

**NORTHAMPTON COUNTY
REGULAR SESSION
February 1, 2016**

Be It Remembered that the Board of Commissioners of Northampton County met on February 1, 2016 with the following present: Fannie Greene, Joseph Barrett, Chester Deloatch, Virginia Spruill, and Robert Carter

Others Present: Kimberly Turner, Scott McKellar, and Michelle Nelson

Agenda Work Session:

A 10-minute work session was held to discuss today's agenda items. Chairwoman Greene called upon County Manager Kimberly Turner for input. Ms. Turner stated that under Tab 4, to remove item number 1: Budget Amendments. Also, under Tab 9, add another Closed Session for personnel matters: G.S. 143-318.11(a)(6)

Regular Session:

Chairwoman Greene called the meeting to order, welcomed everyone, and announced when citizens could make comments. Vice-Chairman Barrett gave the Invocation, and the Pledge of Allegiance was recited.

Approval of Regular Session Minutes for January 20, 2016:

A motion was made by Chester Deloatch and seconded by Virginia Spruill to approve the Regular Session Minutes for January 20, 2016 **Question Called: All present voting yes. Motion carried.**

Approval of Agenda for February 1, 2016:

A motion was made by Virginia Spruill and seconded by Chester Deloatch to approve the amended agenda for February 1, 2016. **Question Called: All present voting yes. Motion carried.**

Community Services Block Grant- Fiscal Year 16-17:

Mr. Chris Moody, Manager of Community Service with CADA, appeared before the Board to present the 2016-2017 CSBG Anti-Poverty Work Plan for their review. Mr. Moody noted that last year when he came before the Board, he spoke about budget cuts to CADA. However, due to other community action agencies that came together, they were able to speak to the State, and received funds to get back to their normal operations.

Mr. Moody discussed some of the improvements that CADA made in the last year, and the programs they've implemented. In the 16-17 program year, they will get an allocation of \$475,000. They have learned that they will be the designated agency for Martin County now, in addition to serving Hertford, Northampton, Halifax, and Hertford Counties.

A motion was made by Robert Carter and seconded by Virginia Spruill to accept the information from CADA to move forward with their application. **Question Called: All present voting yes.**
Motion carried.

PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:



Choanoke Area Development Association of North Carolina Inc.
Post Office Box 530 * Rich Square, North Carolina 27869
Telephone: 252.539.4155 * Fax: 252.539.2048

January 11, 2016

Michelle Nelson
County Clerk
Northampton County Managers Office
100 West Jefferson Street
P.O. Box 808
Jackson NC 27845

Re: 2016 - 2017 CSBG Anti-Poverty Work Plan
Northampton County Board of Commissioners Meeting Agenda

Dear Mrs. Nelson:

Attached is a copy of the proposed CSBG Anti-Poverty Work Plan for 2016-2017 for review by the Northampton County Board of Commissioners at their meeting on February 1, 2016. This Work Plan will be submitted to the Office of Economic Opportunity for funding.

Please place this on the agenda for this meeting. I will plan to appear to present the Work Plan unless you advise otherwise.

I have also enclosed an affidavit confirming its presentation to the Board to be completed by the Chair. Please return the signed affidavit to this office at your earliest convenience.

Thank you for your assistance in this matter. Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Sallie P. Surface'.

Sallie P. Surface
Executive Director



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

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

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

Agency Name: Choanoke Area Development Association, Inc.

County: Northampton County

Date of Application Submission: January 11, 2016

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 12, 2016**

Clerk to the Board should initial all items below.

_____ The agency submitted a complete grant application for Commissioner review.

_____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

_____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Witness/Notary

Date

North Carolina Department of Health and Human Services

Division of Social Services



Community Services Block Grant Program

Fiscal Year 2016-17 Application for Funding

Project Period July 1, 2016 – June 30, 2017

Application Due Date: February 12, 2016

Agency Information	
Agency:	Choanoke Area Development Association of NC, Inc.
Federal I.D.	560841757
DUNS Number:	075568618
Administrative Office Address:	120 Sessoms Drive, Rich Square, NC 27869
Mailing Address (include the 4-digit zip code extension):	P.O. Box 530, Rich Square, NC 27869
Telephone Number:	252-539-4155
Fax Number:	252.539.2048
Board Chairperson:	J. Wendell Hall
Board Chairperson's Address: (where communications should be sent)	P.O. Box 530, Rich Square, NC 27869
Board Chairperson's Term of Office (enter beginning and end dates):	January 2016 – January 2018
Executive Director:	Sallie P. Surface
Executive Director Email Address:	surface@nc-cada.org
Agency Fiscal Officer:	Traig Neal
Fiscal Officer Email Address:	tneal@nc-cada.org
CSBG Program Director:	Christopher S. Moody
CSBG Program Director Email Address:	cmoody@nc-cada.org
Counties Served with CSBG funds:	Bertie, Halifax, Hertford and Northampton
Agency Operational Fiscal Year:	July 1, 2016 to June 30, 2017

North Carolina Department of Health and Human Services
Office of Economic Opportunity - Verna P. Best, Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

- a. Low-Income Community:

The involvement of the low-income community in the planning process is fundamental to and continues throughout all phases of planning, development, and evaluation. During the program year, CADA staff attends community meetings to inform the low-income of current on-going CADA programs and the impact these programs are making on poverty causes, and to ascertain community needs and concerns for future planning. The low-income residents of the four-county area CADA represents, participate in the development of the annual work plan through community meetings, surveys, annual planning meetings, Head Start Policy Council and other advisory boards and membership on the CADA Board of Directors.

- b. Agency Staff:

The staff, through daily contacts with the targeted population, through community meetings with the low-income and other agencies, and through an on-going monthly evaluation process, is directly involved in the planning, evaluation, and development of the grant application. A Community Needs Assessment Survey is completed to help determine the needs of the residents in the CADA service area.

- c. Agency's Board Members:

The Board is reflective of the community and has direct contact with the needs and resources that are available to impact the geographical areas/targeted populations they represent. Targeted populations such as Head Start, the elderly, and youth have representation on the Board, and thus, a direct voice in the planning and development of this strategic plan. In addition, staff presents information from community needs assessments and program evaluations to the CADA Board. The board reviews pertinent information, needs, and resources, and directs the development of the plan.

2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.

To facilitate planning, a Needs Assessment is conducted or is reviewed/updated annually. Some programs use a one-year planning process; others use a three – five year process. Choanoke Area Development Association conducted a community needs assessment in May 2014.

Information from the Needs Assessment, meetings with the low-income population; recommendations from the Head Start Policy Council and other standing program boards are presented to the CADA Board of Directors for consideration in establishing poverty causes or needs and their prioritization. The Board considers the identified community needs as they relate

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to CADA's stated mission and applies the following criteria to prioritize the cause of poverty: (a) magnitude of the problem – the number of people affected by the given cause; (b) intensity – the degree of suffering caused by the problem; and, (c) severity of the problem resulting from the cause – this is the combination of magnitude and intensity. Also considered is (a) the agency's capacity to impact the problem; (b) available resources to combat the problem; (c) methods to measure impact on the problem; and, (d) cost effectiveness. If a discussion/dialogue does not achieve a consensus, a formal ranking method will be utilized.

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

CADA has worked to address the issue of self-sufficiency and empowerment of low-income individuals by:

- Coordinating services with local human service agencies so families can get timely referrals and the services needed;
- Providing space for low-income residents on the Board of Directors; currently low-income residents constitute 37% of the Board membership;
- Providing counseling and referral assistance for skills training/education programs;
- Helping low-income families remove the barriers to self-sufficiency such as: daycare and transportation
- Managing a N C Works Career Center, which helps low-income families improve skills and find jobs;
- Providing housing assistance to low-income families including rental, rehab, down payment assistance and individualized credit counseling.
- Providing home ownership and financial literacy classes for low-income residents interested in becoming first-time homeowners.
- Offering free income tax preparation assistance and promoting the Earned Income Tax Credit
- Sponsoring an Individual Development Account (IDA) program to help low-income families acquire assets for a small business, homeownership, or post-secondary educational pursuits.
- The IDA program offers a 2-to-1 dollar match and some participants are able to get more depending on their area of residence;
- Implementing a Home Protection Program;
- Providing training opportunities through WIA;
- Implementing Parenting and Literacy Programs such as Parents as First Teachers
- Implementing a Head Start Male Involvement Program in four counties
- Providing new housing opportunities for seniors and disabled individuals, such as Woodland Olney Apartments, Ahoskie High School Apartments and Enfield High School Apartments.

4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

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Many of the programs CADA administers have advisory boards that represent the community. CADA actively seeks to form/join partnerships to ensure that the low-income (1) have a voice; (2) are provided unduplicated services; and, (3) receive new services when needed. The membership of the community-at-large category on the CADA Board includes representatives of the faith community, youth and senior organizations, and service organizations such as the Pilot Club. Several CADA staff members serve on interagency committees.

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

Copies of grant applications are furnished to local governing offices, and upon request, to other agencies that administer programs that affect the low-income. CADA staff attends interagency coordination meetings, serves on agency boards, and maintains contact with other agencies to assure effective, non-duplicative delivery of services to the low income. An established interagency referral system assures that the low income have access to unduplicated resources and services.

6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

Head Start offers a Male Involvement Program reaching out to fathers of Head Start students and our Parent as First Teachers Program assists new mothers with young children with child development issues.

7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

CADA has historically had a food pantry in Northampton County to assist those in need and referral sources for our other counties. We have received and distributed fresh vegetables received from the Food Bank of the Albemarle on a sporadic basis throughout the years. In 2010, we embarked on a much more effective method of food distribution – the Mobile Food Bank from the Food Bank of the Albemarle. This mobile unit, provided by the Kraft Food for America Program, allows us to serve over 100 families in Northampton County with a wide option of food on a monthly basis. CADA is also the lead agency for the Emergency Food and Shelter program. Nutritional outreach programs are coordinated with Cooperative Extensions, WIC and the Health Department. Programs are provided at CADA offices/centers. Staff assists with commodity distribution and serves on interagency councils. CADA provides summer nutrition programs for youth at Head Start Centers as needed.

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act.

Choanoke Area Development Association is the administrator of the NC Works County Career Center – a one stop employment resource that provides a myriad of services and resources to local residents. We work closely with both local community colleges with regards to Career

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**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
Planning Process Narrative (continued)**

Readiness and TABE Testing and share staff and resources so as not to duplicate services. All CSBG case managers are knowledgeable of the resources at the NC Works Career Center, DES Center and Roanoke Chowan Community College and Halifax County Community College and make frequent referrals to clients seeking employment or skills training.

9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

CADA has established a referral system with the local Departments of Social Services. This referral system is a two-way process since some programs CADA administers must ensure that all other sources of assistance have been exhausted. CADA offices are used by DSS for intake for the LIHEAP Program. CADA staff serves on local boards/councils for coordination and CADA actively seeks resources to complement those of DSS such as EnergyShare and Emergency Food and Shelter programs.

10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

CADA has identified the following needs for low-income youth: a) lack of after-school programs, b) lack of organized recreational activities, c) lack of adult role models and opportunities to interact with adults, d) lack of tutoring programs, e) few opportunities to build self-esteem, f) lack of work experience opportunities, g) lack of pregnancy prevention programs, and h) poor nutritional habits. In an effort to meet these needs, CADA is currently operating in Halifax and Bertie Counties WIA Year-Round Youth. Head Start provides services and counseling through its Male Involvement Program. CADA operates Parents as First Teachers Programs in Hertford County and Northampton County which serves young mothers.

11. Describe activities that your agency has undertaken or plans to undertake to establish a pool of unrestricted funds to further the agency's mission and reduce dependency on government funding.

a. Funds to support services for low-income persons

CADA continually looks to referrals and dual enrollment to serve clients with all of the resources that may be available to them. We are exploring local fundraising strategies and options to raise unrestricted funds. CADA is exploring options to raise unrestricted funds such as profit centers along with partnering/networking with other funding sources to maximize resources and seek new funds.

b. Funds to support the overall agency

CADA continuously researches and pursues funding from foundations and also seeks local sources of funding from the counties we serve. We have implemented various local fundraising events/activities in order to raise unrestricted funds to support the overall agency as well as scheduled meetings to strategize upcoming fundraiser events. In the future, CADA plans to invite community stakeholders to various CADA awareness meetings in order to promote services and raise awareness on how these services impact individuals within the community;

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**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
Planning Process Narrative (continued)**

in hopes that these CADA awareness meetings will encourage community stakeholders to donate.

12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

All case managers in various programs are ready to discuss child support issues – for mothers or fathers – and advocate on their behalf. CADA works with local DSS offices to insure that children are being supported by their non-custodial parents and will assist clients in pursuing their options – either to obtain child support or to present themselves in court for fair adjudication of the matter. Head Start's Male Involvement Program particularly emphasizes the importance and the protocol to resolve child support issues.

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**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: 07/01/2016 – 06/30/2017

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

Poverty Cause: Lack of resources, knowledge and/or skills to become self-sufficient.

As a result of a community needs assessment conducted in 2014, the most critical community needs in Bertie, Halifax, Hertford and Northampton Counties are: **(Bold print – illustrates community needs the Self-sufficient program will address)**

- a) **Lack of resources and motivation/education/skill training to increase family income and become self-sufficient**
 - b) High unemployment – lack of industry
 - c) Lack of financial literacy
 - d) Lack of resources/knowledge/skills to access affordable, standard housing.
 - e) Lack of subsidized rental housing.
 - f) Lack of homeless shelters
 - g) **Limited funds for emergency assistance programs.**
 - h) Lack of awareness information and available resources/services to prevent abuse and neglect and the removal of at-risk children from home.
 - i) Lack of support services to enable single teenage parents and pregnant teenagers to complete high school requirements.
 - j) Lack of resources to provide transportation/medical/needs.
 - k) **Lack of employment counseling**
 - l) **Lack of access to family support/family empowerment services.**
 - m) Lack of emergency childcare
 - n) Lack of resources and services for isolated elderly
 - o) Lack of parental knowledge of child development stages and appropriate ways to stimulate learning for children 0-5 years of age. Lack of programs, mentoring for youth.
 - p) Lack of Early Childhood Development programs/daycare to prepare children for school.
 - q) Lack of child/parent literacy
 - r) **Lack of child health and wellness**
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data

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The program serves four rural counties and has the following populations: Bertie (20,106), Halifax (52,970), Hertford (24,308) and Northampton (20,463). (Source: U.S. Census Bureau, 2014 estimate).

These counties have historically been designated as "Tier 1" counties – (i.e., most economically distressed) by the North Carolina Commerce Department. Located in the northeastern region of North Carolina and situated south of the Virginia border, approximately 90 miles west of the Atlantic Coast, this region of the state is characterized by slow growth and the average median household income is more than 30% below the state average. Unemployment rates in the area are consistently well above the state and national averages. Poverty is chronic and entrenched in these depressed rural communities.

Unemployment Figures for Service Area

County	November 2015
Bertie County	7.2%
Halifax County	8.8%
Hertford County	7.0%
Northampton County	7.4%
Average for Service Area	7.6%
North Carolina	5.5%
United States	5.0%

Source: North Carolina Department of Commerce - Labor and Economic Analysis Division (November 2015 Report)

The dependent poor headed by persons over 65 years of age and/or disabled represent over 15% of the area poverty households and are not potentially employable. Children under the age of six who live in poverty represent 31% of the population. Minorities that live in poverty represent 80% and 52% are female-headed households. Only 34% of the family members aged 25 or older are high school graduates. They also lack marketable skills/training, have poor or non-existent work histories, display poor work attitudes, and need affordable childcare, transportation, and other supportive services. High rent with limited earnings also has a major impact in the four counties that CADA serves. The North Carolina Housing Coalition suggests in order for individuals/families to afford rent and utilities for

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a safe, modest two-bedroom apartment at the fair market monthly rent would be \$584 (Bertie & Northampton), \$599 (Halifax), and \$594 (Hertford); Workers would need to earn \$23,360/\$11.23 per hr. (Bertie & Northampton), \$23,960/\$11.52 per hr. (Halifax) and \$23,760/\$11.42 per hr. (Hertford) annually. The typical renter, however, earns \$7.39 per hr. (Bertie), \$8.76 per hr. (Northampton), \$8.21 per hr. (Halifax), and \$10.19 (Northampton). At minimum wage of \$7.25 per hour, a worker within Bertie and Northampton must work 1.5 full-time jobs to afford this rent and Halifax and Hertford county workers must work 1.6 full-time jobs to afford this rent. When housing is affordable, families do not have to choose between paying for housing and other needs, such as food and medicine.

Compounding these barriers to employment are the remoteness of the area and the lack of employment opportunities. Of the area population, approximately 73% is transportation disadvantaged.

Section II: Resource Analysis (use additional sheets if necessary)

3. Resources Available:

a. Agency Resources:

Community Services Block Grant, Weatherization, Urgent Repair, Single Family Rehabilitation, Section 8, Joblink Career Center, Youth WIA, Parents as Teachers, Head Start, Early Head Start, Male Involvement, Emergency Food and Shelter, Energy Share, Senior Housing, Free Income Tax Preparation, Home Ownership, Foreclosure Prevention, Financial Literacy Education, Individual Development Accounts, and Comprehensive Referral System with Community Organizations.

b. Community Resources:

TANF, Food Stamps, LIEAP, Public Housing, Day Care Centers, Roanoke Chowan Community College and Halifax County Community College, Boys & Girls Clubs, DES, Choanoke Public Transit System, Union Mission, Juvenile Justice, and 4-H.

Departments of Social Services

Daycare	Number of Approved Centers	Average Monthly Attendance	Average Spending per Attendance
Bertie	21	491	\$327
Halifax	48	1,239	\$300
Hertford	25	165	\$298
Northampton	17	500	\$321

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Food Stamps	Average Monthly Households	Average Monthly Coupon Value per Household
Bertie	3083	\$220
Halifax	8173	\$229
Hertford	3270	\$235
Northampton	2106	\$173
LIEAP	Total LIEAP Payments	LIEAP Average Payment per Case
Bertie	\$45,400	\$313
Halifax	\$4845,951	\$169
Hertford	\$50,200	\$300
Northampton	\$340,153	\$50

Source: County Departments of Social Services (2012/2013)

Public Housing

	Total Number of Units	Turnover Rate	FMR per Bedroom
Roanoke Chowan Regional Housing Authority	900	24%	1 - \$457; 2 - \$580; 3 - 764; 4 - \$988
Ahoskie Housing Authority	100	7 per year	1 - \$306; 2 - \$341; 3 - \$447; 4 - \$460
Academy Hills apts.	40	4 - 5 per year	1 - \$535
Housing Choice Voucher Program - Bertie and Hertford	272/11	High	1 - \$511; 2 - \$596; 3 - \$735

Other subsidized Apartments

	Total Number of Units	Turnover Rate (Per Year)	FMR Value
Ahoskie HS Apts.	41	3	1 - \$474; 2 - \$534
Windsor Oaks Apts./ Project Based Voucher	50	12	1 - \$408; 2 - \$454; 3 - \$524
Forest Meadows Apts. - Farmers Home Site	21	6	1-\$452; 2-\$542; 3-\$638
Sedgewood Apts.	24	3	1-\$654; 2-\$715
Fox Ridge Apts.	32	0	2-\$577; 3-\$655
Peachtree Court Apts./ Project Based Voucher	50	4	2-\$400; 3-\$415
Pine Gate Apts.	56	7%	1-\$465; 2-\$485 3-\$510
Windsor Village Apts.	32	0	1-\$688
Cashie Apts.	32	3	30% of income
Woodland Olney	30	0	1-\$462; 2- \$507
Richland Apts.	24	1	1 - \$488; 2 - \$518

Sources: Individual Rental Offices in Service Area (2014)

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4. Resources Needed:

c. Agency Resources:

Additional emergency funds, unrestricted funds, additional homeownership grants and loan programs; additional public housing units and HUD section 8 vouchers, funds for after-school programs, funds for entrepreneurial projects; funds for specialized staff for packaging loan applications, mobilizing financial resources, fatherhood program, re-entry program, funding for disseminating information to public/private entities, and substandard housing program to assist seniors needing adaptations so they can remain in their homes as well as assist individuals/families with energy efficiency to better utilize limited incomes and improve health.

d. Community Resources:

Accessible/affordable housing, funds for infrastructure, public transportation, job training/employment counseling, youth programs, after school programs, assistance with buying a home, homeless shelter, assistance for minor home accessibility modifications for low-income disabled persons, emergency childcare, transportation emergencies, isolation of elderly, parenting education, child literacy programs and child health and wellness programs.

Section III: Goal and Strategy

5. Long-Range Goal:

- Decrease by 30 the number of families or individuals living below 100% of the HHS poverty guidelines by June 30, 2017.
- Leverage resources to provide resource and referral services to 175 participants by June 30, 2017 with a focus on standard housing and emergency assistance.

6. Strategies for Achieving Long-Range Goal:

- Continue to develop a comprehensive client intake to more effectively assess the needs of our participants and expand our internal and external referral network.
- Continue to develop a comprehensive self-sufficiency program to assist those in poverty to improve quality of life.
- Continue an effective interagency collaboration in order to assure services are not duplicated.
- Continue services with local human service agencies to provide needed assistance and facilitate coordination.
- Maintain a counseling and referral system for comprehensive skill-training/education programs.
- Continue to collaborate with local colleges to provide HRD classes to participants
- Provide a comprehensive case management system to assist family members in removing barriers to employment such as daycare, transportation, etc.
- Participate in economic development activities that will increase opportunities for self-sufficiency.
- Develop regular involvement with NC Works Career Center formerly JobLink to ensure CSBG

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eligible customers access to the full array of services provided by the center.

- Maintain a system that focuses on individual employment plans and career path utilization.
- Educate and promote the importance of financial literacy and asset building.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals and follow-up services to low-income residents to help them attain self-sufficiency.
- Promote the Earned Income Tax Credit and free tax preparation assistance for families.
- Maintain an intake process that will allow case managers the opportunity to understand clients' needs and direct them to the appropriate resources/organizations.
- Provide emergency and substandard housing assistance to families in need from July 1, 2016 to June 30, 2017.
- Identify low-income individuals/families in need of emergency or standard housing assistance and refer to appropriate programs for assistance.
- Continue services with local human service agencies to provide needed assistance and facilitate coordination.
- Distribute CADA brochures and promote services during community events.

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**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Self-Sufficiency						
2. Poverty Cause Name:	Lack of resources, knowledge and/or skills to become self-sufficient						
3. Long-Range Goal:	Decrease by 30 the number of families or individuals living below 100% of the HHS poverty guidelines by June 30, 2017.						
4. Selected Strategy:	Provide comprehensive assessment, case management, counseling, direct assistance, referrals and follow-up services to low-income residents to help them attain self-sufficiency.						
5. Project Period:	July 1, 2016	To	June 30, 2017	Plan Year	1	of	1
6. CSBG Funds Requested for this Project:	\$327,503						
7. Total Number Expected to Be Served:	90						
a. Expected Number of New Clients	75						
b. Expected Number of Carryover Clients	15						
8. Percentage of Long-Range Goal Expected to be Met this Year	N/A						

Section II: One-Year CSBG Program Objective and Activities						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Objective: Provide participants (families or individuals) with comprehensive case management along with other services that will help remove barriers to self-sufficiency for 90 low-income families by June 30, 2017.	LCM, CSM	15	40 (25)	65 (25)	90 (25)	
1. <u>Development</u>						
1.1 Maintain a comprehensive client intake process to more effectively assess the needs of our participants.	M/CS, CSM, CSMH, CSMEA, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17	
1.2 Manage a self-sufficiency program to assist those in poverty to improve their quality of life.	M/CS, CSM, CSMH, CSMEA, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17	

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1.3	Maintain a comprehensive case management system to assist family members in removing barriers to employment such as daycare, transportation, ID's, etc.	M/CS, CSM, CSMH, CSMEA, LCM	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
1.4	Maintain a housing referral and placement program.	M/CS, CSM, CSMH, CSMEA, LCM	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
1.5	Continue to expand the financial literacy program with more emphasis on personal budgeting skills for participants.	M/CS, CSM, CSMH,CSMEA, LCM	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
1.6	Research resources to assist families achieve self-sufficiency	ED, B/D, DAD, M/CS, CSMH, CSMEA	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
1.7	Seek housing resources to bridge gaps for special populations	ED, B/D, DAD, M/CS, CSMH	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
1.8	Participate in economic development activities to increase opportunities for participants.	ED, B/D, M/CS, DAD	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
1.9	Provide direct client support as needed to include payments for transportation, childcare, housing, utilities, skills training, tuition, uniforms, medical and food assistance, etc.	M/CS, CM, LCM, CSMH, CSMEA	10	20 (10)	30 (10)	40 (10)
<u>2. Training</u>						
2.1	Continue to train staff for proper intake procedures including income guidelines, documentation, and general information about other agency programs for which the participant may qualify.	M/CS CSMH, CSMEA, CSM LCM	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
2.2	Train staff in proper techniques of comprehensive case management ensuring proper documentation and follow up for all participants.	M/CS CSMH, CSMEA,CSM, LCM	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
2.3	Train/monitor staff in efficient use of Accountable Results for Community Action (AR4CA) for proper case management and data collection	M/CS LCM	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17

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2.4	Continue to train Center Managers in this systems approach to maximize agency efforts to help our participants and to ensure proper reporting to funding agencies.	M/CS LCM	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
3. <u>Enrollment</u>						
3.1.	Enroll (or carry over when applicable) eligible participants.	CSMH, CSMEA, CM, CSM LCM	15	40 (25)	65 (25)	90 (25)
3.2.	Complete intake assessment and determine resources available for eligible participant.	CM, CSM, CSMH, CSMEA, LCM	15	40 (25)	65 (25)	90 (25)
3.3.	Advise participants of available resources and programs.	CM LCM	15	40 (25)	65 (25)	90 (25)
3.4.	Provide a general orientation to eligible participant concerning expectations and possible results.	CM, CSM CSMH, CSMEA, LCM	15	40 (25)	65 (25)	90 (25)
3.5.	Enter into written agreement between mentor and participant.	CM, CSM, CSMH, CSMEA, LCM	15	40 (25)	65 (25)	90 (25)
4. <u>Case Management</u>						
4.1.	Complete needs assessment to determine strengths and weaknesses of participant	CM, CSM, CSMH, CSMEA LCM	15	40 (25)	65 (25)	90 (25)
4.2.	Develop a mutually agreed upon plan of action with the participant to be carried out while in the self-sufficiency program.	CM, CSM, CSMH, CSMEA, LCM	15	40 (25)	65 (25)	90 (25)
4.3.	Coordinate services with local human service agencies to provide needed assistance.	CM, CSM, CSMH, CSMEA LCM	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
4.4.	Develop parenting skills education programs for participants with children	M/CS, CSMH, CSMEA, CSM, CM, LCM	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
4.5.	Provide counseling and referral assistance to skill-training education programs.	M/CS CM, CSM, CSMH, CSMEA, LCM	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
4.6.	Develop and provide housing support services to families seeking self-sufficiency	M/CS, CSMH, LCM	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17

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4.7. Provide participants referrals to Community Colleges for Human Resources Development classes on regular basis	M/CS CM, CSM CSMH, CSMEA, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
4.8. Provide referrals to community colleges for skills training, development of individual employment plans and career path plans	M/CS CM, CSM, CSMH, CSMEA, LCM, CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
4.9. Coordinate regular involvement in the NC Works Career Center to insure CSBG eligible customers receive the full array of services. (Conduct Job Fairs at Center)	M/CS CM, CSM, CSMH, CSMEA, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
4.10. Provide/coordinate financial assistance consistent with participant's action plan to help remove barriers such as: transportation, housing, food, health, and any other needs to help them reach their goal.	M/CS CM, CSM LCM, CSMH, CSMEA,	10	20 (10)	30 (10)	40 (10)
4.11. Through counseling and training, thirty (30) families will gain fulltime employment or upgrade their current employment status.	M/CS CM, CSM, CSMH, CSMEA, LCM	9	16 (7)	23 (7)	30 (7)
4.12. Offer financial literacy classes – including budget counseling and credit repair.	M/CS, CM, CSM CSMH, CSMEA, LCM	15	40 (25)	65 (25)	90 (25)
4.13. Offer free tax return assistance to clients and promote the Earned Income Tax Credit	MCS, CM, CSM CSMH, CSMEA, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
4.14. Coordinate Individual Development Account program resources for participants to encourage saving.	M/CS CM, CSM, LCM CSMH, CSMEA	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
5. <u>Follow Up</u>					
5.1 Maintain at least bi-monthly contact with the participant to monitor the progress of the action plan.	CM LCM	15	40 (25)	65 (25)	90 (25)
5.2 Regularly review case management documentation and required participant activities.	M/CS, CSM, CSMH, CSMEA, CM, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17

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5.3 Review program results at least monthly and submit reports as requested.	M/CS, CSM, CM, LCM, CSMH, CSMEA	07/16-06/17	07/16-06/17	07/16-06/17	07/16-06/17
		09/16	12/16	03/17	06/17
5.4 Monitor and review program results and make recommendations for improvement as necessary.	CSMH, CSMEA, M/CS, CSM, CM, LCM	07/16-06/17	07/16-06/17	07/16-06/17	07/16-06/17
		09/16	12/16	03/17	06/17
5.5 Prepare and submit quarterly reports to the Office of Economic Opportunity as required.	M/CS CSMH, CSMEA, LCM	1	1	1	1
		07/16-06/17	07/16-06/17	07/16-06/17	07/16-06/17
		09/16	12/16	03/17	06/17

KEY:

BD-Board of Directors

ED-Executive Director

DAD – Director of Agency Development

M/CS- Manager of Community Services

CSMH-Community Services Center Manager-Housing

CSMEA-Community Services Center Manager-Emergency Assistance

NC Works Coordinator – Center Manager

CM-Case Managers

LCM-Lead Case Manager

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**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: Project Identification							
1. Project Name:	Resource and Referral Services						
2. Poverty Cause Name:	Lack of resources, knowledge and/or skills to acquire emergency assistance or standard housing assistance.						
3. Long-Range Goal:	Leverage resources to provide resource and referral services to 175 participants by June 30, 2017 with a focus on standard housing and emergency assistance.						
4. Selected Strategy:	Identify low-income individuals/families in need of emergency or standard housing assistance and refer to appropriate programs for assistance.						
5. Project Period:	July 1, 2016	To	June 30, 2017	Plan Year	1	of	1
6. CSBG Funds Requested for this Project:	\$81,876						
7. Total Number Expected to Be Served:	175						
a. Expected Number of New Clients	175						
b. Expected Number of Carryover Clients	0						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):	N/A						
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):	75%						

Section II: One-Year CSBG Program Objective and Activities						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Objective: To provide resources and referral assistance to 175 clients by June 30, 2017.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	40	85 (45)	130 (45)	175 (45)	
1. <u>Development</u>						
1.1 Implement a comprehensive client intake/call-in process to more effectively assess the needs of our participants.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17	
1.2 Collaborate with representatives from USDA, Rural Development, private lending agencies, landlords, NCFHA and vendors in the CADA servicing area	M/CS, CSMEA, CSMH, NCW/CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17	

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1.3 Conduct Poverty Forum for private/public sectors, community organizations, news media, and solicit support for housing program.	ED, DAD	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
1.4 Implement training sessions for CADA staff on Housing options for low-income residence	ED, DAD, M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
1.5 Compile, reproduce, and disseminate information on available rental, rehab/new construction resources programs and the need for additional resources.	ED, DAD, M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
1.6 Meet with community organization service agencies etc. to explain program and solicit support and referrals	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
1.7 Establish cooperative working relationship with realtors, housing authority, lenders, landlords, building materials vendors and government officials	ED, DAD	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
1.8 Coordinate and manage an emergency assistance program to assist those in need of emergency assistance.	ED, DAD, M/CS	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
1.9 Organize/maintain partnerships with local Dept. of Social Services (DSS) in order to assure that no services have been duplicated as well as to assure DSS funds have been exhausted.	CM, LCM, M/CS, CSMH, CSMEA, DAD	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
1.10 Coordinate a referral system that will connect 175 clients with services/agencies as needed.	CM, LCM, M/CS, CSMEA	40 09/16	85 (45) 12/16	130 (45) 03/17	175 (45) 06/17
1.11 Maintain a system of monitoring and tracking available funding allocations in order to assure that funds are exhausted properly to avoid pledging over program allocation.	CM, LCM, M/CS, CSMH, CSMEA	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
1.12 Maintain a system that tracks the demographic characteristics of individuals/families that have applied for/received services.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
<u>2. Training</u>					
2.1 Train staff on proper intake/call-in procedures including documentation, Emergency food and Shelter, Energysare guidelines, and general information about other agency	LCM, M/CS, NCW/CM CSMH, CSMEA, DAD	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17

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programs for which clients may qualify.					
2.2 Train staff on proper procedures of collecting information in order to determine if clients are eligible to receive emergency or housing assistance	LCM, M/CS, CSMH, CSMEA, NCW/CM DAD	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
2.3 Train staff on in-house and community resource services in order to refer clients to needed services.	LCM, M/CS, CSMH, CSMEA, NCW/CM DAD	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
2.4 Train staff on the proper policies/procedures to contacting agencies such as Customer Care, Energy Management (CEM), Ameri-Gas, Dominion Power, Roanoke Electric, Housing resources, etc in order to arrange pledges.	ED, LCM, M/CS, CSMH, CSMEA, NCW/CM DAD	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
2.5 Train staff on monitoring and tracking available funding allocations in order to assure that funds are exhausted in the right manner.	M/CS, CSMH, CSMEA,	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3. Case Management					
3.1 Staff will coordinate various services for 175 clients	LCM, CSMH, CSMEA, NCW/CM , CM	40	85 (45)	130 (45)	175 (45)
3.2 Staff will record individuals/families demographic characteristics for participants who have applied for/received services	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.3 Staff will verify that approved vendor payments for clients have been submitted/paid to clients' accounts	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.4 Complete family data and certify eligibility for program	LCM, CSMH, CSMEA, NCW/CM , CM	40	85 (45)	130 (45)	175 (45)
3.5 Assess housing needs of participants.	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.6 Counsel participants to develop strategies and refer to appropriate resource program.	LCM, CSMH, CSMEA, NCW/CM , CM	40	85 (45)	130 (45)	175 (45)
3.7 Establish and maintain file system for participants	LCM, CSMH, CSMEA, NCW/CM , CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17

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3.8 Assist/advocate for participants applying for needed services.	LCM, CSMH, CSMEA, NCW/CM, CM	40	85 (45)	130 (45)	175 (45)
3.9 Assist participants with applying for standard housing	LCM, CSMH, CSMEA, NCW/CM, CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.10 Assist participants with completing applications for loans/grants for rehab or new construction.	LCM, CSMH, CSMEA, NCW/CM, CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.11 Assist participants with securing bids to determine rehabilitation or new construction cost.	LCM, CSMH, CSMEA, NCW/CM, CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.12 Monitor participants' applications to assure services are not duplicated.	LCM, CSMH, CSMEA, NCW/CM, CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.13 Check status of applications	LCM, CSMH, CSMEA, NCW/CM, CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.14 Determine whether additional information is needed.	LCM, CSMH, CSMEA, NCW/CM, CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.15 Protect participants' loan/grant funds by monitoring contractor's progress and construction progress.	LCM, CSMH, CSMEA, NCW/CM, CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.16 Coordinate placement for 10 families in substandard housing.	LCM, CSMH, CSMEA, NCW/CM, CM	4	6 (2)	8 (2)	10 (2)
3.17 Provide follow-up counseling as needed for 100 families.	LCM, CSMH, CSMEA, NCW/CM, CM	40	85 (45)	130 (45)	175 (45)
3.18 Counsel families on energy conservation methods and programs.	LCM, CSMH, CSMEA, NCW/CM, CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
3.19 Refer participants to needed services: Weatherization, Emergency Assistance, Employment Assistance Child Care, Urgent Repair, Single Family Rehab., etc.	LCM, CSMH, CSMEA, NCW/CM, CM	07/16-06/17 09/16	07/16-06/17 12/16	07/16-06/17 03/17	07/16-06/17 06/17
4. Follow-up					
4.1 Staff will follow up with 175 clients to assure needs have been met.	LCM, CSMH, CSMEA, NCW/CM, CM	40	85 (45)	130 (45)	175 (45)

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4.2 Staff will generate reports to track participants' characteristics and funding received.	LCM, CSMH, CSMEA, NCW/CM , CM M	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
4.3 Staff meetings will be held in order to discuss various needs as well as assure all pledges have been paid in full.	ED, DAD, LCM, CSMH, CSMEA, NCW/CM , CM	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
4.4 Evaluate Program	BD, ED, MCS, CMS	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17
4.5 Submit required reports	ED, DAD, FD CMS, MCS	07/16- 06/17 09/16	07/16- 06/17 12/16	07/16- 06/17 03/17	07/16- 06/17 06/17

KEY:

BD-Board of Directors

ED-Executive Director

FD – Finance Director

DAD – Director of Agency Development

M/CS- Manager of Community Services

CSMEA-Community Services Center Manager-Emergency Assistance

CSMH - Community Services Center Manager - Housing

NCW/CM - NC Works Coordinator – Center Manager

LCM-Lead Case Manager

CM-Case Managers

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**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
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OEO Form 212 (continued)**

10. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees are required to complete Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2016-17 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (Self-Sufficiency)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	90
The number of low-income participant families rising above the poverty level.	30
The number of participant families obtaining employment.	30
The number of participant families who are employed and obtain better employment.	5
The number of jobs with medical benefits obtained.	15
The number of participant families completing education/training programs.	5
The number of participant families securing standard housing.	2
The number of participant families provided emergency assistance.	15
The number of participant families provided employment supports.	15
The number of participant families provided educational supports.	5
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

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**Community Services Block Grant Program
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One-Year Work Program
OEO Form 212 (continued)**

Table 2 Outcome Measures for Project 2 (Resource & Referral)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	175
The number of low-income participant families rising above the poverty level.	0
The number of participant families obtaining employment.	0
The number of participant families who are employed and obtain better employment.	0
The number of jobs with medical benefits obtained.	0
The number of participant families completing education/training programs.	0
The number of participant families securing standard housing.	10
The number of participant families provided emergency assistance.	165
The number of participant families provided employment supports.	0
The number of participant families provided educational supports.	0
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

11. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total number of persons served in the table.

Number of Families to be Served Per County										
Agency Name: Self-Sufficiency										
Project Name:										
County	Bertie	Halifax	Hertford	Northampton						Total
Total Planned	15	45	15	15						90
Project Name: Resource & Referral										
County	Bertie	Halifax	Hertford	Northampton						Total
Total Planned	29	88	29	29						175

**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

- a. Board of Directors:

The Board of Directors, as the governing body of the agency, is responsible for the establishment of policies, the direction of activities, and the development of programs and is assisted by the staff in planning, assessing, tracking and evaluating program progress, and recommending changes.

- b. Low-Income Community:

Low-income representatives are directly involved through participation on the Board of Directors and on other CADA Advisory Boards and committees that plan, track, and evaluate all CADA programs. Program reports are presented at county council and community organization meetings for review and recommendations. Monthly, the supervisory personnel of each program use the monthly reports generated by the CADA CSBG staff in the Community Service Centers to monitor and evaluate progress. The staff presents program reports to the Board of Directors for review.

- c. Program Participants:

Low-income representatives are directly involved in the planning, tracking, and evaluation of all programs. Program participants are encouraged to evaluate and recommend program changes through individual contacts with staff and group/community organization meetings and through needs assessment surveys and tracking of customer satisfaction.

- d. Others:

The Board of Directors has representation of faith-based, business, industry, and community members who would be included in this category. The membership of Advisory Boards/ committees includes other agencies and community organizations. CADA staff serves on consortium boards and collaborates with the community to maximize service without duplication.

2. Describe how administrative policies and procedures are monitored by the Board of Directors.

All CADA employees and members of its governing body are given a copy of the agency's Personnel Policies and Procedures. The Administrative staff and Board monitor these policies. The Personnel and Grievance Committee of the Board of Directors reviews the policies annually and recommends amendments if needed to the Board for approval at a quorum.

meeting.

CADA has on file a copy of the Affirmative Action Plan approved by CADA's Board of Directors. CADA's Equal Opportunity Officer assures that this plan is adhered to.

Both the Board and the funding sources through monthly and quarterly reports monitor fiscal policies. A local CPA firm conducts an annual audit and copies of the report are transmitted to CADA's governing board and all funding sources.

3. Describe how the Board acts on monitoring, assessment and evaluation reports.

At the monthly Board of Directors' meeting, program reports and recommendations are presented for advice, discussion, revision, and planning as a means of solving problems and improving implementation of service. Programmatic staff is available at Board meetings to answer questions and to provide additional information the Board may need to consider. Through the board process, members make recommendations for Board actions and these are approved, disapproved or tabled for future action. Approval requires a majority of the members. Approval of the CSBG work plan is governed by this process.

4. Describe the Board's procedure for conducting the agency self-evaluation.

Each year during the planning process, the agency conducts a self-assessment. This self-assessment is the basis for program planning and assures the responsiveness of the agency to community needs. Upon completion of a project – end of program year – an in-depth assessment of the project's goals, impact and cost effectiveness is conducted by staff, the Board and the low income. The Board is provided information for assessment through Committee/Staff/ Executive Director reports. This information is used by the Board to determine revisions/additions to the agency's work plan and strategic planning. Agency self-evaluation is an ongoing process. Proposals for funding are presented to the Board for approval each month.

5. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

Self-Assessments are conducted at the end of each fiscal year. The Board of Directors receives reports from the Executive Director and the managers of the self-sufficiency, housing and employment departments that outline expected and actual results. These reports are delivered each quarter and as needed. Evaluations are ongoing throughout the year and the process provides a foundation for program planning and a vehicle for modification when needed. Board members review the items presented, discuss any perceived problems and explore potential program revisions to insure the agency's continued responsiveness to community needs.

Board members expressed concerns regarding requirements of spending the county allocations in the specified county. An example of a challenge that may occur due to the

county spending requirements is CADA may have challenges (staffing and resource) to respond to a crisis in a particular county (for example, natural disasters, plant layoffs, plant closings).

Amend Audit Contract and Quarterly Review:

Ms. Leslie Edwards, Finance Officer, appeared before the Board to seek approval to enter into an extension of the Service Agreement with the accounting firm of Martin Starnes & Associates, CPAs, P.A. for fiscal years ending June 30, 2015.

A motion was made by Virginia Spruill and seconded by Chester Deloatch to approve the amended contract with Martin Starnes & Associates, CPAs for the completion date of March 31, 2016. **Question Called: All present voting yes. Motion carried.**

Ms. Edwards also appeared before the Board to present the Operating Budgets for period ending December 31, 2015. The Operating Fund which includes General and Social Services is showing Revenue over Expenditures for the first six months of \$562,133.61 With the Enterprise Fund, both Water and Solid Waste show Revenue over Expenditures. It was noted that last year in the Solid Waste Fund, Expenditures were over Revenue, so this is a plus this year.

Commissioner Carter wanted to know if there were any debt payments that have to come out of these funds. Ms. Edwards replied yes, the majority of the debt payments happen in January through June—so some items will be coming out, but her Department will still be recording Revenue in the next six months.

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**



NORTHAMPTON COUNTY

Finance Department & Management Information Systems

Post Office Box 663

Jackson, North Carolina 27845

Finance Telephone (252) 534-1536 or (252) 534-5301

MIS Telephone (252) 534-6171

Fax (252) 534-1239

Leslie H. Edwards
Finance Director

Bill Blanchard
MIS

DECISION PAPER

TO: Northampton County Board of Commissioners
FROM: Leslie H. Edwards, Finance Officer
DATE: February 1, 2016
RE: Audit Contract for fiscal year end June 30, 2015

PURPOSE:

The purpose of this decision paper is to seek the approval of the Board of Commissioners to enter into an extension of the Service Agreement (Contract) with the accounting firm of Martin Starnes & Associates, CPAs, P.A. for fiscal years ending June 30, 2015.

FACTS:

1. Martin Starnes & Associates have audited and prepared the County's financial statements for the past several years and have assisted the county with several issues including low fund balance, mid-year reviews and capital projects.

DISCUSSION:

Due to the untimely receipt of necessary documents Martin Starnes & Associates was unable to meet the completion date of October 31, 2015 for the fiscal year end June 30, 2015 audit. The Local Government Commission requires Martin Starnes & Associates to submit an amended service agreement that is approved by the board of commissioners (enclosed document). All documents have been submitted to Martin Starnes & Associates at this time and they expect to have draft documents ready in the next few weeks. It was the recommendation of the audit firm to change the completion date to March 31, 2016.

RECOMMENDATION

Recommend that the Northampton County Board of Commissioners approve the amended contract with Martin Starnes & Associates, CPA's for the completion date of March 31, 2016.

Respectively submitted.

Leslie H. Edwards, Finance Officer.

COORDINATION:

County Manager

Concur: _____

Concur with Comment: _____

Non-Concur _____

Amended LGC-205 (Rev. 2015)

AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS

Whereas, Martin Starnes & Associates, CPAs, P.A. and Northampton County, NC
Audit Firm Primary Governmental Unit

and N/A entered into a contract dated March 25, 2015,
Discretely Presented Component Unit (DPCU) if applicable

in which the auditor agreed to audit the accounts of Northampton County, NC and
Primary Governmental Unit

N/A for fiscal year ended June 30, 2015
Discretely Presented Component Unit (DPCU) if applicable

and to render its audit report on or before October 31, 2015. It is now necessary that the audit completion and report submission be delayed past this date for the following reason (s):

The County has not been able to complete the required documentation in a timely manner. The former Finance Officer, Dorothy Vick, retired from the County on August 31, 2015. Leslie Edwards became Finance Officer effective September 1, 2015. Due to the timing of the change in finance officers and that no preparation for the audit was done prior to her appointment, the audit was unable to be completed. In order to complete the required documents, Leslie, along with her finance staff, had to conduct further research to complete the documents accurately. It is the goal of the Northampton County Finance Department to complete the audit in a timely manner in the upcoming fiscal year.

The auditor, the Governmental Unit, and DPCU if applicable, agree that the time for completion of the audit and submission of the audit Report by the auditor to the Governmental Unit and the Local Government Commission is extended to

March 31, 2016.

Contract to Audit Accounts (cont.) Northampton County, NC
Governmental Unit
N/A
Discretely Presented Component Units (DPCU) if applicable

Audit Firm Signature:

Martin Starnes & Associates, CPAs, P.A.
Name of Audit Firm
By Amber Y. McGhinnis, Senior Audit Manager
Amber Y. McGhinnis
Authorized Audit firm representative name: Type or print
Signature of authorized audit firm representative
Signature Date January 18, 2016
amcghinnis@martinstarnes.com
Email Address of Audit Firm

By N/A
Chair of Audit Committee - Type or print name

N/A
**Signature of Audit Committee Chairperson

Signature Date N/A

**** If Governmental Unit has no audit committee, mark this section "N/A"**

N/A

Governmental Unit Signatures:

Northampton County, NC
Name of Primary Government
By Fannie P. Greene, Chair
Fannie P. Greene
Mayor / Chairperson: Type or print name and title
Signature of Mayor/Chairperson of governing board
Signature Date _____

Date Primary Government Governing Body Approved
Amended Audit Contract - G.S. 159-34(a)

Pre-Audit Certificate to be completed if the Primary Government audit fee is changed in the Amended Contract:

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Leslie H. Edwards, Finance Officer
Leslie H. Edwards
Primary Governmental Unit Finance Officer:
Type or print name

Leslie H. Edwards
Primary Government Finance Officer Signature

Date 02/01/16
(Pre-audit Certificate must be dated.)

leslie.edwards@nhcnc.net
Email Address of Finance Officer

Contract to Audit Accounts (cont.) Northampton County, NC
Governmental Unit
N/A
Discretely Presented Component Units (DPCU) if applicable

**** This page to be completed by Discretely Presented Component Unit named in this Audit contract****

DPCU Governmental Unit Signatures:

N/A
Name of Discretely Presented Government

By N/A
DPCU Board Chairperson: Type or print name and title

N/A
Signature of Chairperson of DPCU governing board

Signature Date N/A

By N/A
Chair of Audit Committee - Type or print name

N/A **
Signature of Audit Committee Chairperson

Signature Date N/A

**** If Discretely Presented Government Unit has no audit committee, mark this section "N/A"**

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

N/A

Pre-Audit Certificate to be completed if the DPCU audit fee is changed in the Amended Contract:

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

By N/A
DPCU Finance Officer:
Type or print name

N/A
DPCU Finance Officer Signature

Date N/A
(Pre-audit Certificate must be dated.)

N/A
Email Address of Finance Officer

Contract to Audit Accounts (cont.)	Northampton County, NC
Governmental Unit	
	N/A
Discretely Presented Component Units (DPCU) if applicable	

Steps to Completing the Amended Audit Contract

1. **Complete all parts of the Header Information** – Include the audit firm name, Unit name, Discretely Presented Component Unit (DPCU) name if applicable (indicate N/A if not applicable), original contract date, fiscal year end date, and original audit report due date.
2. **Explanation for Amending Audit contract** - Previously we required a separate letter of explanation to accompany amended audit contracts. The explanation is now to be included in the body of the amended audit contract detailing the reason for the extension of time request and the steps the unit and auditor will take to prevent a recurrence of lateness with subsequent year's audits.
3. **Signature Area** – The same people that signed the original audit contract must also sign the amended audit contract. If there has been a change in staff of the person(s) who signed the original audit contract, indicate this in the explanation area of the amended contract. Make sure all applicable signatures are evident and properly dated. NOTE - If the original audit contract named and included auditing a DPCU that is a *Public Authority under the Local Government Budget and Fiscal Control Act*, the Board chairperson (and finance officer if there is a fee change) of the DPCU **must also sign** the amended audit contract in the areas indicated on Page 3.
4. **Governing Board Approval** - Amended audit contracts must ALSO be approved by the Unit's governing board pursuant to G.S. 159-34(a). Indicate this new date on the amended contract under the signatures on Page 2. This includes the date the DPCU governing board approved the amended audit contract (if applicable) on page 3.
5. **Pre-Audit Certificate** is to be completed by the finance officers if there is a change in fee. This should be noted in the explanation.
6. **Reminders:**
 - a. Provide correct email addresses for the audit firm and Unit finance officer as these will be used to communicate official approval of the audit contract.
 - b. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or legibly printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
7. **Sending amended audit contract** - After all the signatures have been obtained and the amended audit contract and is complete, please convert the signed contract into PDF form and submit it for LGC approval. Send the amended audit contract using the most current audit contract submission process. The current process will be found at the NC Treasurer's web site at the following link – <https://www.nctreasurer.com/sig/Pages/Audit-Forms-and-Resources.aspx>.



NORTHAMPTON COUNTY

Finance Department & Management Information Systems

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Fax (252) 534-1239

Leslie H. Edwards
Finance Director

Bill Blanchard
MIS

INFORMATION PAPER

TO: Northampton County Board of Commissioners

FROM: Leslie H. Edwards
Finance Officer

DATE February 1, 2016

RE: Northampton County Operating Budget Report
For period ending December 31, 2015.

Attached you will find the operating budgets for period ending **December 31, 2015**.
These budget indicated revenues and expenditures for the following funds:

Operating budget (General & Social Services)

Revenues (over) expenditures	\$ 843,777.97	Fund 11-General
Revenues (under) expenditures	- 281,644.36	Fund 80- Social
Net revenues over expenditures	\$ 562,133.61	

Enterprise Funds-

Water – Revenue <u>over</u> expenditures	\$ 686,699.64
Solid Waste- Revenue <u>over</u> expenditures	\$ 68,853.82

Notes:

The operating fund (general and social services) is showing revenues over expenditures for the first six months of fiscal year 2016.

The water enterprise fund has revenues over expenditures for the first six months of fiscal year 2016 by \$686,699.64.

The solid waste enterprise fund has revenue over expenditures by \$68,853.82.

Respectively submitted.

New Northampton County Health Department Rates:

Ms. Cheryl Warren of the Health Department, appeared before the Board on behalf of Mr. John White to request approval of the proposed clinic rates to be effective February 1, 2016. The changes are highlighted in yellow on the fees spreadsheet.

A motion was made by Joseph Barrett and seconded by Robert Carter to approve the new Health Board rates. **Question Called:** *All present voting yes.* **Motion carried.**

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**



NORTHAMPTON COUNTY HEALTH DEPARTMENT
9495 NC 305 HIGHWAY
POST OFFICE BOX 635
JACKSON, NORTH CAROLINA 27845



DECISION PAPER

TO: Northampton County Board of County Commissioners
FROM: Northampton County Health Department
MEETING DATE: February 1, 2016
RE: Northampton County Health Department New Rates

PURPOSE:

The purpose of this decision paper is to request the Board of Commissioners' approval of the proposed clinic rates to be effective February 1, 2016.

FACTS:

1. Local health departments are entitled to reimbursement rates based upon a cost report that reflects results conducive to the regulations set forth by the Division of Medical Assistance (DMA).
2. The Billing Rate Committee researches and individually analyzes rates currently used by the Health Department and compares them to the most current statewide averages, Medicaid rates and Health Department costs. New rates are proposed where needed.
3. The availability of updated versions of vaccines and the costs of vaccines prompted the Billing Rate Committee to review the current list of rates for Northampton County Health Department.
4. The proposed rates were submitted to and adopted by the Board of Health at their January 14, 2016 meeting.
5. The new proposed rates will be effective February 1, 2016 upon approval.

DISCUSSION:

Local health departments that bill services through a Medicaid clearinghouse are entitled to reimbursement rates based upon a cost report that reflects outcomes conducive to the regulations set forth by the Division of Medical Assistance (DMA). The Billing Rate Committee researches and analyzes health department current rates and compares them to the most current statewide averages, Medicaid Rates and Health Department costs. Nationally, updated versions of vaccines became available and the cost of another vaccine changed. Also, an administering fee and code for an injection needed to be reviewed. The Billing Rate Committee met to discuss these changes. After review and using a cost versus charge approach, the rate was changed for one vaccine, the decision was made to provide the updated versions of two vaccines and rates were set for those vaccines. Also, an administering fee was added to the rates list. The proposed rates were adopted by

the Board of Health at their January 14, 2016 meeting. The new proposed rates will be effective February 1, 2016 upon approval by the Board of Commissioners.

RECOMMENDATIONS:

Recommend that the Northampton County Board of Commissioners approve the proposed clinic rates to be effective February 1, 2016.

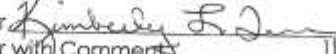
Respectfully submitted,



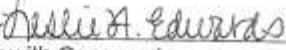
John L. White,
Acting Health Director

COORDINATION:

County Manager:

Concur 
Concur with Comments _____ 1/26/16
Non-concur _____

Finance Director:

Concur 
Concur with Comment _____
Non-concur _____

1/20/2015

NORTHAMPTON COUNTY HEALTH DEPARTMENT FEES

CPT Code	Service Type	CURRENT MEDICAID RATE	NORTHAMPTON 2015 RATE	NEW 2016 RATE
36415	VENIPUNCTURE, FOR LHD USE	2.78	15.00	
36416	COLLECTION OF CAPILLARY SPECIMEN	NR	15.00	
56420	DRAINAGE OF GLAND ABSCESS	96.44	155.00	
57061	TREATMENT OF GENITAL WARTS	87.27	90.00	
57170	FITTING OF DIAPHRAGM / CAP	53.91	102.00	
59025	FETAL NON-STRESS TEST	36.22	125.00	
59425	ANTEPARTUM CARE ONLY (4-6 visits)	340.20	410.00	
59426	ANTEPARTUM CARE ONLY (7 or more visits)	680.62	735.00	
59430	POSTPARTUM CARE ONLY, SEPARATE PROCEDURE	99.08	140.00	
69210	REMOVE IMPACTED EAR WAX	37.03	63.00	
81002	URINALYSIS, NONAUTO	3.25	12.00	
81025	URINE PREGNANCY TEST	8.04	15.00	
82270	FECAL OCCULT BLOOD	4.13	13.00	
82947	ASSAY OF GLUCOSE, QUANT	4.99	16.00	
82950	GLUCOSE TEST (POST-DOSE GCT)	6.04	20.00	
82951	GLUCOSE TOLERANCE TEST (GTT) (3hr)	16.37	55.00	
82952	GTT - (more than 3 specimens)	4.99	16.00	
85018	HEMOGLOBIN	3.01	10.00	
86580	TB SKIN TEST	5.59	25.00	
87081	CULTURE SCREEN	7.33	30.00	
87205	SMEAR, STAIN & INTERPRET (GC)	5.42	21.00	
87210	SMEAR & INTERPRET (WET PREP)	4.85	20.00	
90375	RABIES IG, IM/SC	65.38	89.00	
90471	IMMUNIZATION ADMIN	13.71	13.00	
90471	IMMUNIZATION ADMIN	13.71	13.00	
90472	EACH ADDITIONAL VACCINE (Single or Comb. Vaccine)	13.71	13.00	
90472	EACH ADDITIONAL VACCINE (Single or Comb. Vaccine)	13.71	13.00	
90473	IMM. ADM. BY INTRANASAL	13.71	13.00	
90474	IMM. ADM. BY INTRANASAL	13.71	13.00	
90620	MENINGOCOCCAL GROUP B VACCINE (BEXSERO)	173.48		180.00
90621	MENINGOCOCCAL GROUP B VACCINE (TRUMENBA)	124.88		130.00
90632	HEPATITIS A VACCINE - ADULT IM	44.16	80.00	
90633	HEP A VACCINE, PED/ADOL, IM	NR	34.00	
90636	TWINRIX (HepA, HepB)	89.50	110.00	
90648	HIB	21.00	25.00	
90649	HPV	136.73	156.00	
90651 UD	HPV (Gardasil 9)	177.84		190.00
90655	INFLUENZA - PRESERVATIVE FREE (age 6-35 mos.)	NR	25.00	
90656	INFLUENZA - PRESERVATIVE FREE (3 yrs & older)	16.75	25.00	
90658	FLU VACCINE, 3 YRS, IM	12.74	25.00	
90660	FLU VACCINE, INTRANASAL (FLUMIST)	21.24	25.00	
90670	PNEUMOCOCCAL VACCINE, PCV 13	NR	40.00	
90675	RABIES VACCINE, IM	147.06	275.00	
90681	RotaTeq (2 dose series)	NR	85.00	
90696	KinRix	NR	40.00	
90698	PENTACEL	NR	75.00	
90700	DTAP	NR	25.00	
90702	DT	NR	30.00	
90707	MMR	41.02	60.00	
90710	MMRV VACCINE	NR	160.00	
90713	IPV	24.79	30.00	
90714	TD - PRESERVATIVE FREE	19.26	20.00	
90715	TDAP	39.49	40.00	
90716	VARICELLA	86.42	90.00	
90723	PEDIARIX (DTaP, HepB, Hib)	72.63	75.00	
90732	PNEUMOCOCCAL VACCINE	31.53	40.00	90.00
90734	MENINGOCOCCAL CONJUGATE VACCINE for IM USE	106.87	107.00	
90744	HEP B VACCINE, PED/ADOL, IM	NR	30.00	
90746	HEP B VACCINE, ADULT, IM	55.20	70.00	
92551	AUDIOMETRY	8.27	30.00	
92567	TYMPANOMETRY	14.06	25.00	
92587	HEARING WITH OAE	30.08	105.00	
96110	DEVELOPMENTAL TEST, LIM	8.75	30.00	
96372	INJECTION FOR DEPO	17.04		20.00
99173	VISION SCREENING	NR	10.00	

1/20/2016

NORTHAMPTON COUNTY HEALTH DEPARTMENT FEES

99201	OFFICE/OUTPATIENT VISIT, NEW	62.10	110.00
99202	OFFICE/OUTPATIENT VISIT, NEW	93.15	180.00
99203	OFFICE/OUTPATIENT VISIT, NEW	132.48	210.00
99204	OFFICE/OUTPATIENT VISIT, NEW	194.58	300.00
99205	OFFICE/OUTPATIENT VISIT, NEW	244.26	400.00
99211	OFFICE/OUTPATIENT VISIT, EST	34.16	60.00
99212	OFFICE/OUTPATIENT VISIT, EST	56.93	105.00
99213	OFFICE/OUTPATIENT VISIT, EST	78.66	175.00
99214	OFFICE/OUTPATIENT VISIT, EST	122.13	250.00
99215	OFFICE/OUTPATIENT VISIT, EST	182.16	360.00
99381	PREV VISIT, NEW, AGE UNDER 1 YEAR	90.00	250.00
99382	PREV VISIT, NEW, AGE 1-4	90.00	275.00
99383	PREV VISIT, NEW, AGE 5-11	90.00	275.00
99383	PREV VISIT, NEW, AGE 5-11	154.00	275.00
99384	PREV VISIT, NEW, AGE 12-17	90.00	365.00
99384	PREV VISIT, NEW, AGE 12-17	169.00	300.00
99385	PREV VISIT, NEW, AGE 18-39	90.00	365.00
99385	PREV VISIT, NEW, AGE 18-39	167.00	300.00
99386	PREV VISIT, NEW, AGE 40-64	199.00	360.00
99391	PREV VISIT, EST, AGE UNDER 1 YEAR	90.00	215.00
99392	PREV VISIT, EST, AGE 1-4	90.00	240.00
99393	PREV VISIT, EST, AGE 5-11	90.00	240.00
99393	PREV VISIT, EST, AGE 5-11	126.00	240.00
99394	PREV VISIT, EST, AGE 12-17	90.00	326.00
99394	PREV VISIT, EST, AGE 12-17	146.00	275.00
99395	PREV VISIT, EST, AGE 18-39	90.00	326.00
99395	PREV VISIT, EST, AGE 18-39	142.00	275.00
99396	PREV VISIT, EST, AGE 40-64	158.00	290.00
99420	ADM./INTERPRETATION OF HEALTH RISK ASSESSMENT	8.14	25.00
99501	HOME VISITS FOR POSTNATAL ASSESS	58.29	330.00
99502	HOME VISITS FOR NEWBORN CARE	60.00	330.00
D0145	ORAL EVAL. PATIENT < 3 YRS & COUNSELING	36.35	75.00
D1206	TOPICAL APPLICATION OF FLUORIDE	16.04	60.00
J1050FP	DEPO-PROVERA CONTRA INJECTION	39.04	45.00
J2790	RH IG, FULL-DOSE, IM	86.49	107.00
S0280	INITIAL RISK ASSESSMENT - Pregnancy Medical Home	50.00	120.00
S0281	POSTPARTUM CLINIC VISITS - Pregnancy Medical Home	150.00	213.00
T1001	HIGH RISK SKILLED HOME VISIT	87.09	125.00
T1002	RN SERVICES, UP TO 15 MINUTES (STD/TB)	18.59	100.00
LOCAL USE CODES - SET RATES			
LU018	COPY OF MEDICAL RECORD (NON-MEDICAL PROVIDER)	NR	15.00
LU024	Determination of Presumptive eligibility	NR	0.00
LU102	COMPLETION OF RECORD for TB SCREENING DHHS 3405	NR	10.00
LU104	PPD Reading Only	*NR	5.00
LU282	STD ERRN Contact (REPORT ONLY)	NR	0.00
LU283	CH ERRN Contact (REPORT ONLY)	NR	0.00
LU600	Maternal Health Visit County	NR	0.00
	CPR Training for Non-County Employees	NR	50.00
CONTRACT RATES:			
Note: Tameka Green will initiate notice of set rates and contract rate changes after approval by the Board of Health and Board of County Commissioners			
	LIMITED PHYSICAL- EMPLOYEE - CDL	NR	200.00
	DEPT. OF CORRECTION PHYSICAL (PD by DOC)	NR	125.00
PHYSICIAN CONTRACT RATES:			
MATERNITY WOMEN'S HEALTH SERVICES -- \$75/HR			
**The highlighted CPT Code/Service Type is new or the rate has changed. If there is no 2015 rate, vaccine or service was previously unavailable.			

Northampton County Health Department Fees

SIGNATURE PAGE:

Chairperson
Northampton County Board of Health

Date

Chairperson
Northampton County Board of Commissioners

Date

Kimberly L. Turner
County Manager

Date

This Instrument has been pre-audited in the manner as

Per NC.G.S. 159-28 (a) Bessie A. Edwards
Finance Officer

Policy Review:

Mrs. Marcenda Rogers appeared before the Board to seek approval for the revisions and updates to the Northampton County Local Government Personnel Policy. Mrs. Rogers explained that over the last couple of years, the HR Department noted any issues that needed clarification or revisions. Once HR finished their process, the HR consultant went over the sections that dealt with the office of Human Resources, and they made the necessary updates pertaining to the General Statutes. After that, it went to the Management Team who made some additional adjustments. Next, it went to the Department Heads for feedback. Then, it went back to the Management Team to discuss the feedback. The draft then went to the Board and the County Attorney. Finally, the County Attorney reviewed the policy and made the necessary changes and suggestions. The HR Department accepted the majority of the changes. The following items have been changed:

- Article I- Organization of Personnel System
 - Section 4, page 4- The word “demotion was reworded. Instead of using the word “reassignment,” the terminology is “movement”. In the old policy, the word demotion had two uses.
 - Section 4, page 7- The definition of reassignment has changed.
 - Section 4, page 5- Under merit increase, before an employee can receive their merit, they must perform duties in an above average to outstanding fashion (instead of average to outstanding fashion in the old policy).
 - Section 4, page 6- Under promotion, the terminology has been changed.

At this time, County Attorney McKellar suggested that due to time constraints, to have a separate workshop to deal with the policy changes.

There was a discussion of how the Board would prefer to view changes that were made (in order to compare to the old policy). Mrs. Rogers will make the necessary changes to make the viewing of the revised policy more accommodating.

It was a Board consensus to have a separate workshop to go over the changes. The date will be determined at a later time.


**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**



Northampton County Human Resources Department

DECISION PAPER

Equal Opportunity Employer
Marcenda Rogers
Human Resources Director

TO: Board of Commissioners
FM: Marcenda Rogers, HR Director 
DT: January 4, 2016

RE: Northampton County Local Government Policy Updates

PURPOSE:

The purpose of this decision paper is to seek the endorsement of the Board of Commissioners for the approval of the revisions and updates to the Northampton County Local Government Personnel Policy.

FACT:

1. Policies help guide decisions. To be effective, policies need to be adjusted to meet the changing needs of the County. In our current policy **Article XI, Section 5. Annual Review** states, "The policy shall be reviewed on an annual basis. Any revisions or updates shall be approved by the Board of Commissioners."

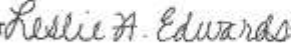
DISCUSSION:

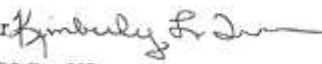
1. The Board's evaluation of the draft copy of the Northampton County Local Government Personnel Policy submitted, December, 2015.

RECOMMENDATION:

It is the recommendation of the Human Resources Director for the Board of Commissioners to approve the updates and revisions to the Northampton County Personnel Policy to be effective January 1, 2016.

COORDINATION:

Finance Officer: Concur/Nonconcur 
Concur/Nonconcur Comments

County Manager: Concur/Nonconcur 
Concur/Nonconcur Comments

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Management Matters:

Ms. Turner appeared before the Board to ask for approval of a resolution coming from the North Carolina Association of County Commissioners asking all counties to support the Connect NC Bond Act that will be on the March 15th ballot. This act will provide funding to the Community College system, water and sewer systems, parks and public facilities, and more.

A motion was made by Virginia Spruill and seconded by Joseph Barrett to approve and adopt the resolution supporting the Connect NC Bond Act. **Question Called:** *All present voting yes.*

Motion carried.

Ms. Turner also reminded the Board of their luncheon at 12:30 pm today at Cooperative Extension.

**PLEASE SEE SCANNED DOCUMENTS WHICH ARE
HEREBY MADE A PART OF THESE MINUTES:**

Northampton County

"A GREAT PLACE TO RAISE FAMILIES, PROFITS AND EXPECTATIONS"

BOARD OF COMMISSIONERS

P. O. BOX 806

JACKSON, N. C. 27845

PHONE (252) 534-2501 • FAX (252) 534-1166

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 our state's 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 Northampton County Board of Commissioners that it does hereby express its support for the Connect NC Bond Act; 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.

PASSED AND APPROVED in this ____ day of _____, 2016.

Fannie P. Greene, Chairwoman
Northampton County Board of Commissioners

Michelle Nelson, Clerk
Northampton County Board of Commissioners

Citizens/Board Comments:

Chairwoman Greene called for Citizens Comments.

Mr. Jack Saunders commented first on the Lake Gaston Weed Control Council that met last Thursday. He said they approved the same officers as they had the prior year, and reviewed the budget status from the year before. They reviewed the progress on controlling Hydrilla and the initial efforts in controlling Lyngbya growth in the Lake. Also, the man that had been chosen last year to become the extension agent for the Lake has been hired by another agency and he will be leaving.

Mr. Saunders also wanted to discuss concerns with the tax increase as it relates to the new school. Overall, he feels that buildings don't improve education. The biggest thing that will improve it is a commitment from the parents, the teachers, the students themselves, and the community. He said functionality of the facility and not the beauty of it is what is important.

Chairwoman Greene called for Board Comments.

Commissioner Carter thanked Mr. Saunders for his research on the school building. He asked Mr. Saunders if he has attended School Board meetings and shared his information with them. Mr. Saunders said no, but he will be at the forum on the Lake later this month.

Chairwoman Greene mentioned that we lost two leaders in the County this week. The service for Rev. Robert Sessoms will be tomorrow at 11:00 am at Roanoke Salem, and the service for James Boone will be Thursday, at 1:00 pm at Antioch. She noted that she planned to attend and hoped the other members could as well.

A motion was made by Joseph Barrett and seconded by Robert Carter to recess regular session.

Question Called: All present voting yes. Motion carried.

A motion was made by Joseph Barrett and seconded by Virginia Spruill to enter into closed session for purpose of G.S. 143-318.11(a)(4) and G.S. 143-318.11(a)(6). **Question Called: All present voting yes. Motion carried.**

G.S. 143-318(a)(4) and G. S. 143-318.11(a)(6):

A motion was made by Robert Carter and seconded by Joseph Barrett to adjourn closed session.

Question Called: All present voting yes. Motion carried.

A motion was made by Virginia Spruill and seconded by Joseph Barrett to enter into regular session. **Question Called: All present voting yes. Motion carried.**

Ms. Turner, on behalf of the Department Heads requested that they be allowed to attend Commissioners' meetings during working hours. She is asking for a decision from the Board on this issue.

A motion was made by Robert Carter that during evening Commissioners' meetings, he would be acceptable to have Department Heads attend, but during morning meetings, if Department Heads are not on the agenda, they will not be allowed to attend unless it is at the County

Manager's discretion. **Question Called:** *yes (Commissioners Carter, Spruill, and Greene); no (Commissioner Barrett).* **Motion carried.**

**** Commissioner Deloatch left the meeting during Closed Session and did not vote on this motion or the remaining motions***

A motion was made by Robert Carter that at the County Manager's next Department Head meeting, that the Chair and Vice-Chair—if they so desire—would be in attendance and express their support for the job that the County Manager is doing. **Question Called:** *All present voting yes.* **Motion carried.**

There was a discussion concerning the tour of Northampton County Schools on Wednesday. It was a Board consensus to postpone the School tour, due to two Commissioners that have other commitments that day.

A motion was made by Robert Carter and seconded by Joseph Barrett to adjourn. **Question Called:** *All present voting yes.* **Motion carried.**

Michelle Nelson, Clerk to the Board
"r.m. 02-01-16"