

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

Action Item

Consent Agenda

Meeting Date March 7, 2016

SUBJECT: Community Report: Update on Historic Properties activities

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: Historic Properties Commission Chairman Lee Gaunt

PURPOSE: Provide information a name change at the John Blue Complex and an upcoming event in April.

ATTACHMENTS: North Carolina Rural Heritage Center
Civil War Reenactment April 9

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Receive information.

North Carolina Rural Heritage Center

John Blue
House

Heritage
Village

Museum of
Agriculture
and History

Indian
Museum of
the Carolinas



Operated by
Scotland County
Historic Properties
Commission



CIVIL WAR REENACTMENT



**Located at the
John Blue House
April 9th, 2016**



SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 2

 Information

 X Action Item

 Consent Agenda

Meeting Date March 7, 2016

SUBJECT: Report on disc golf course project

DEPARTMENT: Parks and Recreation

PUBLIC HEARING: No

CONTACT PERSON: Assistant Athletic Supervisor Chris Hooper
Public Buildings and Grounds Supervisor Mike McGirt

PURPOSE: Request approval from the Commissioners to permit Parks and Recreation and the Scotland County Disc Golf Association to seek sponsorships for the disc golf course holes.

ATTACHMENTS: Information on disc golf course project

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Consider action on the request.

Disc Golf Course Project

Scotland County Park and Recreation's goal, as well as Scotland County Disc Golf Association's goal, is to build a high quality disc golf course that will attract players from the region to come enjoy an affordable leisure activity. Eventually, we would like to host tournaments. This is a great way to spread awareness of the improvements that have been made, and it will bring a new activity to the community.

Basically, disc golf is free to participants with the exception of the initial cost of buying discs. As far as building the course, the majority of the costs are a one-time occurrence as well. The baskets have already been replaced. The rest of the costs are specifically for improving the quality of the course.

First, we need signage to direct our players throughout the course of play. The course, as well as most of the players, will be new so it will be imperative to provide direction for our participants. The sign will have the following information: hole number, distance, and general layout. Second, we would like to build concrete tee boxes to designate the starting point for each hole. This is where the majority of the costs will occur.

To help cover the majority of the costs, we would like to offer sponsorships for each disc golf hole to local businesses in the community. There would be eighteen available holes for sponsorships, and each local business would have their name on the sign at the beginning of the hole that they choose to sponsor. For example, the sign for hole number one, sponsored by Little John, would read "This hole is proudly sponsored by Little John." Sponsorships will immediately impact the quality of our disc golf course and promote the local businesses in Scotland County. It is a win-win situation for everyone.

Costs per hole

\$80—concrete tee boxes

\$37—signs and poles

Other costs

\$30 per bench (6-8 benches for the course) = \$240

\$30 per trash can (2-4 trash cans for the course) = \$120

Sponsorships

Other disc golf courses in the region ask anywhere from \$250-300 to sponsor a hole. We are looking for donations of \$250. We would like to request approval from the County Commissioners to receive sponsors for each disc golf hole. We are also asking that Scotland County Recreation Foundation handle the donations.

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 3

 Information

 X Action Item

 Consent Agenda

Meeting Date March 7, 2016

SUBJECT: Shared Use Agreement with Scotland County Schools

DEPARTMENT: Parks and Recreation

PUBLIC HEARING: No

CONTACT PERSON: County Manager Kevin Patterson
Parks and Recreation Director Shannon Newton

PURPOSE: Receive information on the proposed agreement for shared use of facilities.

ATTACHMENTS: Draft Agreement for Shared Use of Facilities

BACKGROUND: The Parks and Recreation Advisory Board recommended that the County enter into a shared use agreement with the Board of Education. The attached agreement was reviewed by the School Attorney and approved by the Board of Education in February.

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Consider action on Agreement for Shared Use of Facilities.

STATE OF NORTH CAROLINA

AGREEMENT FOR SHARED

COUNTY OF SCOTLAND

USE OF FACILITIES

THIS IS AN AGREEMENT, made and entered into as of the first day of _____, 2016, by -and between the SCOTLAND COUNTY BOARD OF EDUCATION (hereinafter referred to as the "Board"); and SCOTLAND COUNTY BOARD OF COMMISSIONERS (hereinafter referred to as the "County").

WITNESSETH:

WHEREAS, the Scotland County Board of Commissioners is interested in providing an adequate program of community recreation for the citizens of Scotland County under the auspices of the County Parks and Recreation Department; and

WHEREAS, the Board has fields and other athletic facilities appropriate for recreation programs; and

WHEREAS, the County has fields and tennis courts appropriate for student athletic programs; and

WHEREAS, in the interest of optimizing the use of public facilities in a way that builds community, provides services where they are most needed, and most effectively and efficiently uses public resources, and **increase physical activity** full cooperation between the County and the Board is necessary.

WHEREAS, the County and the Board desire to set forth the terms, conditions and guidelines for the shared use and maintenance of such facilities by the County and the Board.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants herein contained, the parties do hereby agree as follows:

1. Term of Agreement. This agreement shall be effective as of _____ 1, 2016 (the "effective date"). The initial term of the Agreement shall be automatically extended for each successive twelve-month period (Jan 1 -- Dec 31) thereafter (the "Extension Periods") unless either party hereto shall give to the other party written notice of its intention to terminate this Agreement on or before January 1 immediately preceding any such Extension period.
2. Description of Facilities. For the purposes of this Agreement, "Schools" shall mean all Scotland County Elementary and Middle schools now owned or hereinafter acquired. However, nothing herein contained shall require the Board to maintain ownership of any particular school, and upon disposition of any School by the Board, such School shall be deleted from the provisions of this Agreement. "Outdoor Facilities" shall mean all playfields, adjacent open space playgrounds and parking of the Middle and Elementary Schools. "Major Indoor Facilities" shall mean the gymnasiums and multi-purpose rooms of the Elementary and Middle Schools. The term "School Facilities" as used herein shall refer to and include both Outdoor Facilities and Major Indoor Facilities. "County Facilities" shall include County playing fields, tennis courts, gyms and parks.
3. Priority For Use of Facilities. The use of School Facilities and County Facilities shall be shared by the Board and the County in the following priority:
 - a. Scotland County Schools and school-sponsored activities shall have first priority in the use of all School Facilities during normal school hours, and during evening hours

and on Saturdays and Sundays for the purpose of related School Activities. "School Activities" shall include without limitation scheduled activities for students, staff and/or parents of the School, as well as athletics practices, workouts, and scrimmages. The County shall have first priority in the use of all County Facilities; however the Board shall have first priority in the use of County tennis courts (hard courts) for Scotland High School men and women's tennis teams; for both match and practice purposes.

- b. The County, and activities sponsored by the County, shall have second priority in the use of the Outdoor Facilities and the Major Indoor Facilities of the Schools at all times when such facilities are not in use by the Scotland County Schools as provided in Section 3(a) above. The Schools shall have second priority in the use of the County Facilities, except for County tennis courts as set forth in Section 3(a) above.
- c. Private community organizations, including both for-profit and non-profit organizations, shall have third priority in the use of School Facilities and County Facilities at times when such facilities are not in use as provided in Sections 3(a) and (b) above.
- d. The Board Public Information Officer will be contacted by the County to schedule events planned by the County. The Board Public Information Officer will inversely contact the County to schedule events at County Facilities, including tennis. Adequate notice shall be given to ensure all parties are able to plan schedule events.
- e. Coordination of schedules shall generally assure that Scotland County Schools will have priority use of the facilities during the normal school day and for all normally scheduled School Activities including but not limited to, athletics practices, workouts,

and scrimmages, whether or not such School Activities extend beyond the normal school day.

f. Accordingly, and as conceived by this Agreement and subject to the foregoing, the County shall generally have scheduling priority after normal school hours, weekends and holidays. Each party shall work diligently and cooperatively toward that end, making reasonable effort to eliminate possible conflicts of use. In the event of an unresolved scheduling conflict, a designated representative of both the Board and the County shall attempt to equitably resolve the dispute in a manner mutually acceptable to the Board and the County.

g. No facilities will be available for out-of-season sports, for example - baseball facilities shall be used during baseball season. The only exception shall be the County's Adult League teams.

h. County and its residents shall have second priority use of Springhill Middle School ball fields, courts and adjacent open space for games and practices and play during non-school hours or scheduled events. County and its residents may use Covington St School playground during non-school hours or when there are no scheduled school events. The County will provide a minimum of an annual inspection of the playground and labor and material additional considerations as staff of Board and County agree.

i. The Board and County may direct staff to agree on additional use at school facilities at their discretion to save limited resources and increase physical activity. Should this agreement be made, both the Board and County will be notified. If additional playgrounds on school property are opened to the public, the County will provide an

inspection of the playground by a Certified Playground Inspector. Costs for improvements will be determined. At that time, the Board and County staff will complete as many repairs in-house as possible. Material and outside labor costs will be split between the Board and County.

With increased use of playgrounds open to the community, wear and tear may increase. If this is the case, County may be asked to contribute to the cost of replacement or repairs on a case by case basis.

4. Maintenance of Facilities. The Board and the County agree that Facilities shall be maintained during the term of this Agreement as follows:

- a. The County shall not make any alterations or additions to the Board's Outdoor Facilities, which are permanent in nature without the Board's prior written consent. The Board shall not make any alterations or additions to the County's Outdoor Facilities which are permanent in nature without the County's prior written consent.
- b. The Board shall provide continuing year-round maintenance of all of the Major Indoor Facilities used by the County pursuant to this Agreement. For the purpose of this paragraph, "maintenance" shall include maintaining and repairing the equipment, furniture, floors, windows, paint, HVAC, plumbing and lighting in such facilities.
- c. Notwithstanding the foregoing, the Board, ~~and~~ the County, and private community organizations shall each assume full responsibility for the care and custody of any of the School Facilities while such facilities are being used by

such party. Care and custody shall specifically include cleaning, making minor repairs, providing supervision, order, control and conservation of the facilities, and, in general, maintaining normal and safe conditions and operations for such facilities.

- d. The Board and the County agree that commencing immediately after the Effective Date of this Agreement and at representatives of each body will jointly inspect each of the particular Facilities used by the County and the Board. Each party further agrees that it will promptly advise the other of any damages to or problems with the Facilities of which such party becomes aware during its use of the facilities.

5. Default.

- a. In the event the County shall default in its duty of custodial responsibility as herein provided, or shall otherwise default in its obligations hereunder, the Superintendent, on behalf of the Board, may notify the County in writing of such default and request that such default be cured or corrected; and the County shall have a thirty (30) day period, then upon thirty (30) days' prior written notice to the County, the Board shall have the right either to limit the access of the County to certain portions of the School Facilities or to terminate this Agreement in its entirety.
- b. In the event the Board shall default in its duty of custodial responsibility as herein provided, or shall otherwise default in its obligations hereunder, the Director, on behalf of the County, may notify the Board in writing of such

default and request that such default be cured or corrected, and the Board shall have Thirty (30) days from the date of receipt of such written notification to cure or correct such default within such thirty (30) day period, the County shall have the right to terminate this Agreement upon thirty (30) days' prior written notice to the Board.

6. Limitations of Agreement: This agreement shall apply to the Scotland County elementary and middle schools facilities and County Facilities. It shall have no application to the Scotland County High School facilities. However, the County reserves unto itself the right to request the use of certain high school fields and facilities for special events and programs on a case-by-case basis.

7. Mutual Indemnification:

a. To the extent allowed by law, The County, during the period in which the County uses any of the School Facilities, and to the extent not otherwise covered by insurance, shall Indemnify and save harmless the Board, its agents, servants and employees, from and against any and all claims, damages, demands and liabilities, whether for injuries to persons or loss of life, or damage to property, or arising in any manner whatsoever out of the County's use of any of the School Facilities; and the County's aforesaid obligation of indemnification shall be deemed to include the obligation to protect and hold the Board, its agents, servants and employees harmless with the respect to any and all reasonable costs, expenses and attorney's fees incurred or paid by the Board with the respect to any of the aforesaid claims, demands and liabilities.

b. ~~To the extent allowed by law, t~~The Board, during the period in which the Board uses any of the County Facilities, and to the extent not otherwise covered by insurance, shall Indemnify and save harmless the County, its agents, servants and employees, from and against any and all claims, damages, demands and liabilities, whether for injuries to persons or loss of life, or damage to property, or arising in any manner whatsoever out of the Board's use of any of the County Facilities; and the Board's aforesaid obligation of indemnification shall be deemed to include the obligation to protect and hold the Board, its agents, servants and employees harmless with the respect to any and all reasonable costs, expenses and attorney's fees incurred or paid by the Board with the respect to any of the aforesaid claims, demands and liabilities.

8. Liability Insurance Coverage.

- a. The County shall maintain at its sole expense during the term of this Agreement public liability insurance covering its use of the School Facilities pursuant to this Agreement against loss resulting from injury and/or death to one or more persons and property damage in any one accident in an amount not less than \$1,000,000 .00. The policy for such insurance shall be issued by a company reasonably acceptable to the Board and shall name the Board as an additional insured.
- b. The Board shall maintain at its sole expense during the term of this Agreement public liability risk management coverage through N.C. School Board Trust and/or

~~N.C. Department of Public Instruction covering insurance covering~~ its use of the County Facilities against loss resulting from injury and/or death to one or more persons and property damage in any one accident in an amount not less than \$1,000,000.00. ~~The policy for such insurance shall be issued by a company reasonably acceptable to the County and shall name the County as an additional insured.~~

c. 2009 General Assembly Session Law 334, which amended General Statue 115C-12, allows boards of education to enter into joint use of agreements to increase physical activity. With the enactment of this joint use agreement between the County and Board no liability shall attach to any board of education, individually, or collectively for personal injury suffered by reason of the use of such school property pursuant to this agreement, per General Statue 115C-12.

9. Nature and Extent of Agreement. This instrument contains the complete agreement of the parties regarding the terms and conditions for the joint use of Facilities by the Board and the County, and this Agreement voids and supersedes all prior agreements, whether written or verbal, regarding the joint use of Facilities by the parties hereto.

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

SCOTLAND COUNTY BOARD OF EDUCATION SCOTLAND COUNTY COMMISSIONERS

Formatted: Tab stops: 4.44", Left + Not at 4.73"

BY: _____
Chairman

BY: _____
Chairman

Formatted: Tab stops: 4.44", Left + Not at 4.72"

BY: _____
Superintendent

BY: _____
County Manager

DRAFT

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 4

 Information

 Action Item

 X Consent Agenda

Meeting Date March 7, 2016

SUBJECT: Consent Agenda

a) Approve minutes of the February 1, 2016, regular meeting; February 15, 2016, joint meeting; and February 17, 2016 midyear retreat.

b) Approve Tax Office request for January 2016 release of funds in the amount of \$232.32 and in the amount of \$566.62, and discoveries in the amount of \$5,672.88.

c) Approve Health Department request to add a new LabCorp test for Neisseria Gonorrhoea at \$15.

d) Budget amendments

1. Health: Approve receipt of Medicaid funds in the amount of \$10,000 for Pregnancy Care Management, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.
2. Health: Approve receipt of Medicaid funds in the amount of \$5,000 for Care Coordination for Children, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.
3. Home and Community Care Block Grant: Approve receipt of additional HCCBG funds in the amount of \$4,938, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. A local match of \$549 is required.

DEPARTMENT: Administration/Multiple

RECOMMENDATIONS: Receive recommendations and consider action

*Scotland County Board of Commissioners regular meeting
February 1, 2016, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

**Scotland County Board of Commissioners regular meeting
February 1, 2016, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC**

Commissioners in attendance: Chair Carol McCall, Vice Chair Whit Gibson and Commissioners John Alford, Bob Davis, Betty Blue Gholston, Guy McCook and Clarence McPhatter. Staff in attendance: County Manager Kevin Patterson, Finance Officer Beth Hobbs, County Attorney Ed Johnston and Clerk to the Board Ann Kurtzman.

At 7 p.m. Chair McCall called the meeting to order. Commissioner Alford delivered the invocation. The Pledge of Allegiance was recited.

Motion was made by Commissioner Alford and duly seconded by Vice Chair Gibson to approve the February 1, 2016, agenda as presented. Vote: Motion unanimously approved.

Public Forum

No one spoke.

Community report: Scotland County Reentry Council

Mr. Robert Macy said the Scotland County Reentry Council will host its second annual community awareness day March 18. The Commissioners are invited. Mr. Macy provided data on the number of people locked up who will be released to their communities. All agencies on March 18 will share what they can do to engage with the community to make families stronger and be aware of services available.

FY 2014-2015 audit

Mr. Carl Head, Parker, Wagoner & Roche, PLLC, said the opinion is unmodified, which is a good opinion. Mr. Head compared revenues over expenditures in 2014 and in the current year. Mr. Head said this is the fourth year in a row the County has had a positive increase in Fund Balance, which is the highest it's been in 10 years. Mr. Head reviewed activity in Public Works, which had losses, but the losses had decreased significantly. Water Districts I had an increase and Water II had a loss but improved over the prior year. There was a slight gain in Public Works cash flow this year as well as in Water Districts I and II. Mr. Head said the County appears to be moving in the right direction. The financial statement findings show the Public Works fund has a negative fund balance, which was reported. The 911 Project had a negative fund balance, but that was a technical issue. Mr. Head said the County should keep looking for new revenue streams and cost cutting measures.

Scotland County Schools report

Mr. Roger Ammons reviewed the five-year facility plan for the school district, which includes a prioritized list of the greatest facility needs. Mr. Ammons discussed population trends, which are flat through 2019, and enrollment trends, which are declining through 2020. The top priority at each school would total more than \$1 million. All priorities over five years would be \$4.6 million. The study does not include capital for athletics, which is an estimated \$730,000. Mr. Ammons discussed capital projects completed at the schools in the last four years. He said capital work would not be done on any school that would be scheduled for closure. Mr. Ammons described the study as bare bones and not frivolous.

Mr. Ammons said there currently is an emergency situation with the chiller for buildings two and three at the high school, which was repaired 14 months ago, but the part that was replaced failed again. The chiller was originally installed in 1998. Mr. Ammons said the building is totally dependent on mechanical air.

*Scotland County Board of Commissioners regular meeting
February 1, 2016, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

Mr. Ammons distributed information from Carrier that has six options that include repair costs and replacement costs. Mr. Ammons reviewed each option and recommended option six, which is replacement at a cost of \$234,755. There would be a seven-week turnaround time with operation expected by the end of March. Life expectancy of the unit is 25 years with a five-year warranty included in the purchase price. Mr. Ammons said option six is the most efficient unit, which would bring an estimated savings of \$9,000 a year over its useful life.

Mr. Jay Toland said there currently is \$1,500 in capital outlay fund balance. Mr. Toland said the cost of maintaining older buildings affects the capital outlay, and the school does not have enough funds to pay for the chiller out of capital outlay.

Commissioner Davis asked if the schools could pay for the chiller out of its \$2.7 million general fund balance. Mr. Toland said the fund balance provides flexibility for operations if budget cuts come from the State. Commissioner Alford asked if the cost could be shared. Commissioner McPhatter commented that the school system asks the County to use its fund balance when there are County needs as well.

Mr. Patterson said the schools cannot transfer the funds without Board action. Mr. Patterson said the cost of the chiller is comparable to the amount agreed upon in school current expense funding over the next two years. Mr. Patterson said the cost of the chiller would come out of the County's fund balance since the County does have capital obligations for the schools. Chair McCall said the County knew this was coming.

Mr. Ammons discussed the history of repairs to the chiller. He said if it is repaired the school would rely on an 18-year-old chiller. Mr. Ammons said it is a challenge to maintain older buildings when capital continues to decrease.

Motion was made by Commissioner McCook and duly seconded by Commissioner McPhatter to approve \$234,775 for the high school chiller. Vote: For: Chair McCall, Vice Chair Gibson and Commissioners Gholston, McCook and McPhatter. Vote: Against: Commissioner Alford and Davis. Vote: Motion approved.

Commissioner McCook said he looks forward to continued conversations with the Board of Education so the two boards could work through these issues together.

Tax liens and request to advertise

Tax Administrator Mary Helen Norton said unpaid taxes that are liens on real property total \$2,310,142.63 and includes the County, municipalities, fire tax and solid waste fees, the latter of which is about \$290,000. Ms. Norton asked the Commissioners to authorize the order to advertise for the week of March 14.

Motion was made by Vice Chair Gibson and duly seconded by Commissioner Alford authorizing the Tax Department to advertise tax liens the week of March 14, 2016. Vote: Motion unanimously approved.

Consent Agenda

- a) Approve minutes of the January 4, 2016, Water Districts meeting and January 4, 2016, regular meeting.
- b) Approve Records Retention and Disposition Schedule for the Sheriff's Office.
- c) Approve Contract for Fire Protection Services. *(All contracts are the same, except for the name of the Fire Department. They are updated from the Fire contracts signed in 2010, which expired after five years).*
- d) Approve Tax Office request for November 2015 release of funds in the amount of \$88.30 and in the amount of \$7,842.10, refunds in the amount of \$1,227.31 and discoveries in the amount of

*Scotland County Board of Commissioners regular meeting
February 1, 2016, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

\$12,601.92; and December 2015 release of funds in the amount of \$82.08 and \$6,152.07 and discoveries in the amount of \$34,574.31 (*incorporated by reference*).

e) Budget amendments

- a) **Health:** Approve receipt of State funds in the amount of \$60,000 for Infant Mortality Reduction, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.
- b) **Health:** Approve receipt of State funds in the amount of \$10,885 for Family Planning TANF (Temporary Assistance for Needy Families), and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.
- c) **Health:** Approve receipt of State funds in the amount of \$13,676 for Breastfeeding Peer Counselor Program, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.
- d) **Health:** Approve request to decrease Federal funds for Family Planning HMHC (Healthy Mothers Healthy Children's Block Grant) in the amount of \$18,265.
- e) **Health:** Approve request to increase funding for Healthy Communities (Health Promotions) in the amount of \$4,160, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.
- f) **Health:** Approve request to receive FY 2012 Medicaid Cost Settlement in the amount of \$40,361, and authorize the Finance Officer to make the necessary arrangements to receive and expend the money. No County dollars.
- g) **Health:** Approve request to decrease Federal funds in the amount of \$5,530 for Maternal Health Healthy Mothers/Healthy Children Block Grant.

f) Approve Health Department request to use the Medicaid Cost Settlement Funds in the amount of \$100,953. (*The Board of Commissioners on November 2, 2015, approved receipt of Medicaid Cost Settlement for FY 2011 in the amount of \$60,592. The Board of Health on January 19, 2016, approved expenditure of the funds and the Health Department compiled a list on how the monies might be spent. It is attached*).

Motion was made by Commissioner Alford and duly seconded by Commissioner Gholston to approve the Consent Agenda. Vote: Motion unanimously approved.

Liaison Committee report

Vice Chair Gibson said there was no agenda for the January 19 meeting. The members agreed to continue to work toward increasing communication among the six members. Vice Chair Gibson said the Liaison Committee could be used to enhance communication on more than funding issue. The committee goal is to come to an agreement that would stretch beyond the current funding agreement. Commissioner Davis said the County and schools should stick with whatever is accomplished and not exceed what was agreed upon unless there is a crisis of some sort.

Capital and Facilities Committee report

Commissioner Davis said the committee arrived at a consensus January 13 that it would recommend a four-coat system for the water tanks.

Appointments to Boards and Committees

Motion was made by Vice Chair Gibson and duly seconded by Commissioner Davis to reappoint Ms. Loretta Baranek to a three-year term on the Aging Advisory Council, reappoint Ms. Leigh Carter to a three-year term on the Parks and Recreation Advisory Board and appoint Dr. Ralph Carter to an

*Scotland County Board of Commissioners regular meeting
February 1, 2016, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

unexpired term on the Board of Health as the physician-representative. Vote: Motion unanimously approved.

Chair McCall said Commissioner McCook will replace her on the Liaison Committee and that she and Commissioners Davis and McCook will serve on the Scotland County Economic Development Corporation with Commissioner Davis serving as Chairman.

Update from the County Manager

Mr. Patterson said Southeastern Community & Family Services is applying for a CSBG grant that requires the agency seek comment from Commissioners on the application regarding the community being served.

There was foreclosure on the property at 115 Main Street. It is currently titled in to the County and the City. Mr. Patterson asked the Commissioners to authorize transfer of the property to the City of Laurinburg as part of its downtown development for open space.

Motion was made by Commissioner McCook and duly seconded by Vice Chair Gibson to authorize transfer of the title of the 115 Main Street property to the City of Laurinburg. Vote: Motion unanimously approved.

Mr. Patterson said the NCACC supported to resolutions — the Connect NC Bond Act and the Prevention Partners Statewide Wellness Initiative.

Motion was made by Commissioner Alford and duly seconded by Commissioner McCook to support the NCACC Connect NC Bond Act and the Prevention Partners Statewide Wellness Initiative resolutions. Vote: Motion unanimously approved.

RESOLUTION SUPPORTING CONNECT NC BOND ACT

WHEREAS North Carolina and its counties have a mutual desire to improve and enhance the quality of life for all of its citizens; and

WHEREAS the North Carolina Community College System is in need of new and renovated facilities to educate and prepare students and workers for the 21st century for the purpose of enhancing the economic attractiveness of the State; and

WHEREAS Clean water and sewer systems are essential to attract new and strengthen existing industry and to provide for the needs of the State and its growing population; and

WHEREAS having parks and public facilities accessible to children and veterans with disabilities is essential to improving the quality of life for our most vulnerable citizens; and

WHEREAS financing these costs through a bond is the most economical and affordable way to address these infrastructure needs; and

WHEREAS the Connect NC Bond Act will provide funding for many critical needs facing North Carolina that will improve and enhance the quality of life in our counties;

NOW THEREFORE, BE IT RESOLVED by the Scotland County Board of Commissioners expresses its support for the Connect NC Bond Act; and

*Scotland County Board of Commissioners regular meeting
February 1, 2016, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

BE IT FURTHER RESOLVED that a copy of this resolution is sent to all 100 counties with encouragement for each county to adopt a similar resolution; and

BE IT FURTHER RESOLVED that copies of this resolution are transmitted to the members of the General Assembly and to Governor Pat McCrory to let them know of our support for this issue.

ADOPTED, this 1st day of February, 2016 by the Scotland County Board of Commissioners.

**RESOLUTION SUPPORTING PREVENTION PARTNERS
STATEWIDE WELLNESS INITIATIVE**

WHEREAS North Carolina counties strive to create a healthy workforce environment for county employees; and

WHEREAS North Carolina counties are responsible for providing public health services to citizens; and

WHEREAS Prevention Partners builds healthier communities through a suite of products that guide schools, workplaces, hospitals and clinics to address the leading causes of preventable disease, such as tobacco use, poor nutrition, physical inactivity and obesity; and

WHEREAS The Healthy Together NC campaign draws on a broad partnership crossing the public and private sectors to bring workplace health and wellness to hospitals, businesses, schools, government agencies, nonprofits, universities and more; and

WHEREAS Prevention Partners has set a goal to build healthy workplaces across sectors in at least 10 organizations in all 100 counties of North Carolina by the year 2025; and

WHEREAS improving the health of citizens will help counties by reducing costs for providing public health services; and

WHEREAS former NCACC President Kenneth Edge, of Cumberland County, initiated the Healthy Living Presidential Taskforce in an effort to bring greater awareness to healthy living and wellness activities;

NOW THEREFORE, BE IT RESOLVED by the Scotland County Board of Commissioners that it does hereby express its support for the Healthy Together NC campaign; and

BE IT FURTHER RESOLVED that a copy of this resolution is sent to all 100 counties with encouragement for each county to become a healthy workplace.

ADOPTED, this 1st day of February, 2016 by the Scotland County Board of Commissioners.

Mr. Patterson said the By-Pass Park lease terminates when the County ceases to use it for recreational activities and full control reverts back to the City of Laurinburg. The County is not using By-Pass Park, and the City would like the County to remove backstops.

Motion was made by Commissioner McCook and duly seconded by Commissioner Alford to terminate the lease at By-Pass Park and return it to the City of Laurinburg. Vote: Motion unanimously approved.

Mr. Patterson said a joint use agreement between the County and the School System would allow staff authority over use of school and County facilities without going to both boards for approval. Mr. Patterson said the document would have to be reviewed by the attorneys before being formally introduced to the Board of Education and the Commissioners for action.

*Scotland County Board of Commissioners regular meeting
February 1, 2016, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC*

Mr. Patterson said he and Commissioner McCook attended a NC Economic Development Partnership event January 28 where the certified site and the Cascade properties were the subject of a 30-minute presentation. Mr. Patterson said as a result, he was contacted about a project the County was originally not considered for.

The County Manager said the Board of Education offered Pate Gardner and Washington Park schools to the County at fair market value. Mr. Patterson recommended the properties be declined.

Motion was made by Vice Chair Gibson and duly seconded by Commissioner Alford to decline the offer by the Board of Education of Pate Gardner and Washington Park schools for fair market value. Vote: Motion unanimously approved.

Discussion in preparation for the joint meeting with the Board of Education

Vice Chair Gibson said he would like the joint meeting to include some discussion on consolidation and closing of schools, what roles the respective Boards would play and a timeline.

Vice Chair Gibson asked the County Manager for information on where the sales tax comes from that is used for capital and where specifically it is spent and how school bonds fit into that process. Mr. Patterson said he and Finance Officer Hobbs would provide that information.

Comments from the Chair and Commissioners

Commissioner Davis provided an update on the Fire Commission plan to construct a substation on the south side of the County. Commissioner Davis also provided an update on the water haul exercise in which the fire departments participated, which would help qualify districts for lower fire insurance rates.

Motion was made by Vice Chair Gibson and duly seconded by Commissioner Alford to recess to 5 p.m. Monday, February 15, at the A.B. Gibson Center for a joint meeting with the Board of Education. Vote: Motion unanimously approved.

Ann W. Kurtzman
Clerk to the Board

Carol McCall
Chair

**Scotland County Board of Commissioners and Board of Education joint session
February 15, 2016, A.B. Gibson Center, 322 South Main Street, Laurinburg, NC**

Commissioners present: Chair Carol McCall, Vice Chair Whit Gibson and Commissioners John Alford, Bob Davis, Betty Blue Gholston and Guy McCook. Commissioners not present: Commissioner Clarence McPhatter. Staff present: County Manager Kevin Patterson, Finance Officer Beth Hobbs, County Attorney Ed Johnston and Clerk to the Board Ann Kurtzman. School Board members present; Vice Chair Darrel Gibson, Pat Gates, Jamie Sutherland, Charles Brown, Dr. Summer Stanly, Raymond Hyatt and Wayne Cromartie. Not present: Chair Jeff Byrd. School staff present: Superintendent Ron Hargrave, Finance Officer Jay Toland, Facilities Supervisor Roger Ammons, Attorney Nick Sojka and Administrative Assistant Nancy Baker.

At 5 p.m. Chair McCall reconvened the meeting for the purpose of the joint session. The Board of Education meeting convened, and Vice Chair Darrel Gibson delivered the invocation.

Motion was made by Vice Chair Gibson and duly seconded by Commissioner Alford to approve the February 15, 2016, joint session agenda as presented. Vote: Motion unanimously approved.

Mr. Patterson provided an overview of debt service along with a brief summary on Article 39/40/42 sales taxes and the current outstanding General Obligation Bonds, which will be paid off the summer of 2020. Mr. Patterson discussed the restricted sales taxes and lottery proceeds and how they are to be used.

Mr. Patterson discussed HB97 that adds additional services to sales taxes with a specific amount to go to low wealth counties. Mr. Patterson said \$601,000 would go to Scotland County in the next year for community colleges, public schools or economic development. He said there is no distinction on how the funds should be used in any of the three areas and there is not a non-supplant clause. The County Manager said it leaves a lot of options the way HB97 is written.

Mr. Patterson said general obligation bonds are the best and cheapest way to go with debt finance. Mr. Patterson discussed the referendum process and the timeline involved for issuing General Obligation Bonds.

School Facilities Director Roger Ammons discussed consolidation at Sycamore Lane and how it has been received thus far. Mr. Ammons provided a proposed timeline for further consolidation. Covington Street would close and students would move to Sycamore Lane, which would require an additional 15 classrooms. Sycamore Lane would then have 850 students. Completion timeline would be August 2017. SEARCH students would be located at Covington Street.

North Laurinburg School would close and the students moved to Laurel Hill for a student population of 810. This would require 15 additional classrooms and a new gymnasium. Completion timeline would be August 2018. I.E. Johnson would close and the students moved to South Scotland where there would be a new facility and a student population of 820.

Completion timeline would be August 2020. Wagram Primary would remain as it is with no change.

Mr. Ammons said the school district would end up with four elementary schools reduced from eight. The consolidated schools would better reflect community diversity. Mr. Ammons said schools now being built in the State are for student populations of 850 to 900, which is the new normal. Class sizes would remain at a minimum even though there are more students in a school.

Commissioner McCook asked if SEARCH could be located at the high school since the student population there is down. Dr. Hargrave said current high school programs were expanded into the high school space. Dr. Hargrave suggested it would be better to contain students for an early college experience in a building by itself. Mr. Ammons said the early college population is expected to grow and Covington Street can accommodate the growth. Mr. Ammons said it helps that SEARCH is in the general vicinity of RCC.

Mr. Toland discussed the cost and the savings that result from combing two schools due to reductions in staff, utilities, custodial services and transportation, which he described as economies of scale. Mr. Toland estimated the above-described consolidations and new school construction could be accomplished with an annual debt payment of \$2.8 million over 20 years.

Commissioner Alford said he is concerned about the cost because he would not want to agree to anything that might raise the tax rate.

Mr. Randy Baker of Pinnacle Architecture discussed a bond referendum and certificates of participation (COPs) as payment options with the latter similar to a bond referendum only it does not involve public vote and has a higher interest rate. SFL&A CEO Robert Ferris discussed high performance leased schools compared to a County-owned school financed by USDA. In both cases it's structured as an operating lease. Mr. Ferris provided an example of a high performance systems school, Sandy Grove Middle School in Hoke County. He compared cost under a traditional delivery model and a leased delivery model. Mr. Ferris said leasing saves time and money and reduces risk.

Mr. Sutherland said the School Board has no intention of asking for additional money to build a school and the School Board bears responsibility to help the Commissioners decrease the tax rate.

The Board of Education adjourned.

Motion was made by Vice Chair Gibson and duly seconded by Commissioner McCook to recess to 1 p.m. Wednesday, February 17, 2016, to the Emergency Operations Center for a mid-year retreat. Vote: Motion unanimously approved.

Carol McCall
Chair

Ann W. Kurtzman
Clerk to the Board

*Scotland County Board of Commissioners mid-year retreat
February 17, 2016, EOC meeting room, 1403 West Boulevard, Laurinburg, NC*

**Scotland County Board of Commissioners mid-year retreat
February 17, 2016, EOC meeting room, 1403 West Boulevard, Laurinburg, NC**

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

At 1 p.m. Chair McCall reconvened the meeting.

Health Department Medicaid funds spending request

Mr. Patterson said the Health Department received Medicaid settlement funds. The Board of Health will look to use the funds to expand services over two years without increasing the property tax.

Mid-year financials

Ms. Hobbs gave an update on revenues over expenditures as of January 31. She projected \$21 million in property taxes and \$5.5 million in sales taxes for 95 percent of total revenues. Fund Balance is anticipated at 20 percent. Ms. Hobbs gave a report on Solid Waste funds, which have a positive cash flow and net income. Mr. Patterson said it will take about 30 months to pay the funds owed the general fund.

Engineer Peter Shiere reported on long term options for the Solid Waste program. He updated the Board on waste transfer and disposal over the past five years. Mr. Shiere also reported on disposal at the C&D landfill over the past five years, which showed a slight uptick. He said there would be 35 years of disposal without increasing the landfill footprint. Waste collected at the convenience centers is expected to increase with availability fees in place. Mr. Shiere said availability fees should allow the County to continue its present service. He said tipping fees need to be increased on a regular basis to keep up with inflation.

Mr. Shiere recommended surplus revenue be set aside for closure/post closure at an estimated \$3 million. He said the transfer station is important to the program. Mr. Shiere said there are opportunities to consolidate the convenience centers or reduce hours even though usage has increased. He said a rural residential curbside collection would eliminate the need for convenience centers but it depends on the demand. Commissioner Davis said there are people who live on dirt roads where such collection would be prohibitive.

Mr. Shiere recommended the County continue what it is doing in order to build up funds. He said evaluate based on changes in tonnage. Fees also could be evaluated if things go better than planned. He recommended the Board look at where tonnage is coming in at the convenience centers to see if there is a way to combine centers or adjust hours at some point in the future.

The Commissioners asked the County Manager to provide information on availability fees that would be the same for County and municipality residents.

*Scotland County Board of Commissioners mid-year retreat
February 17, 2016, EOC meeting room, 1403 West Boulevard, Laurinburg, NC*

Mr. Patterson provided financials on the Water Districts, which might require another water rate increase this year. Mr. Patterson will recommend about 15 percent, which is another \$3 a month. He reported on Water Districts revenues, expenditures and depreciation.

The Commissioners in general discussed the cost of getting on the County water system and if there might be an incentive for County residents to do so either through a discount or payment plan option. Mr. Patterson said the tap fee mirrors that of the City and covers the cost to tap in.

Mr. Patterson discussed the debt position of the County excluding contracts but including general obligation bonds for the schools, the energy savings contract and the Water Districts. Mr. Patterson discussed school restricted revenues received for last eight years along with debt service and capital. He said due to lost revenue from the State in the past several years the General Fund has subsidized school debt service, and there is no vehicle for the County to reimburse itself for prior expenditures on debt service.

Capital priorities for the coming year

Mr. Patterson said all current capital projects are on target with exception of electronic records. Mr. Patterson discussed establishing a rotation for Sheriff's vehicles and a policy for taking them out of rotation. Mr. Patterson said a rotation purchase cycle and removal from rotation policy would help determine how many vehicles should be replaced every year as a standard.

The Commissioners discussed in general whether there would be an option to lease vehicles for the Sheriff.

Motion was made by Commissioner Alford and duly seconded by Commissioner Gholston to look into the possibility of leasing Sheriff's vehicles.

Discussion: Commissioner Gholston said she would like to have the information available for the budget work sessions. Commissioner McCook said he still would like to review an overall plan that would include the possibility of leasing.

Vote: Motion unanimously approved.

Mr. Patterson said as a result of the inspection of the antenna tower, some work will have to be done. The tower needs to be painted for \$17,500, and \$30,000 in other repairs were recommended. Mr. Patterson said he will look to put that in next year's budget as well as funds for a radio building that is a pre-made, hardened radio structure that can be dropped on site for about \$108,000. 911 monies cannot be used for the projects.

Mr. Patterson said there are dead spots for radio communications, especially on the north end. Mr. Patterson suggested that a pergola be placed on the Deercroft water tower with a repeater for emergency services to improve its coverage.

The three water towers will be painted over two years. Laurel Hill (McEachin) water tower would be painted in the first year using a four-coat system at \$240,000. The increased cost

*Scotland County Board of Commissioners mid-year retreat
February 17, 2016, EOC meeting room, 1403 West Boulevard, Laurinburg, NC*

comes with an increased life warranty of 18 years. Deercroft and Gum Swamp towers would be repainted in year two. Mr. Patterson recommended the pergola be placed on the Deercroft tank even though it won't be repainted until next year. The County could approach the telephone companies who might be interested in using the water tank pergola to provide enhanced services for wifi and cellular data for household hot spots.

The Commissioners by consensus recommended that the pergola be evaluated for cost.

Mr. Patterson said a record storage facility for DSS, which would be a building that was conditioned to maintain the paper was estimated at \$410,000. Mr. Patterson said the storage building would be metal, 12-feet high, on a concrete slab with roll up door, 100-feet by 150-feet, with HVAC for moisture control. Mr. Patterson said another option now is to look into a back scanning process.

The Board of Commissioners by consensus agreed that staff look at electronic records as an option.

Mr. Patterson said an RFP was put out for the Morgan Center. Three architects responded. Public Buildings and Grounds Supervisor Mike McGirt said he met with the three architects and based on a matrix to evaluate qualifications and experience, he would recommend Stogner Architects.

Motion was made by Commissioner McCook and duly seconded by Commissioner Alford to use the services of Stogner Architects for the Morgan Center. Vote: Motion unanimously approved.

Mr. Patterson said the DSS/Health parking lot paving would be worked in the capital plan at a little over \$500,000.

Fire Tax update

Mr. Patterson explained how the fire departments went to a water haul system in order to get a new fire insurance rating in place. As a result, people should see a reduction in homeowners insurance when it renews annually.

Commissioner McCook suggested staff send the official letter to of the new rating to local insurance agents in the County when it is received.

Mr. Patterson discussed an expectation to construct fire substations in the north and south end of the County, two areas outside the five mile fire insurance district. The south station would be on city property across from Stewartville Baptist Church. The fire tax would pay for the substations. There is no time table for construction. Laurinburg wants assurance that the substation doesn't interfere with the water tower or the ability to maintain it. The unmanned substations would have two roll up doors, heating and a bathroom with a concrete floor to support two 21-ton fire trucks.

Policies

Mr. Patterson said the proposed Substance Abuse Policy allows for random drug testing of employees who are in safety sensitive positions. Mr. Patterson provided a list of those positions but the list does not include DSS employees who transport children and people with disabilities. In the human services realm, if a regular part of job duties include transportation, the positions could be included, but not if transportation is incidental to the job.

Mr. Johnston said Department Heads suggest to the Board positions they believe are safety sensitive that might pass legal scrutiny, and the Board could make the ultimate decision.

Vice Chair Gibson suggested the Substance Abuse Policy be returned to the Policy Committee for revisions.

Fund Balance Policy

Mr. Patterson said a Fund Balance Policy would establish an optimal, maximum and minimum percentage in unassigned general fund fund balance. Mr. Patterson said the minimum percentage would signal the County Manager and Finance Officer to present a plan to the Board to get Fund Balance back to optimal. Mr. Patterson discussed the possibility of 15 percent as a minimum and 24 percent as a maximum, which Mr. Patterson described as not excessive.

Commissioner Alford commented that an inflated fund balance can be seen as too much cash flow. Vice Chair Gibson suggested that an economic development reserve could be established in the event of a maximum percentage in the fund balance.

Motion was made by Vice Chair Gibson and duly seconded by Commissioner Alford to approve the Fund Balance Policy with 15 percent as the minimum, 18 to 24 percent as optimal and 24 percent as maximum. Vote: Motion unanimously approved.

Proposed community input session

The Commissioners discussed hosting a public input session similar to the one hosted by the City of Laurinburg where officials listen and where questions are not specifically answered. Results of the input session are forwarded to staff and elected officials to evaluate. Mr. Patterson suggested an input session might precede a strategic planning session so input might guide Commissioners in visioning going forward.

Discussion: Schools consolidation/expansion plan

The Commissioners discussed the proposal by Scotland County Schools to expand two schools and build one new one by 2020. The Commissioners discussed what the ultimate benefit would be to the school system, the County and the taxpayers. The Commissioners expressed concern as to how the County would fund the expansions and construction. Vice Chair Gibson said he would like to understand better how the projects would be accomplished that would be most advantageous to schools and with the possibility of reducing the County's current expenditure to

*Scotland County Board of Commissioners mid-year retreat
February 17, 2016, EOC meeting room, 1403 West Boulevard, Laurinburg, NC*

the schools. Commissioner Alford asked what the County is prepared to do if the projected funding falls short. The Commissioners discussed reducing the overall allocation to the school system in some fashion if the projects move forward since the schools indicated there would be savings from not having to put funds in older schools.

The Commissioners agreed they need an action plan and a five to seven-year financial plan from the schools and whether the plan would use General Obligation Bonds, a COPs or a private-public partnership.

The Commissioners instructed the County Manager to review the school plan to determine what the County estimate is to implement the plan over the next 10 years and where the money will come from to do that.

The Commissioners suggested the County Manager talk with Hoke County officials to find out if their experience and projections are working out as anticipated. The Commissioners agreed in general that the proposed projects come down to what the County can afford to do.

Mr. Patterson said the County could expect \$601,000 in revenue from the expanded sales tax but he is hesitant to put it in initial budget. Mr. Patterson said he would like to wait for some conversation in Raleigh before making a recommendation on how to budget the 601,000.

The Commissioners by consensus directed the County Manager to develop a budget with a one cent and two cent decrease in the tax rate as well as do something for employees.

Motion was made by Vice Chair Gibson and duly seconded by Commissioner McCook to adjourn. Vote: Motion unanimously approved. Meeting adjourned at 5:05 p.m.

Ann W. Kurtzman
Clerk to the Board

Carol McCall
Chair



County of Scotland

TAX DEPARTMENT

MARY HELEN NORTON
TAX ADMINISTRATOR
(910) 277-2566

212 BIGGS STREET
POST OFFICE BOX 488
LAURINBURG, NC 28353

MARTY PATE
TAX COLLECTOR
(910) 277-2566

February 3, 2016

Beth Hobbs
Finance Officer Scotland County

Re: Release and Refund Request for January 2016

Dear Ms. Hobbs,

Please find attached releases, refunds and discoveries for the month of January 2016.

The grand totals are as follows:

1. Releases less than \$100 – Totaling: \$232.32;
 2. Releases more than \$100 – Totaling: \$566.62;
 3. Refunds less than \$100 – Totaling: \$ 0; All other refunds were due to overpayment;
 4. Refunds more than \$100 – Totaling: \$0; All other refunds were due to overpayment;
- and,
5. Discoveries – Totaling: \$5,672.88.

With best regards,

Marty Pate
Scotland County Tax Collector

Enclosure

RELEASES LESS THAN \$100

NAME	DESC/BILL #	AMOUNT	REASON
Stephanie Wallace	2013-2014	\$ 22.54	sold prior to 2013
Grady Wallace	2008-2015	\$ 70.70	p/p owner died prior to 2008
Laurel Hill Fire Dept	2012	\$ 89.25	exempt property
JC McKoy	2015-13817	\$ 29.71	dbl listed
Mary Stevens	2015-20859	\$ 20.12	dbl listed
		Total	
		\$ 232.32	

RELEASES MORE THAN \$100

NAME	DESC/BILL #	AMOUNT	REASON
Richard Wall	2006-2015	\$ 566.62	p/p gone prior to 2008 per GIS
		Total	
		\$ 566.62	

REFUNDS LESS THAN \$100

NAME	DESC/BILL #	AMOUNT	REASON
		Total	<u>all refunds due to overpayment</u>

REFUNDS MORE THAN \$100

NAME	DESC/BILL #	AMOUNT	REASON
		Total	<u>all refunds due to overpayment</u>

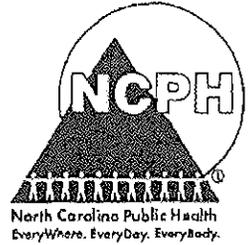
DISCOVERIES

NAME	AMOUNT	REASON
Robert Breeden	\$ 706.82	unqualified for exclusion for 14-15
Frances McLean (estate)	\$ 1,305.01	unqualified for exclusion for 2011-2015
Sylvia Baldwin	\$ 370.72	unqualified for exclusion for 2015
Patsy Cole	\$ 150.07	unqualified for exclusion for 2015
Margaret Bostic	\$ 285.00	unqualified for exclusion for 2015
Minnie Stone (estate)	\$ 1,305.01	unqualified for exclusion for 2011-2015
Donald Livingston	\$ 1,007.75	unqualified for exclusion for 2013-2015
Ruth Davis	\$ 542.50	unqualified for exclusion for 2014-2015
Total		<u>\$ 5,672.88</u>



SCOTLAND COUNTY HEALTH DEPARTMENT

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



Wayne Raynor, MPH
Health Director

February 17, 2016

To: Kevin Patterson
County Manager

From: Wayne Raynor, MPH
Health Director

AWR/bcm

Subject: Budget Request

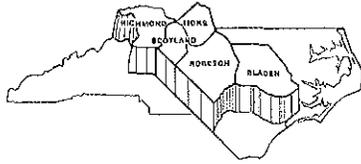
On February 17, 2016 the Board of Health approved the following:

- A. Request to approve to add a new LabCorp Test-Neisseria Gonorrhoea #188086-\$15.00
- B. Request to accept increased Medicaid Funding of \$10,000.00 for Pregnancy Care Management
- C. Request to accept increased Medicaid Funding of \$5,000.00 for Care Coordination for Children

Thank you for your consideration.

AWR/bcm

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



Lumber River Council of Governments
 30 C J Walker Road, COMtech Park
 Pembroke, North Carolina 28372-7340
 Tel. (910) 618-5533 • Fax (910) 521-7556
 E-mail: lreog@lumberrivercog.org
 Website: www.lumberrivercog.org

LRCOG

Dedicated to Regional Excellence

Memorandum

To: Scotland County Board of Commissioners

From: David Richardson, JD/MBA, Area Agency on Aging Program Administrator
 Lumber River Council of Governments

Re: Additional Home & Community Block Grant Funds

Date: February 23, 2016

Home and Community Care Block Grant

In October 2015 the North Carolina General Assembly provided an increase to the Home and Community Care Block Grant program, which supports aging services throughout the State of North Carolina. Scotland County's share of this increase is \$4,938. These funds require a local match in the amount of \$549.

The Scotland County Aging Advisory Block Grant Committee recommends that these funds be allocated to Interim Healthcare's In-Home Aide Level II program for Scotland County.

We are therefore requesting the Scotland County Board of Commissioners approval for this allocation.

Member Governments

BLADEN COUNTY

Bladenboro • Clarkton • Dublin
 East Arcadia • Elizabethtown
 Tar Heel • White Lake

HOKE COUNTY

Raeford

RICHMOND COUNTY

Dobbins Heights • Ellerbe • Hamlet
 Hoffman • Norman
 Rockingham

SCOTLAND COUNTY

Gibson • Laurinburg • Wagram

ROBESON COUNTY

Fairmont • Lumber Bridge • Lumberton
 Marietta • Maxton • McDonald
 Orum • Parkton • Pembroke
 Proctorville • Red Springs • Rennert
 Rowland • St. Pauls

Equal Opportunity Employer

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 5

 Information

 X Action Item

 Consent Agenda

Meeting Date March 7, 2016

SUBJECT: Policy Committee report

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: Commissioner Carol McCall, John Alford and Whit Gibson

PURPOSE: Report on discussion at the February 29 meeting

ATTACHMENTS: Draft minutes from the February 29, 2016 meeting
Draft Substance Abuse Policy
Sheriff's Drug Abuse Policy

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Receive report

Scotland County Policy Committee
Monday, February 29, 2016, 507 West Covington Street, Laurinburg, NC

Policy Committee members present: Chair Carol McCall and Commissioners John Alford and Whit Gibson. Staff present: County Manager Kevin Patterson, County Attorney Ed Johnston, Human Resources Supervisor Susan Butler, Safety Coordinator Lori Parks and Clerk to the Board Ann Kurtzman.

At 3 p.m., Chair McCall called the meeting to order. The agenda was approved as presented. The November 20, 2015, minutes were approved as presented.

Substance Abuse Policy

Chair McCall said the committee is reviewing the policy regarding safety sensitive positions and what positions should be included as safety sensitive.

Ms. Parks said other departments responded including the library for the Bookmobile driver and specified positions from EMS, DSS and the Health Department.

Commissioner Alford said he would want an assurance that the Sheriff would establish his own policy if he wishes to be excluded from this one since the County assumes liability for his department.

Mr. Johnston advised that the County wouldn't want to have two separate policies. Mr. Patterson suggested the Sheriff's Department could adopt an identical policy or issue a statement that it adheres to the County policy. The committee agreed there should be some consistency between the countywide policy and the Sheriff's Department.

The drug testing process was discussed. It would be random among the safety sensitive positions and conducted by a third party vendor.

Chair McCall suggested the Policy Committee move forward with a countywide document that excludes the Sheriff's Department and to ask the Sheriff for his department's policy to see if it conflicts or overlaps with the one currently being reviewed.

Mr. Johnston questioned whether the Bookmobile driver would be considered a safety sensitive position, whereas ambulance drivers and certain health department positions would be because they might transport children.

Mr. Patterson recommended that two lists of safety sensitive positions be compiled one with and one excluding the Sheriff until it is known whether his department has a policy.

Commissioner Gibson suggested a random testing percentage be placed in the Substance Abuse Policy. Chair McCall said a minimum of 10 percent would imply more might be done. The policy also could be worded as to authorize the County Manager to adjust the minimum percentage as necessary.

Mr. Patterson suggested the following be included in the policy: "Random drug screens will be conducted quarterly and based on a pre-determined percentage of not less than 10 percent of the covered population of the random selection pool for the calendar year."

Commissioner Gibson moved and Commissioner Alford seconded that the Policy Committee move forward with the Substance Abuse Policy as it pertains to all departments in the County with the possible exclusion of the Sheriff's Department depending on what is learned from them as to whether or not they have an existing policy and if they do the County fine tune the scope based on what is received from the Sheriff's Department, and the committee will approve the new safety sensitive list based on the conversation today, and that the Substance Abuse Policy be presented to the full board on Monday for adoption.

Discussion: Commissioner Gibson said he does not have a problem with not including the Bookmobile driver on the safety sensitive list.

Vote: Motion unanimously approved.

The committee discussed County Government Month in March and the possibility of recognizing employees for their service. After some discussion it was agreed that staff meet with some Department Heads and Supervisors to discuss how to recognize employees. Chair McCall said that a suggestion be brought to the Commissioners just prior to the regular meeting.

The Policy Committee adjourned at 4:20 p.m.

**Policy Title****DRAFT**

Substance Abuse Policy

Policy Number

HR003

Policy Date

Est 1995

Revision Date

02/29/16

Purpose

To ensure compliance with federal regulations as outlined under the Drug-Free Workplace Act and by the U.S. Department of Transportation; to identify the conditions by which personnel are subject to drug and alcohol testing; to outline testing procedures; and to enact policy to deter substance and alcohol abuse in the County workplace.

Scope

All Scotland County Employees
All Post-Offer Candidates

Policy Statement

Scotland County Employees are our most valuable resource and our goal is to provide a safe, healthy, satisfying work environment. Our policy is to:

- Assure employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
- Create a workplace free from the adverse effects of drug and alcohol abuse;
- Prohibit the unlawful manufacture, distribution, possession, or use of controlled substances;
- Encourage employees to seek professional assistance anytime personal problems, including drug or alcohol dependency, affects their ability to perform assigned duties.

Applicability

This policy applies as follows:

- All applicants who have been offered employment must undergo a post-offer drug screen test as part of the hiring process.
- All employees are subject to post-accident drug and/or alcohol testing if the incident meets the requirements as outlined in this policy.
- All employees in "safety sensitive" positions are subject to random drug screen testing.
- All employees who must maintain a Commercial Driver's License (CDL) as a job requirement are subject to random drug screen testing.

Prohibited Substances

The following categories of substances are prohibited by the County.

Illegal Substances

Illegal substances are those as defined by federal, state, and local laws, including, but not limited to cannabinoids, cocaine, barbiturates, amphetamines, opiates, phencyclidine (PCP), any designer drugs, or any other similar drugs.

Illegal substance also includes the misuse of legally prescribed drugs, such as taking another person's prescription medications, over-dosage, or illegally obtaining prescription drugs.

	Policy Title		
	Substance Abuse Policy		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">DRAFT</div>	Policy Number	Policy Date	Revision Date
	HR003	Est 1995	02/29/16

Abuses of over-the-counter drugs (such as cough syrup) or products not intended for human consumption (such as glue, aerosols) are considered illegal substances under this policy.

Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance carrying a warning label which indicates adverse effect to mental function, motor skills, or judgment must be reported to Supervision. The employee must seek medical advice before performing work-related duties.

Alcohol

Alcohol includes any type of intoxicating agent in beverage alcohol, ethyl alcohol, or other alcohol (including methyl and isopropyl alcohol). This covers any medium such as medications, mouthwash, food or candy.

Prohibited Conduct

Manufacture, Trafficking, Purchase, Possession, Use

County employees are prohibited from engaging in the unlawful manufacturing, distribution, dispensing, purchasing, possession, and/or use of prohibited substances on County premises, in County vehicles, in uniform, or on County business. This is inclusive of any drug paraphernalia.

Intoxication, Under the Influence

Employees are expected to report to work fit for duty and free of any adverse effects of drugs or alcohol. This policy prohibits employees from being under the influence of alcohol or substances while on County premises, working, operating County vehicles, or conducting County-related business.

Alcohol Use

No employee should report for duty or remain on duty if his or her ability to perform is adversely affected by alcohol. Employees shall not use alcohol while on duty/working, operating County vehicles, in uniform, on County property, or conducting County-related business. No Employee shall use alcohol within eight (8) hours of reporting for work/duty, or during hours they are "on-call". Due to the nature of services provided by Public Safety Employees, some departments may implement more stringent rules related to alcohol use prior to reporting to duty.

Criminal Drug Conviction

All employees are required to notify the County of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. Failure to comply with this provision shall result in termination of employment.

**Policy Title****DRAFT**

Substance Abuse Policy

Policy Number

Policy Date

Revision Date

HR003

Est 1995

02/29/16

Compliance

Employee compliance with the County's Substance Abuse Policy is mandatory. All employees are subject to drug and/or alcohol testing as a condition of employment.

Failure or refusal of any employee to fully cooperate and participate in the program, sign any required document, or submit with a request for testing shall be removed from duty and subject to disciplinary action, up to and including termination, as defined in the Scotland County Personnel Policy.

Any employee who is suspected or providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination adulteration, or substitution will be required to undergo an observed collection. Verification of these actions will result in the employee's removal from duty and their employment may be terminated on the grounds of failure in personal conduct.

Refusal may include an inability to provide a sufficient specimen or sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

Safety Sensitive Positions

Safety Sensitive Positions are jobs where an employee holding the position has the responsibility for his or her own safety or the safety of other people. Such positions would be particularly dangerous if the employee is using drugs or alcohol while on the job. An employee occupying a Safety Sensitive Position has to be with a clear mind and diligent while occupying such positions.

Random Drug Screen Testing is allowable for employees in Safety Sensitive Positions. Examples of these positions are: EMT; Law Enforcement carrying guns; CDL required occupations; medical professionals including nurses; prison guards and prison employees with direct contact. The County Safety Sensitive Positions are listed in "*Substance Abuse Policy Appendix A, Safety Sensitive Positions*".

Post-Offer Screening

All applicants who have received an offer of employment will undergo a drug screen test as a condition of employment. Applicants are notified of the County Substance Abuse Policy and sign a consent form prior to the screening.

Refusal to submit to testing will result in disqualification of further employment consideration. Any applicant with a positive test result will be denied employment.

	Policy Title		
	Substance Abuse Policy		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">DRAFT</div>	Policy Number	Policy Date	Revision Date
	HR003	Est 1995	02/29/16

Transfers to Safety Sensitive Positions

Current employees who are transferring to a Safety Sensitive Position will be required to undergo a drug screen test before actual placement in the position.

A positive test result or refusal to submit to testing will both result in disqualification to transfer. The employee would be subject to disciplinary action, as defined in the Scotland County Personnel Policy.

Random Screening

Employees serving in any of the identified Safety Sensitive Positions are subject to random drug testing. Prior to the screen, the employee will be required to sign a consent form.

Refusal to submit to testing or a positive test result will subject the employee to disciplinary action.

Random drug screenings will be conducted quarterly based on a predetermined percentage, not less than 10%, of the random selection pool for the calendar year. The County Manager will issue an Administrative Technical Bulletin for any changes in percentage. Our third party administrator performs the random selection. The random selection is based on the entire pool population so that each employee has an equal chance of selection without regard to any previous testing.

Commercial Driver License (CDL)

Any positions requiring a CDL are placed into a separate selection pool based on Department of Transportation (DOT) guidelines. The random drug and alcohol screens for this group will be conducted quarterly based on the DOT published rate for the current year. The random selection is based on the entire pool population so that each employee has an equal chance of selection without regard to any previous testing.

Post-Accident Screening

In some situations, employees may be required to take a post-accident drug and/or alcohol test. It is the County's discretion to deem a situation, falling outside of these guidelines, such that drug and/or alcohol testing is required.

Refusal to submit to testing or a positive test result will subject the employee to disciplinary action.

All Employees

All employees, regardless of position will be required to take a drug test in the following situation:

- Any accident resulting in death/fatality



Policy Title

DRAFT

Substance Abuse Policy

Policy Number

Policy Date

Revision Date

HR003

Est 1995

02/29/16

- Any accident with bodily injury requiring medical attention away from the scene of the accident, or personal injury requiring immediate medical attention.

Safety Sensitive Positions

In addition to the above situation, employees in Safety Sensitive Positions will be required to take a drug test for the following situations:

- Motor vehicle accidents with property damage estimated to exceed \$1000, provided circumstances suggest that an employee may have contributed to the accident.

A Safety Sensitive Position Employee, performing tasks not usually considered safety sensitive in nature, might be excused from a post-accident test, but will be subject to Reasonable Suspicion testing depending upon the circumstance of the accident.

Commercial Driver License (CDL)

In addition to the above situations, employees in CDL positions will be required to undergo both a drug and alcohol test for the following situations involving a Motor Vehicle Accident:

- Human fatality
- Citation and Bodily injury with immediate medical treatment away from the scene
- Citation and Disabling Damage to any motor vehicle requiring tow away

Testing Timeliness

Post-Accident drug and/or alcohol testing should occur as immediately as possible after the accident. Otherwise the following guidelines should be observed. If a required drug and/or alcohol test is not performed within these guidelines, reasons for failure to test must be documented and submitted to Human Resources.

Alcohol Testing

Ideally, post-accident alcohol testing should occur within two (2) hours of the accident. However, if the test cannot be performed within eight (8) hours of the accident, it will not be given at all.

Drug Testing

Drug testing should be performed within thirty-two (32) hours of the accident. Otherwise, it will not be given at all.

Reasonable Suspicion Screening

All employees are subject to reasonable suspicion drug and/or alcohol testing. A reasonable suspicion referral will be made on the basis of documented objective facts and circumstances which are consistent with drug and alcohol use. In general, reasonable suspicion must be based on the following:

- First hand observations seen or heard by supervisors or department heads



Policy Title

DRAFT

Substance Abuse Policy

Policy Number

HR003

Policy Date

Est 1995

Revision Date

02/29/16

- Specific, clearly stated observations concerning the appearance, behavior, speech or body odor of the employee
- Observations made just before, during or just after performance of job duties

Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use. The supervisor must reasonably conclude that an employee has consumed, is under the influence, or is impaired while on duty.

The “*Substance Abuse Reasonable Suspicion Determination*” form will be used to guide the supervisor and document all behaviors and observations to support suspected drug and/or alcohol use. Where possible the supervisor should have the employee observed by another member of management prior to the referral.

An employee who is asked to submit to a reasonable suspicion drug and/or alcohol test will be driven to the testing site.

Refusal to submit to testing or a positive test result will subject the employee to disciplinary action.

Testing Timeliness

Reasonable Suspicion testing should occur as soon as a determination is made. Otherwise the following guidelines should be observed.

Alcohol Testing

Ideally, reasonable suspicion alcohol testing should occur within two (2) hours of the determination. However, if the test cannot be performed within eight (8) hours of the determination, it will not be given at all.

Drug Testing

Drug testing should be performed within thirty-two (32) hours of the determination. Otherwise, it will not be given at all.

Testing

All drug and alcohol testing shall be conducted in a manner to assure a high degree of accuracy and reliability, using techniques, equipment and laboratory facilities that meet federal and state guidelines.

Consent

Prior to testing, employees and applicants will be asked to sign a “Consent and Release” form. By consent, the employee or applicant is willingly submitting to the required drug and/or alcohol test and permitting the release of the test results to the County.



Policy Title

DRAFT

Substance Abuse Policy

Policy Number

HR003

Policy Date

Est 1995

Revision Date

02/29/16



Policy Title

DRAFT

Substance Abuse Policy

Policy Number

Policy Date

Revision Date

HR003

Est 1995

02/29/16

Test Panel

Drug Testing

The minimum drug screen panel will test for Cocaine, Marijuana (THC), Phencyclidine (PCP), Amphetamines, Opiates, Benzodiazepines, Barbiturates, Methadone, Propoxyphene, and Oxycodone.

A DOT screen panel will test for Cocaine, Marijuana (THC), Phencyclidine (PCP), Amphetamines, and Opiates.

In instances, where there is a reasonable suspicion that an employee is abusing a substance other than the drugs listed, the County reserves the right to test for additional drugs under the County's own authority.

Alcohol Testing

If the initial breath alcohol concentration (BAC) indicates an alcohol concentration of 0.02 or greater, a second test will be performed 15 minutes later to confirm. If the second BAC test indicates an alcohol concentration of 0.02 or greater the employee will be removed from his or her position for eight (8) hours.

Collection Process

Employees or applicants submitting to a drug and/or alcohol test will be directed to a certified collection site. Individuals will be required to present proper identification at the site. Chain of Custody protocols will be followed by the collection site and the individual.

The collection site is responsible for the submission of samples to the certified laboratory.

Medical Review Officer (MRO)

An independent MRO will review positive drug test results and evaluate the laboratory test results in conjunction with an employee's or applicant's medical history. The MRO may contact the individual prior to release of the results to the County in order to determine if the positive screen is related to prohibited drug use or current medical condition.

Positive Test Results

Drug Test

A laboratory confirmed positive drug test result will be review by an independent MRO (Medical Review Officer). The MRO will make the final determination a screen is positive.

Alcohol Test

A confirmed breath alcohol concentration (BAC) of 0.04 or greater will be considered a positive alcohol test.

**Policy Title****DRAFT**

Substance Abuse Policy

Policy Number

Policy Date

Revision Date

HR003

Est 1995

02/29/16

Right to Re-Test

An employee who questions a positive drug screen result may request a re-test of the original sample. Upon notification of a positive drug test result, the employee has 72 hours to make the request for retest to the Medical Review Officer (MRO). All costs for such testing are paid by the employee.

Employee Assistance and Rehabilitation

An employee with a confirmed positive drug and/or alcohol test will be removed from his or her position, informed of the rehabilitation program and referred to the Scotland County Employee Assistance Program (Substance Abuse Professional - SAP).

A referral to the Employee Assistance Program or entrance into a Rehabilitation Contract will not preclude any determined disciplinary action.

The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick, vacation or compensatory leave in order to participate in the prescribed rehabilitation program.

If an employee is allowed to return to work, he or she must adhere to the following conditions:

- Follow the rehabilitation program as prescribed by the SAP
- Have a confirmed negative drug and/or alcohol test prior to or at return
- Submit to random follow-up tests

Re-Entry Agreements

Employees who re-enter the workforce must consent to a Re-Entry Agreement. The agreement will include, but is not limited to, the following elements:

- A release to work statement from the SAP
- A negative drug and/or alcohol test result(s)
- Unannounced frequent follow-up testing for a period of one to five years with at least six (6) tests performed the first year.
- A statement of expected work-related behaviors
- A statement of expectation to follow specific after-care requirements
- A statement acknowledging that violation of the Re-Entry Agreement is grounds for termination

The Re-Entry Agreement is a last chance opportunity. An employee with a positive drug and/or alcohol test after such an agreement will not be afforded another Re-Entry opportunity.

	Policy Title Substance Abuse Policy		
	DRAFT	Policy Number HR003	Policy Date Est 1995

Disciplinary Action

The following are subject to disciplinary action, up to and including termination, in accordance with the Scotland County Personnel Policy. The following are representative and not meant to be an exclusive list:

- Engagement in any of the “Prohibited Conduct” activities expressed in this policy
- Failure to notify of a Criminal Drug Conviction
- Failure or refusal to fully comply with the Substance Abuse Policy
- Intentional falsification of information, test sampling or test results
- Failure to provide sample for testing upon request
- Refusal to submit to a requested test
- Positive results of a test
- Violation of a Re-Entry Agreement

Special Note

Breathe Alcohol Concentration (BAC) of 0.02 or greater, but less than 0.04, will be considered a “personal conduct infraction” and will be addressed as such under the Scotland County Personnel Policy.

References

Federal/State

N.C. General Statute 95-230, as amended
 49 CFR Part 40 (Drug and Alcohol Regulations) as amended
 Federal Drug-Free Workplace Act of 1988, as amended
 Substance Abuse and Mental Health Services Administration (SAMHSA), as amended

Scotland County

Scotland County Personnel Policy
 Substance Abuse Policy Appendix A, Safety Sensitive Positions (HR003-AA)
 Substance Abuse Reasonable Suspicion Determination form (HR-F001)
 Consent and Release; Drug and/or Alcohol Screening (HR-F003)



Policy Title

Substance Abuse Policy Appendix A
Safety Sensitive Positions

DRAFT

Control Number
HR003-AA

Policy Date
02/29/2016

Revision Date
new

Purpose

To identify specific positions that are subject to drug and/or alcohol testing as outlined in the Substance Abuse Policy

Safety Sensitive Positions

Department of Social Services			
Adult Services Social Worker II	Adult Services Social Worker III	Adult Services Social Work Supervisor II	Work First Social Worker II
Children Services Social Worker Supervisor III	Children Services Social Worker Investigative Asmt Treatment	Children Services Social Worker III Foster Care	Children Services Social Worker II Intake
Children Services Social Worker III Licensing/Adoption	Children Services Services Program Administrator I		
E-911 Center			
Telecommunicator			
EMS			
EMS-Part Time	EMT-P Crew Chief	EMT-P Shift Supervisor	EMT-Paramedics
Health Department			
LPN II	Med Lab Tech I	Med Lab Tech II	PHN I
PHN II	PHN III	PHN Supervisor I	PHN Director I
Physician Extender II	Animal Control Officer		
Sheriff's Department			
Bailiff	Captain	Chief Deputy	Deputy I
Deputy II	Deputy III	Investigator	Lieutenant
Patrol Lieutenant	Sheriff		
Transportation			
Van Driver	Mechanic		

Other Positions

This positions listed below are not considered Safety Sensitive Positions, but are subject to specific drug and/or alcohol testing requirements as outlined in the Substance Abuse Policy by directive of the Department of Transportation.

Solid Waste (CDL Holders only)		
Director of Public Works	Foreman	Heavy Equipment Operator (Truck Driver)

Scotland County Sheriff's Office
212 Biggs Street
Laurinburg, NC 28352

Policy #: **04-21**

Policy Title: **Employee – Drug Testing**

Date: October 2, 2015

POLICY:

It is the policy of this Sheriff's Office that the critical mission of law enforcement services justifies maintenance of a drug-free work environment through the use of a reasonable employee drug-testing program. The law enforcement profession has several uniquely compelling interests that justify the use of employee drug-testing. The public has a right to expect that those who are employed as a public servant, either sworn or in a civilian capacity, are at all times both physically and mentally prepared to assume these duties. There is sufficient evidence to conclude that the use of controlled substances and other forms of drug abuse will seriously impair an employee's physical and mental health, and thus, their job performance. Where law enforcement officers participate in illegal drug use and drug activity, the integrity of the law enforcement profession, and public confidence in it are destroyed. This confidence is further eroded by the potential for corruption created by drug use. Therefore, in order to ensure the integrity of the Office, and to preserve public trust and confidence in a fit and drug-free law enforcement profession, this Office shall implement a drug-testing program to detect prohibited drug use by all employees.

PURPOSE:

To provide guidelines for all employees to follow concerning the use or possession of drugs and the procedures involved in employee drug testing.

PROCEDURES/RULES:

I. Prohibited Activity:

A. The following rules shall apply to all civilian employees, applicants, and probationary and sworn employees, while on and off duty:

1. No employee shall illegally possess any controlled substance.
2. No employee shall ingest any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner.

- B. Employees shall notify their immediate supervisor when required to use prescription medicine which they have been informed has the potential to impair job performance. The employee shall advise the supervisor of the known side effects of such medication, and the prescribed period of use.
 - 1. Supervisors shall document this information through the use of an internal memorandum and maintain this memorandum in a secured file.
 - 2. The employee may be temporarily reassigned to other duties, where appropriate.
- C. No employee shall ingest any prescribed or over-the-counter medication in amounts beyond the recommended dosage.
- D. Any employee who unintentionally ingests, or is made to ingest a controlled substance shall immediately report the incident to his supervisor so that appropriate medical steps may be taken to ensure the Deputy's health and safety.
- E. Any employee having a reasonable basis to believe that another employee is illegally using, or in possession of, any controlled substance shall immediately report the facts and circumstances to his supervisor.
- F. Discipline of employees for violation of this policy shall be in accordance with the due process rights provided in the Sheriff's Office **DISCIPLINARY PROCEDURES** .

II. *Applicant Drug-Testing:*

- A. All applicants, either sworn or civilian, shall be required to complete a drug screen as a condition of employment during a pre-employment medical examination.
- B. Applicants shall be disqualified from further consideration for employment under the following circumstances:
 - 1. Refusal to submit to a required drug-test; or
 - 2. A confirmed positive drug-test indicating drug use prohibited by this policy.

III. *Probationary Employee Drug-Testing:*

- A. All probationary employees, sworn or civilian, shall be required as a condition of employment to participate in any unannounced mandatory drug tests scheduled

for the probationary period. The frequency and timing of such tests shall be determined by the Sheriff.

- B. In addition, where the probationary employee has a past history of drug use, he/she shall be required to submit to random testing until the probationary period is successfully completed. The frequency and timing of such testing shall be determined by the Sheriff.

IV. *Employee Drug Testing:*

All employees will be required to take drug tests as a condition of continued employment in order to ascertain prohibited drug use, as provided below:

- A. A supervisor may order an employee to take a drug test upon documented reasonable suspicion that the employee is or has been using drugs. A summary of the facts supporting the order shall be made available to the employee prior to the actual test.
- B. A drug test will be administered as part of any regular physical examination required by this Office.
- C. All employees shall be uniformly tested during any unannounced mandatory testing required by the Office. The Sheriff shall determine the frequency and timing of such tests.
- D. Any situation where employee drug screening is required, the employee to be tested will sign a consent form, after page 7, indicating willingness or refusal to submit to drug testing. The form will list any medication currently being taken by the employee or any incidental contact or on duty exposure to controlled substances which might affect the outcome of the screening. This form will be completed before interviewing or testing by personnel authorized to complete the process.
- E. It is to the employee's benefit to complete the consent form by filling in all spaces, even placing N/A on lines which are not applicable to the employee completing the form. Failure to list prescribed drugs or over the counter medication recently taken, or document incidental/on-duty contact with controlled substances could result in a positive screening and subject an employee to disciplinary action.
- F. A copy of the consent form will be provided to the employee being tested to keep for personal record and the original will be placed in the employee personnel file.

V. *Drug-Testing Procedures:*

- A. The testing procedures and safeguards provided in this policy to ensure the

integrity of the Sheriff's Office drug-testing shall be adhered to by any personnel administering drug tests.

- B. Personnel authorized to administer drug tests shall require positive identification from each employee to be tested before they enter the testing area.
- C. A pre-test interview shall be conducted by testing personnel with each employee in order to ascertain and document the recent use of any prescription or non-prescription drugs, or any indirect exposure to drugs that may result in a false positive test result.
NOTE: Employee's may use their copy of the consent form for this purpose.
- D. The bathroom facility of the testing area shall be private and secure.
 - 1. Authorized testing personnel shall search the facility before an employee enters it to produce a urine sample, and document that it is free of any foreign substances.
 - 2. The employee to be tested shall disrobe before entering the bathroom facility, and be provided a light robe.
 - 3. Testing personnel of the same sex as the employee shall observe production of the urine sample.
- E. Where the employee appears unable, or unwilling to give a specimen at the time of the test, testing personnel shall document the circumstances on the drug-test report form. The employee shall be permitted no more than eight hours to give a sample, during which time he/she shall remain in the testing area, under observation. Reasonable amounts of water may be given to the employee to encourage urination. Failure to submit a sample shall be considered a refusal to submit to a drug-test.
- F. Employees shall have the right to request that their urine sample be split and stored in case of legal disputes. The urine samples must be provided at the same time, and marked and placed in identical specimen containers by authorized testing personnel. One sample shall be submitted for immediate drug-testing. The other sample shall remain at the facility in frozen storage. This sample shall be made available to the employee or his attorney should the original sample result in a legal dispute or the chain of custody be broken.
- G. Specimen samples shall be sealed, labeled and checked against the identity of the employee to ensure the results match the tested specimen. Samples shall be stored in a secured and refrigerated atmosphere until tested or delivered to the testing lab representative.

H. Whenever there is a reason to believe that the employee may have altered or substituted the specimen to be provided, a second specimen shall be obtained immediately, under direct supervision of the testing personnel.

VI. *Drug-Testing Methodology:*

1. The testing or processing phase shall consist of a two-step procedure:
 - a. Initial screening test, and
 - b. Confirmation test.
2. The urine sample is first tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; rather it will be classified as “confirmation pending.” Notification of test results to the supervisor shall be held until the confirmation test results are obtained.
3. A specimen testing positive will undergo an additional confirmatory test. The confirmation procedure shall be technologically different and more sensitive than the initial screening test.
4. A positive result of a screening procedure shall be defined as testing positive for drugs on both the initial screening and the confirmation screening. If the two screenings do not match the result of the screening will not be positive.
5. The drug screening tests selected shall be capable of identifying marijuana, cocaine, and every major drug of abuse including heroin, amphetamine and barbiturates. Personnel utilized for testing will be certified as qualified to collect urine samples or adequately trained in collection procedures.
6. Concentrations of a drug at or above the following levels shall be considered a positive test result when using the initial immunoassay drug screening test:

<i>Initial Test</i>	<i>Level (ng/ml)</i>
Marijuana metabolite	100
Cocaine metabolite	300
Opiate metabolites	300*
Phencyclidine	25
Amphetamines	1000

* 25ng/ml if immunoassay specific for free morphine

Concentrations of a drug at or above the following levels shall be considered a positive test result when performing a confirmatory GC/MS test on a urine specimen that tested positive using a technologically different initial screening method:

<i>Confirmatory Test</i>	<i>Level (ng/ml)</i>
Marijuana metabolite	15(1)
Cocaine metabolite	150(2)
Opiates:	
Morphine	300
Codeine	300
Phencyclidine	25
Amphetamines:	
Amphetamine	500
Methamphetamine	500
(1) Delta-9-tetrahydrocannabinol-9-carboxylic acid	
(2) Benzoyllecgonine	

8. The laboratory selected to conduct the analysis shall be experienced and capable of quality control, documentation, chain-of-custody, technical expertise, and demonstrated proficiency in urinalysis.

9. Employees having negative drug tests results shall receive a memorandum stating that no Illegal drugs were found. If the employee requests such, a copy of the memorandum will be placed in the employee's personnel file.

10. Any employee who breaches the confidentiality of testing information shall be subject to discipline.

VII. Chain of Evidence-Storage:

1. Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and the chain of custody.

2. Where a positive test result is confirmed, urine specimens shall be maintained in secured, refrigerated storage for an indefinite period.

VIII. Drug-Test Results:

1. All records pertaining to Office required drug tests shall remain confidential, and shall not be provided to other employees or agencies without the written permission of the person whose records are sought.

2. Drug test results and records shall be stored and securely retained for an indefinite period in an employee personnel file that is not subject to public information.

NOTE: This policy is for internal use only, and does not enlarge a deputy's civil or criminal liability in any way. It should not be construed as the creation of a higher

standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Office, and then only in a non-judicial administrative setting.

BY THE ORDER OF

**RALPH KERSEY
SHERIFF**

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 6

Information

Action Item

Consent Agenda

Meeting Date March 7, 2016

SUBJECT: Appointments to Boards and Committees

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: Vice Chair Whit Gibson

PURPOSE: Fill vacancies on various boards and committees as necessary.

ATTACHMENTS: Monthly update
Aging Advisory Council application
Board of Equalization and Review application
Historic Properties Commissioner applications
Nursing Home Community Advisory Committee letter of recommendation
Nursing Home Community Advisory Committee information

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: 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
Carol McCall, Chair
Whit Gibson, Vice Chair
John T. Alford
Bob Davis
Betty Blue Gholston
Guy McCook
Clarence McPhatter II

TO: SCOTLAND COUNTY BOARD OF COMMISSIONERS
FROM: ANN W. KURTZMAN *awk*
DATE: MARCH 2, 2016
SUBJECT: VACANCIES ON BOARDS AND COMMITTEES

AGING ADVISORY COUNCIL

Ms. Cindy Morton has applied for an unexpired open seat on the Aging Advisory Council. No other applications have been received.

BOARD OF EQUALIZATION AND REVIEW

Ms. Elizabeth Cooley and **Ms. Dee Hammond** will complete their first terms in March 2016. Ms. Cooley and Ms. Hammond wish to be reappointed. An application has been submitted by Ms. Hammond. No other applications have been received.

HISTORIC PROPERTIES COMMISSION

Ms. Lyle Calhoun Shaw and **Mr. Brian Gibson** submitted applications for one unexpired term. The Historic Properties Commission requests that the Commissioners appoint Ms. Shaw to the unexpired term.

LRCOG SCOTLAND COUNTY NURSING HOME COMMUNITY ADVISORY COMMITTEE

Five seats are available. It is requested that **Ms. Carol Butler**, **Ms. Margaret Herring** and **Ms. Dora Abernethy** be reappointed to three-year terms. A letter of recommendation is attached.

SOUTHEASTERN ECONOMIC DEVELOPMENT COMMISSION

There is one vacancy for a private sector representative and one vacancy for an elected official. City Council Member **Curtis Leak** would like to be reappointed as the elected official.

Below is a list of Boards and Committees where vacancies currently are or will become available through June 2016.

HISTORIC PROPERTIES COMMISSION

Three seats will be available in June 2016.

LAURINBURG/SCOTLAND COUNTY PLANNING & ZONING BOARD

One seat is available. Appointee must live in the ETJ.

LAURINBURG/SCOTLAND COUNTY ZONING BOARD OF ADJUSTMENT

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

LRCOG SCOTLAND COUNTY ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE

Two seats available.

LRCOG SCOTLAND COUNTY NURSING HOME COMMUNITY ADVISORY COMMITTEE

Two seats are available.

MAXTON/SCOTLAND COUNTY BOARD OF ADJUSTMENT AND APPEALS

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

RICHMOND COMMUNITY COLLEGE BOARD OF TRUSTEES

One seat will be available in June 2016.

SCOTLAND COUNTY ZONING BOARD OF ADJUSTMENT

One seat and one alternate seat is available. Five more seats will become available in October.

SOCIAL SERVICES BOARD

One seat will be available in June 2016.

SOUTHEASTERN COMMUNITY AND FAMILY SERVICES

Two seats will be available in June 2016.

TOURISM DEVELOPMENT AUTHORITY

Four seats will be available in June 2016, two of which must be filled by hotel/motel representatives.

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 webs

Ann Kurtzman

From: notifications@scotlandcounty.org
Sent: Thursday, January 28, 2016 3:29 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: 70.61.91.226

Name:
Cindy Morton

Mailing Address:
21783 Airbase Road, Wagram, NC 28396

Physical Address (if different from mailing address):

Daytime Phone:
910-850-5605

Evening Phone:
910-850-5605

Email:
Cynthia56@aol.com

I wish to be considered for appointment to the following Board(s)/Commission(s):
Aging Advisory Council, Parks and Recreation Foundation Board, Laurinburg/Scotland County Drug and Crime Committee

List any experience/qualifications you have relevant to the above Board/Commission:
I am a concerned citizen of Scotland County. I value the community and as such it is my desire to serve on boards that will produce positive changes within the county.

List current service on other Board(s)/Commission(s):
Currently, I do not serve on any boards.

List past service on other Board(s)/Commission(s):
Previous attended boards include, Lumber River Council of Governments Nursing Home Advisory Committee, Scotland Memorial Library Board, and the Scotland County Board of Health.

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=1de9013f-d69d-4601-8bd5-ee3fec16c73c>

Ann Kurtzman

From: notifications@scotlandcounty.org
Sent: Tuesday, March 01, 2016 7:04 PM
To: Akurtzman@scotlandcounty.org
Subject: Form Submission Received: Online Application Form

From Url: <http://scotlandcounty.org/online-application-form.aspx>
From IP Address: 66.56.131.14

Name:
Dolores "Dee" Hammond

Mailing Address:
12940 Japonica Dr.

Physical Address (if different from mailing address):

Daytime Phone:
910-610-8333

Evening Phone:
910-610-8333

Email:
deeh@roadrunner.com

I wish to be considered for appointment to the following Board(s)/Commission(s):
Board of Equalization and Review

List any experience/qualifications you have relevant to the above Board/Commission:
I have served on this Board the past three years. I have a North Carolina Real Estate Brokers license.

List current service on other Board(s)/Commission(s):
Scotland County ABC Board

List past service on other Board(s)/Commission(s):

A form has been submitted, click the link below to view the submission:
<http://scotlandcounty.org/FormWizard/ViewSubmission.aspx?mid=170&pageid=146&rid=5e188715-0d10-44fc-a4bc-499d55d753b6>



SCOTLAND COUNTY BOARD/COMMITTEE VACANCY APPLICATION

Note: Must be a resident of Scotland County to serve on a board/committee

Name: Lyle Calhoun Shaw Mailing Address: 21081 Jane Shaw Rd., Wagram, NC
28396

Physical Address (if different from mailing address) _____

Daytime Phone: 910-610-8265 Evening Phone: 910-369-2514 Email: lyleshaw2013@outlook.com

Employer: Scotland Co. Schools - part-time

I wish to be considered for appointment to the following Board(s)/Commission(s):

Historical Properties Commission

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

- Current resident in 200 yr. old family home
- Lifelong county resident w/ multiple old family connections.
- Job entails federal grant compliance, accounting, etc.

List current service on other Board(s)/Commission(s): _____

List past service on other Board(s)/Commission(s): Historical Properties

Commission (in the 80's.)

I certify to the best of my knowledge that all information contained in this application is true.

Lyle C. Shaw
Signature of applicant

2-18-16
Date

Applications for appointment consideration will be retained for one year from the date submitted.

*Return completed application to: Ann W. Kurtzman, Clerk, Scotland County Board of Commissioners
507 West Covington Street, Laurinburg, NC 28352, or Fax to 277-2411.*

Ann Kurtzman

From: notifications@scotlandcounty.org
Sent: Monday, February 08, 2016 8:26 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: 66.56.140.43

Name:
Brian Gibson

Mailing Address:
12880 Gardenia Lane

Physical Address (if different from mailing address):

Daytime Phone:
910-373-9662

Evening Phone:
910-373-9662

Email:
bgibson1941@hotmail.com

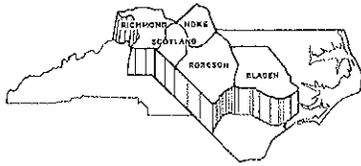
I wish to be considered for appointment to the following Board(s)/Commission(s):
Scotland County Historic Properties Commission

List any experience/qualifications you have relevant to the above Board/Commission:
Familiar with history of Scotland County, Family has long ties to Scotland County, I have an understanding of the importance and need for the preservation of historical properties and the educational values they contain, familiar with construction methods of buildings, current and historical. Have experience with writing budgets and operating within the budget.

List current service on other Board(s)/Commission(s):
N/A

List past service on other Board(s)/Commission(s):
Past board member of Scotland County Chapter of American Red Cross Past board member of Scots for Youth

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=713ce592-3403-4d9e-a48b-3d79af6e7ccb>



Lumber River Council of Governments
 30 C.J. Walker Road, COMtech Park
 Pembroke, North Carolina 28372-7340
 Tel. (910) 618-5533 • Fax (910) 521-7556
 E-mail: lrcog@lumberrivercog.org
 Website: www.lumberrivercog.org

LRCOG

Dedicated to Regional Excellence

February 29, 2016

Ms. Ann Kurtzman
 Clerk to the Board of Commissioners
 Scotland County Board of Commissioners
 P.O. Box 489
 Laurinburg, NC 28353

Dear Ms. Kurtzman:

This letter requests the Scotland County Board of Commissioners to consider the reappointment of the following individuals to the Nursing Home Community Advisory Committee for a three-year term:

- Mrs. Carol Butler of 7261 Old Wire Road in Laurel Hill
- Mrs. Margaret Herring of 1205 Wells Circle in Laurinburg
- Mrs. Dora Abernethy of 11560 Purcell Road in Laurinburg

Mr. Frank Scott has declined re-appointment at the present time due to health concerns. The nursing home community advisory committee will have two vacancies.

All Community Advisory Committee members are required to complete a minimum of 15 hours initial training and 10 hours in-service training annually. All new appointments are for a one-year term and three-year term thereafter.

I continue to appreciate your assistance in maintaining full and active membership on both the Nursing Home and Adult Care Home Community Advisory Committees.

Sincerely,

Twilla C. Allen, MSW
 Regional Long Term Care Ombudsman

Member Governments

BLADEN COUNTY
 Bladenboro • Clarkton • Dublin
 East Arcadia • Elizabethtown
 Tar Heel • White Lake

HOKE COUNTY
 Raeford

RICHMOND COUNTY
 Dobbins Heights • Ellerbe • Hamlet
 Hoffman • Norman
 Rockingham

SCOTLAND COUNTY
 Gibson • Laurinburg • Wagram

ROBESON COUNTY
 Fairmont • Lumber Bridge • Lumberton
 Marietta • Maxton • McDonald
 Orrum • Parkton • Pembroke
 Proctorville • Red Springs • Rennert
 Rowland • St. Pauls

A CONDENSATION OF NORTH CAROLINA'S BILL OF RIGHTS FOR NURSING HOME RESIDENTS

1. To be treated with consideration, respect, and full recognition of personal dignity and individuality.
2. To receive care, treatment, and services which are adequate, and in compliance with relevant federal and state statutes and rules.
3. To receive at the time of admission and during stay, a written statement of services provided by the facility and of related charges. Charges for services not covered under Medicare and Medicaid shall be specified.
4. To have on file physician's orders with proposed schedule of medical treatment. Written, signed evidence of prior informed consent to participation in experimental research shall be in patient's file.
5. To receive respect and privacy in his medical care program. All personal and medical records are confidential.
6. To be free of mental and physical abuse. To be free of chemical and physical restraint unless authorized for a specified period of time by a physician according to clear and indicated medical need.
7. To receive from the administrator or staff of the facility a reasonable response to all requests.
8. To receive visitors or have access to privacy in phone use at any reasonable hour. To send and receive mail promptly and unopened, with access to writing materials.
9. To manage his/her own financial affairs unless other legal arrangements have been so ordered.
10. To have privacy in visits by the patient's spouse.
11. To enjoy privacy in his/her room.
12. To present grievances and recommend changes in policies and services without fear of reprisal, restraint, interference, coercion, or discrimination.
13. To not be required to perform services for the facility without personal consent and written approval of the attending physician.
14. To retain, to secure storage for, and to use his personal clothing and possessions, where reasonable.
15. To not be transferred or discharged from a facility except for medical, financial, or their own or other patient's welfare. Any such transfer shall require at least five days' notice, unless the attending physician orders immediate transfer, which shall be documented in the patient's medical record.
16. To be notified when the facility's license is revoked or made provisional. The responsible party or guardian must be notified, also.

What is a Nursing Home Community Advisory Committee?

The Nursing Home Community Advisory Committee was established in legislation ratified in 1978 by the North Carolina General Assembly. It was the intent of the General Assembly that each community in the state should take a more active role in promoting the interest and well being of persons residing in nursing homes. The N.C. Division of Aging and Adult Services, through a network of regional long term care ombudsmen, provide the committee members with training and assistance in the performance of their duties. A Nursing Home Community Advisory Committee is established in each county that has a nursing home.

What do the Committees do?

The committees work to maintain the rights of nursing home residents as listed in this brochure. They are available to help resolve matters of concern that may arise during the resident's stay in a nursing home. The committee members are also the link between the community and the nursing home, seeking to increase community involvement and, at the same time, keep the public informed about aspects of long term care and operation of the nursing home.

What is the purpose of the Committee?

1. To work to resolve grievances or problems pertaining to nursing home Residents' Rights at the local level.
2. To promote community involvement with nursing homes and their residents.
3. To promote community education and awareness of the needs of residents in nursing homes.

Who serves on the Nursing Home Community Advisory Committees?

Local citizens are appointed by the County Commissioners to serve on the Nursing Home Community Advisory Committee as volunteers. They are selected because of their interest in ensuring quality nursing home care.

IF YOU.....

- would like to find out more about the Nursing Home Community Advisory Committee in your county;
- need information regarding matters pertaining to nursing homes in your area;
- have a question about the quality of care a loved one in a nursing home is receiving;
- would like to know how you can be of service to the nursing home residents in your area.

CONTACT:

The Regional Ombudsman responds to confidential calls about resident care. The ombudsman will provide information and make referrals, when appropriate, to the Nursing Home Community Advisory Committee or other agencies.

OR

N.C. Department of Health and Human Services
Division of Aging and Adult Services
N.C. Long Term Care Ombudsman Program
2101 Mail Service Center, Raleigh, N.C. 27699.
(919) 733-8395 or through the CARE-LINE, toll free in N.C. at 1-800-662-7030.



Nursing Home Community Advisory Committee

“To ensure quality care for nursing home residents in North Carolina”

SCOTLAND COUNTY BOARD OF COMMISSIONERS

ITEM ABSTRACT

ITEM NO. 7

Information

Action Item

Consent Agenda

Meeting Date March 7, 2016

SUBJECT: Update from the County Manager

DEPARTMENT: Governing body

PUBLIC HEARING: No

CONTACT PERSON: County Manager Kevin Patterson

PURPOSE: Provide monthly update on County business and activities.

ATTACHMENTS: Monthly report
Budget Development Calendar
Scotland County economic indicator

BACKGROUND: N/A

PRIOR BOARD ACTION: N/A

RECOMMENDATIONS: Take action 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
Carol McCell, Chair
Whit Gibson, Vice Chair
John T. Alford
Bob Davis
Betty Blue Gholston
Guy McCook
Clarence McPhatter II

March 2, 2016

To: Board of County Commissioners

From: Kevin Patterson, County Manager

Re: Monthly Report

Budget Calendar – The budget calendar is attached. The goal is to have a balanced budget ready to present to the Board by May 20th. This would put budget work sessions starting on or after May 23rd. A date does not have to be selected at this point but please start considering one or more dates to begin the budget process with the Board.

Update Only

Morgan Center – First meeting with the architect for the Morgan Center has occurred. We are working to have cost estimates by March 31. We will know by the 16th if the NC Connect Bond passed and that will have significant impact on our ability to complete the project.

Update Only

Elections – The primary is March 15. Early voting runs from March 3 until March 12. The early voting schedule is:

March 3 & 4, 2016 = 7:00am to 7:00pm
March 5, 2016 = 8:00am to 1:00pm
March 7 & 8, 2016 = 7:00am to 7:00pm
March 9, 10, & 11, 2016 = 8:00am to 6:00pm
March 12, 2016 = 8:00am to 1:00pm

Currently we are scheduled to have a congressional election on June 7th. The new maps have legal challenges to overcome before an election on June 7th is guaranteed.

Change in Congressional District – The most recent map changes Scotland County from the 8th Congressional District to the 9th. This would change our Congressman from Richard Hudson to Robert Pittenger.

NACO County Explorer – This is a new feature on the NACO.ORG website that accumulates a significant amount of data about counties in a national comparison. This shows a number of economic indicators. These factors show that we clearly have not made the full transition in our economy from manufacturing to advanced manufacturing. However compared nationally, we have recovered better than 40% of the counties and not as well as 40% of the counties across the US.

Update only



SCOTLAND COUNTY 2016 – 2017 Budget Manual

BUDGET DEVELOPMENT CALENDAR

Scotland County 2016-2017 Budget Schedule

January 25, 2016	FY 2016-2017 budget workbook distributed to Department Heads
February 1, 2016	Department Heads submit name of person(s) to enter budget request into AS400 to Finance Officer.
March 4, 2016	Departments submit budget request to Finance Officer and keys Budget request into AS400 (DSS and Health Departments Excluded).
March 21 – April 1, 2016	County Manager holds budget review meeting with Department Heads and Finance Officer.
April 15, 2016	DSS and Health Department submit budget request to Finance Officer and keys budget request into AS400.
May 2, 2016	School Board presents budget to County Commissioners.
May 20, 2016	County Manager delivers budget to County Commissioners.
May 24 & May 25, 2016	County Manager formally presents budget to County Commissioners. Commissioners hold budget work sessions.
June 6, 2016	County holds public hearing on the 2016-2017 budget.
June 21, 2016	County Commissioners adopt 2016-2017 budget.
July 1, 2016	Budget is implemented
July 31, 2016	Finance Department publishes final budget for distribution To Department Heads.

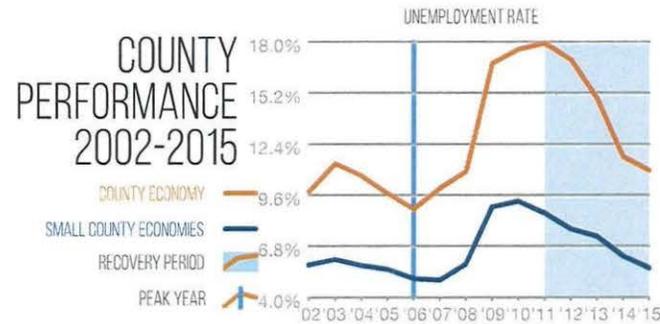
COUNTY ECONOMIES 2015

SCOTLAND COUNTY, NC

UNEMPLOYMENT RATE CHANGE

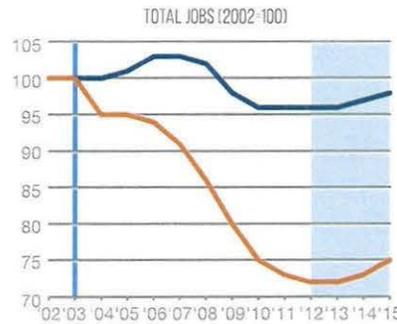
2014-2015

-0.8PPS



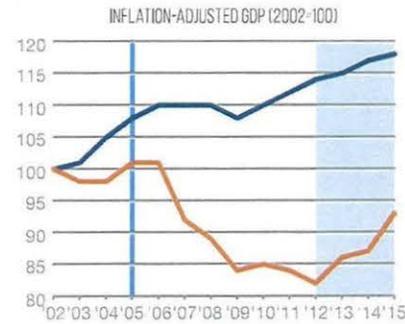
JOBS GROWTH RATE

2.0%



ECONOMIC OUTPUT GROWTH RATE

6.9%



MEDIAN HOME PRICES GROWTH RATE

5.0%



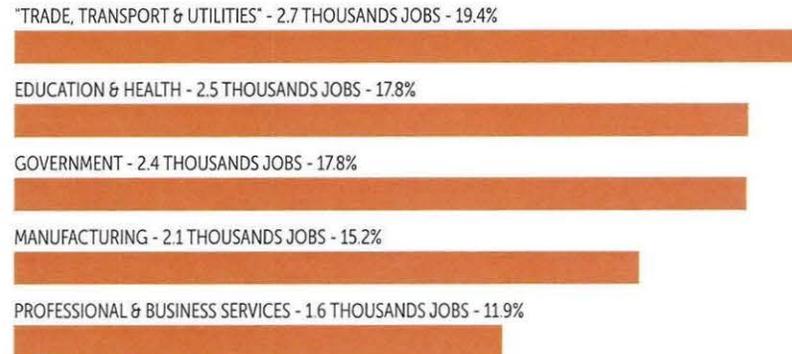
SIZING UP 2015

POPULATION, 2014	35,576
UNEMPLOYMENT RATE, 2015	10.9%
REAL GDP, 2015, IN 2009 DOLLARS	\$1.2 Billion

Scotland County, NC has a county government.

Scotland County is a small county in the "Laurinburg, NC" micropolitan area.

TOP FIVE SPECIALIZED INDUSTRIES, BY EMPLOYMENT, 2015



MEDIA CONTACT

Brian Namey
Director of Public Affairs
202.942.4220 | bnamey@naco.org

QUESTIONS

Dr. Emilia Istrate
Director of Research and Outreach
research@naco.org

FINDINGS

WWW.NACO.ORG/COUNTYECONOMIES

#COUNTYECONOMIES

DEFINITION OF TERMS: (Data Sources: Moody's Analytics and U.S. Census Bureau)

Economic output (gross domestic product - GDP): Total value of goods and services produced by a county economy, also known as GDP. **Jobs:** Total wage and salary jobs, whether full or part-time, temporary or permanent in a county economy. It counts the number of jobs, not employed people, for all employers in a county economy, not only for the county government. **Median Home Sales Price:** Median sales prices of existing single-family homes in a county economy. **Unemployment Rate:** The proportion of the civilian labor force that is unemployed.

NOTES:

This study determines peak and trough values and years separately for each county economy and each indicator. Peak values represent the highest annual value (lowest value for unemployment rate) of a county economy indicator between 2002 and 2009. 2002 marks the first year after the end of the previous U.S. recession, 2009 marks the end of the latest U.S. recession as determined by the National Bureau of Economic Research. Trough values represent the lowest annual value (highest for the unemployment rate) of a county economy indicator between the peak and 2015. It is possible that no recession occurred in a county economy for a specific indicator. Industry employment reflects number of jobs at single or aggregated 2 digit NAICS level. Moody's Analytics does not provide agriculture industry employment data as part of their County Forecast Database. A specialized industry is an industry more concentrated in a particular county compared to the state's overall industry job composition. Industry job numbers below 1,000 are rounded to the closest 10. 2015 data are forecasts. Small, medium-sized and large counties have a population less than 50,000, between 50,000 and 500,000 and greater than 500,000, respectively. County population values come from the U.S. Census Bureau's population estimates, vintage 2014. Real gross domestic product (GDP) is in 2009 chained dollars, as estimated by Moody's Analytics.