
Objective: To provide opportunities to 220 low-income families to participate in comprehensive services during the 2015-16 program year.						
Activities	Position Title(s)	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
I. Information: A. Collect and share data on current resources with staff for use with customers. B. Provide regular training (individual and group)	Project Director Case Management(CM) Coordinator CM Field Supervisor	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16	
II. Implementation: 1. Assist 220 families and assess their eligibility, strengths, resources and needs.	CM Coordinator CM Field Supervisor Case Manager	100	125 (25)	170 (45)	220 (50)	
2. Assist 220 families in analyzing finance and prepare a budget using the AR4CA budget form and help devise a case management plan designed to resolve problems and move families to self-sufficiency.	CM Coordinator CM Field Supervisor Case Manager	100	125 (25)	170 (45)	220 (50)	
3. Prepare and assist staff with quarterly budgeting workshops and techniques for teaching customers how to manage their resources.	Project Director Case Management(CM) Coordinator CM Field Supervisor	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16	

**Community Services Block Grant Program  
Fiscal Year 2015-16 Application for Funding  
One-Year Work Program  
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
4. Help secure limited job-related transportation assistance as needed through SCFS and other sources.	CM Coordinator CM Field Supervisor Case Manager	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16
III. Program Participation: A. Assist 220 families in accessing the following programs as needed by making the appropriate contacts and assisting with the applications process.	CM Coordinator CM Field Supervisor Case Manager	100	125 (25)	170 (45)	220 (50)
1. Assist 50 families in securing employment or better employment through Job Link, local businesses and industries, on the job training, temporary services and military among others.	CM Coordinator CM Field Supervisor Case Manager	10	22 (12)	34 (12)	50 (16)
2. Assist 12 families in completing educational and or vocational programs (Adult Basic Education, general education development, diploma, post-secondary, pre-school, literacy, special tutoring, etc.) through local community colleges and universities.	CM Coordinator CM Field Supervisor Case Manager	3	6 (3)	9 (3)	12 (3)
3. Assist 20 families in accessing standard, affordable housing through home ownership, home improvement, rental housing, retirement/nursing homes with the help of private lenders, Farmer's Home Administration, Veteran Affairs, private sector owners and builders, Habitat for Humanity, faith-based organizations, tribal grants, Section 8 among others.	CM Coordinator CM Field Supervisor Case Manager	2	8 (6)	13 (5)	20 (7)
4. Assist 15 families in securing emergency assistance with limited FESS funds.	CM Coordinator CM Field Supervisor Case Manager	4	8 (4)	12 (4)	15 (3)
5. Assist 20 families with direct assistance to support employability such as child care, transportation, uniforms, supplies and other assistance specific to employment.	CM Coordinator CM Field Supervisor Case Manager	5	10 (5)	15 (5)	20 (5)
6. Assist 6 families with direct assistance in educational support activities such as tuition, child care, transportation, uniforms, supplies, books and other assistance specific to education.	CM Coordinator CM Field Supervisor Case Manager	2	3 (1)	4 (1)	6 (2)
7. Assist eligible family members and/or their dependents in accessing benefits through program such as Social Security Veteran Administration, pensions, etc., as needed	CM Coordinator CM Field Supervisor Case Manager	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16
8. Assist customers in accessing life skills classes such as conflict resolution, parenting and community relations through entities such as county cooperative extension offices and through in-housing training; and quarterly budgeting and employment readiness workshops.	CM Coordinator CM Field Supervisor Case Manager	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16
9. Assist customers in accessing nutrition program such as Women Infants and Children, Food stamps, United States Department of Agriculture Commodities and school breakfast/lunch programs among others.	CM Coordinator CM Field Supervisor Case Manager	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16
IV. Follow-ups: maintain regular contacts with customers to assess progress; assist with case management plan and budget revisions as needed. Use AR4CA to capture data.	CM Coordinator CM Field Supervisor Case Manager	7/15-6/16 9/15	7/15-6/16 12/15	7/15-6/16 3/16	7/15-6/16 6/16

<p>V. Compliance: Monitor staff performance to ensure compliance with contracted performance, efficiency, and outcome measures as well as viability of goals, objectives, and activities through onsite visits, review AR4CA and review papers maintained in the Center with the emphasis on documentation and outcomes.</p>	<p>CM Coordinator CM Field Supervisor</p>	<p>7/15-6/16 9/15</p>	<p>7/15-6/16 12/15</p>	<p>7/15-6/16 3/16</p>	<p>7/15-6/16 6/16</p>
<p>VI. Reporting: A. Submit monthly reports to CM Coordinator and CM Supervisor.</p>	<p>Case Manager</p>	<p>7/15-6/16 9/15</p>	<p>7/15-6/16 12/15</p>	<p>7/15-6/16 3/16</p>	<p>7/15-6/16 6/16</p>
<p>B. Compile monthly reports into quarterly and submit to Project Director</p>	<p>CM Coordinator</p>	<p>7/15-6/16 9/15</p>	<p>7/15-6/16 12/15</p>	<p>7/15-6/16 3/16</p>	<p>7/15-6/16 6/16</p>
<p>C. Screen and sport check enrollments in AR4CA and the paper files.</p>	<p>CM Coordinator CM Field Supervisor</p>	<p>7/15-6/16 9/15</p>	<p>7/15-6/16 12/15</p>	<p>7/15-6/16 3/16</p>	<p>7/15-6/16 6/16</p>
<p>D. Prepare and submit required reports and documents the Executive Director, Board of Directors, and the Office of Economic Opportunity as well as other reports that are required, including the Annual report among others.</p>	<p>Project Director</p>	<p>7/15-6/16 9/15</p>	<p>7/15-6/16 12/15</p>	<p>7/15-6/16 3/16</p>	<p>7/15-6/16 6/16</p>



**Community Services Block Grant [CSBG]  
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: \_\_\_\_\_

County: \_\_\_\_\_

Date of Application Submission: \_\_\_\_\_

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **January 30, 2015**.

Clerk to the Board should initial all items below.

- \_\_\_\_\_ The agency submitted a complete grant application for Commissioner review.
- \_\_\_\_\_ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.
- \_\_\_\_\_ Commissioners' comments provided those to the agency. (If applicable)

\_\_\_\_\_  
Clerk to the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness/Notary

\_\_\_\_\_  
Date

**City of Laurinburg Demolition  
Exxon Station-Main & Church St.  
Landfill Tipping Fees Waived**

Date	C&D Tons	Inert Tons
11/24/14	8.78	
11/24/14	3.12	
11/24/14	1.03	
11/24/14	5.33	
11/24/14	1.82	
11/24/14	3.49	
11/24/14	6.90	
11/24/14	9.69	
11/24/14	7.70	
11/24/14	3.25	
11/24/14	7.16	
11/24/14	6.26	
11/24/14	7.51	
11/24/14	5.69	
11/24/14	5.40	
11/24/14	5.33	
11/25/14	5.30	
11/25/14	9.41	
11/25/14	13.30	
11/25/14	12.62	
11/25/14	10.74	
11/25/14		5.32
11/25/14	13.33	
11/25/14		5.31
11/25/14	9.80	
11/25/14		11.43
11/25/14		12.12
11/25/14		7.96
11/25/14		11.17
11/25/14		11.87
11/25/14		6.15
11/25/14	10.49	
12/01/14		7.78
12/01/14		13.99
12/01/14		13.85
12/01/14		12.81
12/01/14		13.62
12/02/14		9.04
12/02/14		5.92
12/02/14		5.94
12/02/14		5.03
12/02/14		7.59
12/02/14		5.38
12/03/14		8.48
12/03/14		7.47
12/03/14		7.04

12/03/14		6.18
12/04/14		7.55
12/04/14		7.48
12/04/14		7.40
12/04/14	4.54	
12/08/14		8.10
12/08/14		9.04
12/08/14		8.04
<b>Total Tonnage</b>	177.99	249.06
Rates	45.25	15.00

**Fees Waived**      8054.05      3735.90

Total Fees Waived      11789.95

## ORANGE COUNTY BOARD OF COMMISSIONERS

### RESOLUTION IN SUPPORT OF EQUAL ACCESS FOR IMMIGRANT CHILDREN

**WHEREAS**, Orange County, North Carolina, is a compassionate and caring community that is committed to creating a welcoming atmosphere that values equality and social justice; and

**WHEREAS**, the number of unaccompanied children and minors from Central American nations seeking refuge in the United States has dramatically risen over the last three years; and

**WHEREAS**, the vast majority of the children seeking refuge in the United States are fleeing extreme violence and poverty, including from Guatemala, El Salvador, and Honduras; and

**WHEREAS**, Honduras is the country with the world's highest murder rate, while El Salvador's murder rate is the fourth highest in the world; and

**WHEREAS**, the majority of the children entering the United States are returning to parents or other family members who are present in the United States, including those children coming to North Carolina; and

**WHEREAS**, approximately 1,429 of these children have been placed in North Carolina since January 2014; and

**WHEREAS**, those children arriving in our community have the right under the United States Constitution to equal access to a public education, basic health care, and the protection of law enforcement;

**NOW THEREFORE**, be it resolved that the Orange County Board of Commissioners hereby:

- Affirms that Orange County is a welcoming community to children seeking refuge from violence in their home countries and to the sponsors of these children;
- Affirms the rights of children to attend public schools and to access basic health care in the county they reside, without regards to their immigration status;
- Urges our congressional representatives, the Obama Administration, the Department of Homeland Security, and Governor Pat McCrory to ensure that the thousands of minors seeking safety within our borders and being apprehended by Border Patrol receive due process and legal representation in court hearings;
- Directs the County Manager and all county departments to make services and resources available to help welcome children into our community who are seeking refuge from violence in their home countries;
- Encourages continuing collaboration between Orange County and other local governmental entities and advocacy organizations to support and protect these children; and
- Directs the Chair of the Board and the Clerk to forward this Resolution to each of the local governments in Orange County, including both Boards of Education, and respectfully requests that each consider adopting similar resolutions, and also forward this resolution to our state legislative delegation, and to the North Carolina Association of Counties.

**ADOPTED THIS THE 1<sup>st</sup> DAY OF DECEMBER, 2014.**

*Earl McKee*

Chair

Orange County Board of Commissioners