



COUNTY OF DARE
PO Box 1000, MANTEO, NC 27954

DARE COUNTY BOARD OF COMMISSIONERS

Dare County Administration Building
954 Marshall C. Collins Dr., Manteo, NC

Monday, December 21, 2020, 5:00 p.m.

“HOW WILL THESE DECISIONS IMPACT OUR CHILDREN AND FAMILIES?”

AGENDA

- 5:00 PM CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1** Opening Remarks - Chairman's Update
- ITEM 2** Public Comments
- ITEM 3** Joe Thompson (Avon Pier LLC) Travel Trailer Sites on Existing Commercial Property CUP Application (Avon By the Sea RV Park)
- ITEM 4** Presentation of Fiscal Year 2020 Comprehensive Annual Financial Report (CAFR) and Audit Results
- ITEM 5** RESOLUTION OF THE COUNTY OF DARE, NORTH CAROLINA, APPROVING AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR THE FINANCING OF CERTAIN COUNTY FACILITIES AND EQUIPMENT, and Amendment to the Capital Project Ordinance for Costs of Issuance
- ITEM 6** Review of 2021-22 Grant Application from the Economic Improvement Council
- ITEM 7** Home Health Hospice Update
- ITEM 8** Beach Nourishment Funding Plan Proposal
- ITEM 9** Allis Holdings, LLC - Declaration of Conservation Easement
- ITEM 10** Placement of Ocracoke School Demolition in the Dare County Landfill
- ITEM 11** **Consent Agenda**
- (1) Approval of Minutes
 - (2) DHHS - Social Services Div. COVID APS/CPS Essential Worker Funding Amendment
 - (3) Tax Collector's Report
- ITEM 12** **Board Appointments**
- (1) Dare County Tourism Board
- ITEM 13** **Commissioners' Business & Manager's/Attorney's Business**

ADJOURN UNTIL 9:00 A.M. ON JANUARY 4, 2021



Opening Remarks - Chairman's Update

Description

Dare County Chairman Robert Woodard will make opening remarks.

Board Action Requested

Informational Presentation

Item Presenter

Chairman Robert Woodard, Sr.



Public Comments

Description

The Board of Commissioners encourages citizen participation and provides time on the agenda at every regularly scheduled meeting for Public Comments. This is an opportunity for anyone to speak directly to the entire Board of Commissioners for up to five minutes on any topic or item of concern.

Covid-19 changes:

Public comment may be presented to the Board by sending an email during the meeting to: dcbo@darenc.com

Board Action Requested

Hear Public Comments

Item Presenter

Robert Outten, County Manager



Joe Thompson (Avon Pier LLC) Travel Trailer Sites on Existing Commercial Property CUP Application (Avon By the Sea RV Park)

Description

A site plan and conditional use permit application has been submitted by Joe Thompson on behalf of Avon Pier LLC for the development of travel trailer sites in conjunction with an existing commercial property. The Site plan, staff report, and draft conditional use permit are attached with this cover sheet.

Board Action Requested

Approval of draft CUP and site plan. "I move that the proposed travel trailer sites in conjunction with an existing commercial property, and site plan submitted by Joe Thompson on behalf of Avon Pier LLC be approved as recommended by the Planning Board."

Item Presenter

Noah H Gillam, Assistant Planning Director




County of Dare

P.O. Box 1000 | Manteo, North Carolina 27954 | 252.475.5000

December 4, 2020

MEMORANDUM

TO: DARE COUNTY BOARD OF COMMISSIONERS

FROM: Noah Gillam 

RE: Joe Thompson (Avon Pier LLC) Travel Trailer Sites on Existing Commercial Property CUP Application (Avon by the Sea RV Park)

Joe Thompson on behalf of Avon Pier LLC has submitted a conditional use permit application to allow for travel trailer sites on his existing commercial property in Avon. The property is identified as parcel 014800000 on the Dare County tax maps. The parcel is zoned C-3 commercial, and travel trailer sites on commercial property are permitted as a conditional use. The travel trailer sites will also be subject to the guidelines and requirements of the Dare County Travel Trailer Park Ordinance.

The property is 4.85 acres and already operates as a commercial site. Chapter 160.32 of the Dare County Travel Trailer Park Ordinance allows for travel trailer sites in conjunction with other commercial uses. The applicant is proposing 26 sites on a two acre area dedicated solely to the use of the travel trailer sites. A site plan, labeled as Appendix B, is attached to this memo showing the existing and proposed improvements on the property. The site plan shows the proposed travel trailer sites in a freeform configuration keeping the required 15-foot separation between sites as required by ordinance. A proposed bathhouse dedicated to the travel trailer sites is also depicted on the site plan.

The applicant plans to use the existing onsite storm water infrastructure and wastewater treatment and disposal system for the travel trailer sites. The existing infrastructure was originally designed to support a more intensive use that was never constructed. The travel trailer sites will be able to utilize the existing infrastructure without exceeding the capacity of both systems. Development of travel trailer sites will reduce a portion of the existing lot coverage. The land disturbance associated with the installation of the travel trailer sites, and improvements is less than 1 acre so a permit from North Carolina Division of Environmental Quality will not be required.

The Dare County Planning Board reviewed the proposed CUP at their November 9, 2020 meeting and recommended approval. The Dare County Fire Marshal has reviewed the site plan, and conditions have been added to the draft CUP addressing his concerns. Other conditions may be added to the draft CUP if needed as result of the December 21, 2020 Commissioners review.

As required by the CUP process, adjoining property owners have been notified that a CUP for a travel trailer sites has been applied for.

The proposed project still has to follow the regulations of the Dare County Travel Trailer Park Ordinance. Upon approval of the CUP, the applicant can apply for a building permit to start development. Then the applicant has 12 months to complete installation of improvements and submit a final plat for the administrative review.



Conditional Use Permit No.5 --2020

Dare County Sections 22-26, 22-68 & Chapter 160.

Application of: Joe Thompson, Avon Pier LLC

On December 21, 2020 the Dare County Board of Commissioners considered the application of the Petitioner above named which application is on file with the Dare County Planning Department, and the Board finds as follows:

1. That the written application of Petitioner with attachments has been duly submitted to the Dare County Planning Board as required by Section 22 of the Dare County Code (hereinafter referred to as "Code");
2. That the application substantially complies with the requirements of the Code in that it requests uses permitted by conditional use permit under the Code, including residential structures in a group housing development;
3. The subject property is zoned C-3. This property is identified on the Dare County tax records as parcel 014800000 and located in the Avon tax district.
4. That the Dare County Planning Board recommended for approval the granting of this Conditional Use Permit as requested. The Planning Board made this recommendation on November 09, 2020.
5. That the Dare County Board of Commissioners is empowered under sections of the Code set out above to grant uses such as allowed herein and insofar as the conditional use is hereinafter allowed it will not adversely affect the public interest;
6. That the hereinafter described conditional use is deemed to be reasonable and is not in degradation of the intent of the ordinance.
7. That upon the evidence received, the testimony presented, and the submitted written record, there are sufficient facts to support the issuance of this Conditional Use Permit according to the terms and conditions below:

NOW, THEREFORE, under the provisions of the Code, the following conditional use is granted to Joe Thompson on behalf of Avon Pier LLC for Travel Trailer Sites on a Commercial Site subject to such conditions as are hereinafter set out:

CONDITIONAL USE: 26 travel trailer sites on an existing commercial site. A site plan depicting the proposed improvements identified as Appendix B is included as part of this Permit.

CONDITIONS:

1. The travel trailer park shall operate as prescribed in the definition set forth in Chapter 160 Travel Trailer Parks and Campgrounds of the Dare County Zoning Ordinance.
2. A total of 26 travel trailer sites; a 960 square feet bath house. 15' feet of separation must be maintained between sites and structures. Each travel trailer site shall be improved with a surface material such as gravel or concrete. One 10' x 20' parking space for motor vehicles shall be provided for each camping space.
3. Travel Trailers may be allowed to remain in the park on a year-round basis however such units shall not be used as permanent dwellings. Any travel trailer that remains in the park on a year round basis shall be fully licensed and ready for highway use. Highway use is defined as remaining on its wheels or jacking system and is attached to the site only by quick disconnect type utilities and has no permanently attached additions.
4. No additions, decks, porches, or other appurtenances other than 100 square foot entrance landing shall be allowed for each travel trailer. It shall be the responsibility of the park owner to ensure that all travel trailer owners are aware of this requirement. Any travel trailer site found to be in violation shall be required to remove all improvements found to be inconsistent with the travel trailer park ordinance.
5. In areas of two-way travel, a 20' wide gravel road shall be constructed and in areas of one way travel, a 12' wide gravel road shall be constructed. The gravel road shall be constructed to a minimum 8" depth of gravel consistent with NCDOT sub-base standards for subdivision roads.
6. The campground shall be served by central water from the Dare County water system and will utilize on-site wastewater systems subject to approval by the Dare County Health Department.
7. A bathhouse facility will be constructed on the site as required by the Dare County Travel Park Ordinance. The number of fixtures provided shall be as established in the Travel Trailer Park Ordinance.

8. The perimeter of the travel trailer sites shall be buffered according to Section 160.22 of the Travel Trailer Park Ordinance.
9. The proposed fire hydrant to be relocated shall be coordinated with the Dare County Fire Marshal, and shall be tested for flow and the results shall meet the requirements of the Dare County Fire Marshal prior to any improvements being installed on site.
10. All supplemental state and federal permits shall be secured prior to the installation of any of the improvements for the travel trailer park. Copies of these permits shall be provided to the Dare County Planning Department.
11. A copy of the tenants lease shall be provided to the Dare County Planning Department.
12. All proposed improvements shall be installed within 12 months of the Dare County Board of Commissioner Approval. A final plat depicting the location of all site improvements shall be submitted to the Planning Director for final review to ensure compliance with the approved site plan.
13. Any signage for the campground shall be subject to a separate review and approval process according to the Dare County Sign Ordinance.
14. All other terms and provisions of the Dare County Zoning Ordinance shall remain in full force and effect except as herein specifically permitted otherwise;

This 21st day of December 2020

SEAL:

COUNTY OF DARE

By: _____
 Robert L Woodard
 Dare County Board of Commissioners

ATTEST:

By: _____
 Cheryl Anby
 Clerk to the Board

THIS PERMIT AND THE CONDITIONS HERE IN ARE ACCEPTED

By: _____

Joe Thompson
Avon Pier LLC

APPROVED AS TO LEGAL FORM

By: _____

Robert L. Outten
County Attorney



Presentation of Fiscal Year 2020 Comprehensive Annual Financial Report (CAFR) and Audit Results

Description

The Finance Director and external auditor, Bob Taylor, partner, will present the CAFR and the results of the annual external audit. Bob Taylor will do so remotely.

Board Action Requested

None, presentation only

Item Presenter

David Clawson, Finance Director; Bob Taylor, Partner, Potter & Company

Comprehensive Annual Financial Report (CAFR) & Audit Results

County of Dare, NC
Year Ended June 30, 2020

Subject to LGC Review



2020 Audit

- Unmodified audit opinion (12-14)
- No management letter
- Single Audit opinions (212-223)
 - Major program threshold = \$750,000
 - One material weakness
 - Capital Projects Fund negative fund balance
 - Because debt issuance delayed until FY 2021
 - No findings & no questioned costs
 - Last grant finding was 1996

2020 Audit

- Grants tested as major
 - Federal
 - Medicaid
 - FEMA Disaster Relief
 - Cares Act
 - State
 - Medical Assistance Program/Medicaid
 - State Disaster Relief
 - Shallow Draft Navigation Channel Dredging

2020 Audit

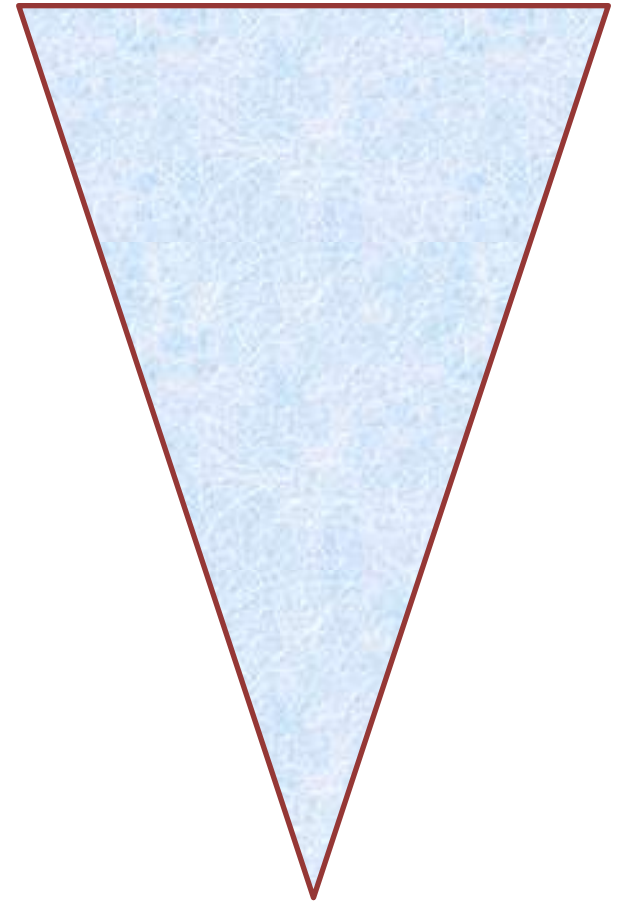
- Schedule of Expenditures of Federal and State Awards (224-227)
 - Federal = \$7,673,639
 - State = \$1,955,466
- Dare County not on the State Auditor test list
 - Counties pay for own auditor to perform audit work for State

2020 CAFR

- Comprehensive Annual Financial Report
- Certificate of Achievement award program run by Government Finance Officers Association
 - Committee members and staff reviewers
- GFOA Certificate of Achievement for 2019 was 29th consecutive award

2020 CAFR Structure

- Reporting Pyramid – back to front
 - Budget & Combining
 - Fiduciary/Custodial (172)
 - Internal Service (165)
 - Enterprise (161)
 - Nonmajor Governmental (144)
 - Major
 - Capital Projects (144)
 - Inlet Maintenance (143)
 - Beach Nourishment (141)
 - General (121)
 - Basic Financials (32)
 - Government-wide (30)



2020 CAFR Structure

- Other sections, in addition to statements

- Transmittal letter (2)

- MD&A (15)

- Footnotes (46)

- Required Supplementary Information (113)

- Other Schedules (179)

- Statistical Section (188)

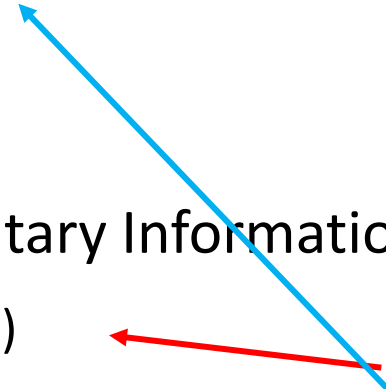
- Compliance Section (211)

Pensions &
OPEB

SEC continuing disclosure

GFOA certificate

Single Audit Act



Government-wide Statements (30-31)

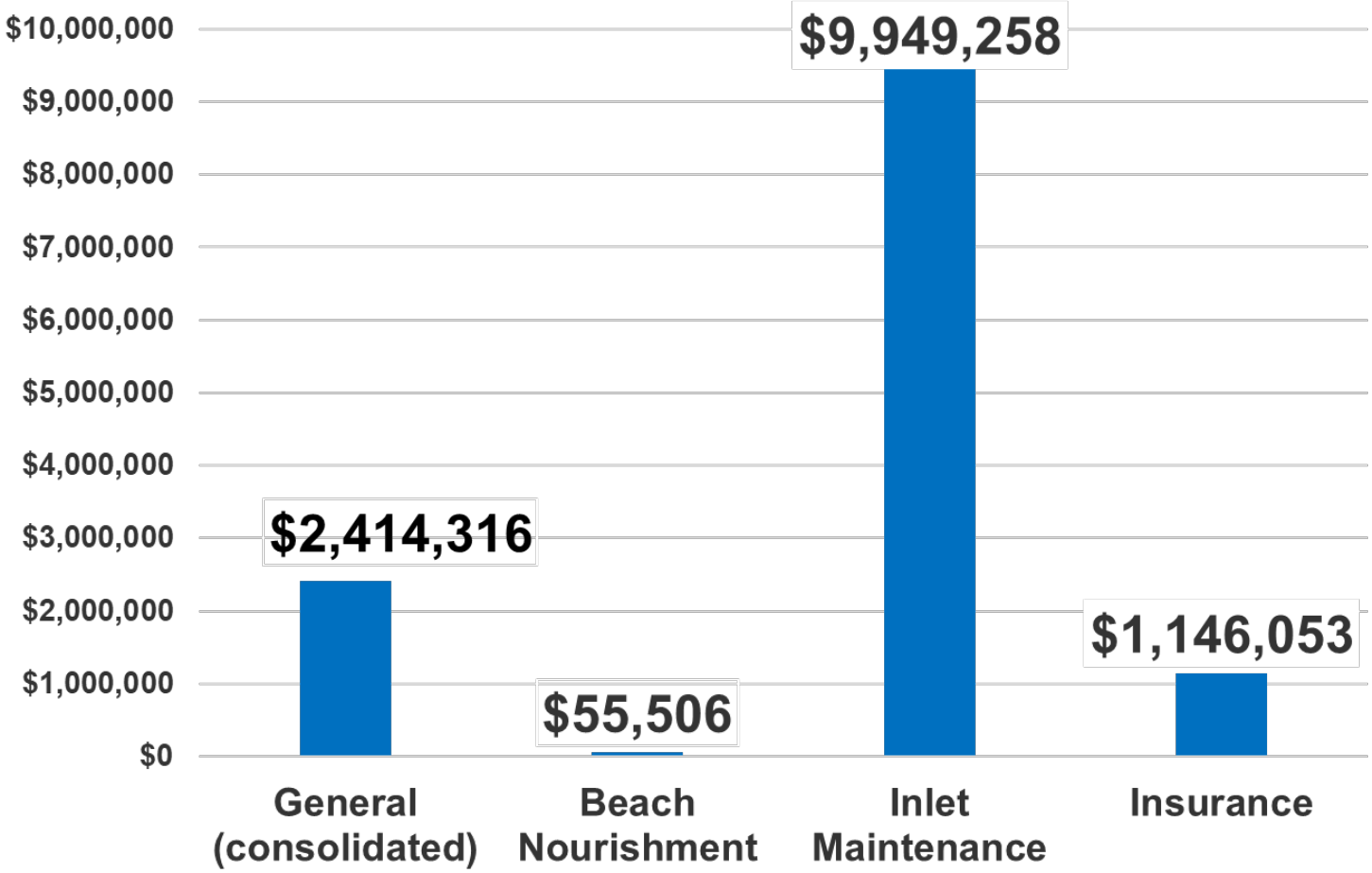
- Net Position - Total = \$73,546,962
- Business-type \$55,889,544
- Governmental \$17,657,418
- Negative effects on Governmental Net Position
 - School debt \$42,500,852
 - Net OPEB liability \$162,300,065 (116)
 - C&D Landfill closure \$8,473,384 (93)
 - Net pension liability (LGERS) \$14,683,070 (114)
 - Total pension liability (LEOSSA) \$2,481,512 (118)

FY 2020 Covid-19

Actual Revenue Percentage Change from the Same Period of the Prior Year

Revenue Source	FY2020 Through February	FY2020 Through May	FY2020 Actual	FY2021 To Date	FY2021 Through
Article 39 Sales Tax	+5.72%	<1.99%>	<0.17%>	+12.05%	September
Article 40 Sales Tax	+7.77%	+3.21%	+3.92%	+8.44%	September
Article 42 Sales Tax	+4.37%	<2.63%>	<0.68%>	+12.08%	September
Occupancy Tax	+2.78%	<6.29%>	<4.82%>	+24.97%	October
Land Transfer Tax	+14.58%	<0.31%>	+0.41%	+90.18%	November
Register of Deeds	+14.32%	+0.51%	+4.81%	+75.47%	November

Governmental Statements Change in Fund Balances



General Fund (32-35, 122-140)

- \$2,414,316 increase in total fund balance
- Total fund balance = \$48,189,716
- Unassigned fund balance = \$27,926,254
 - 26.94% of current year unconsolidated revenues
 - Current policy = 21%
 - Policy revision was done in conjunction with budget and Capital Investment Fund & model

General Fund - Budgetary

(22-24, 35, 122-140)

- Revenues

- Versus budget \$2,786,800 under budget (2.6%)
- Without indirect \$1,541,661 under budget (1.5%)

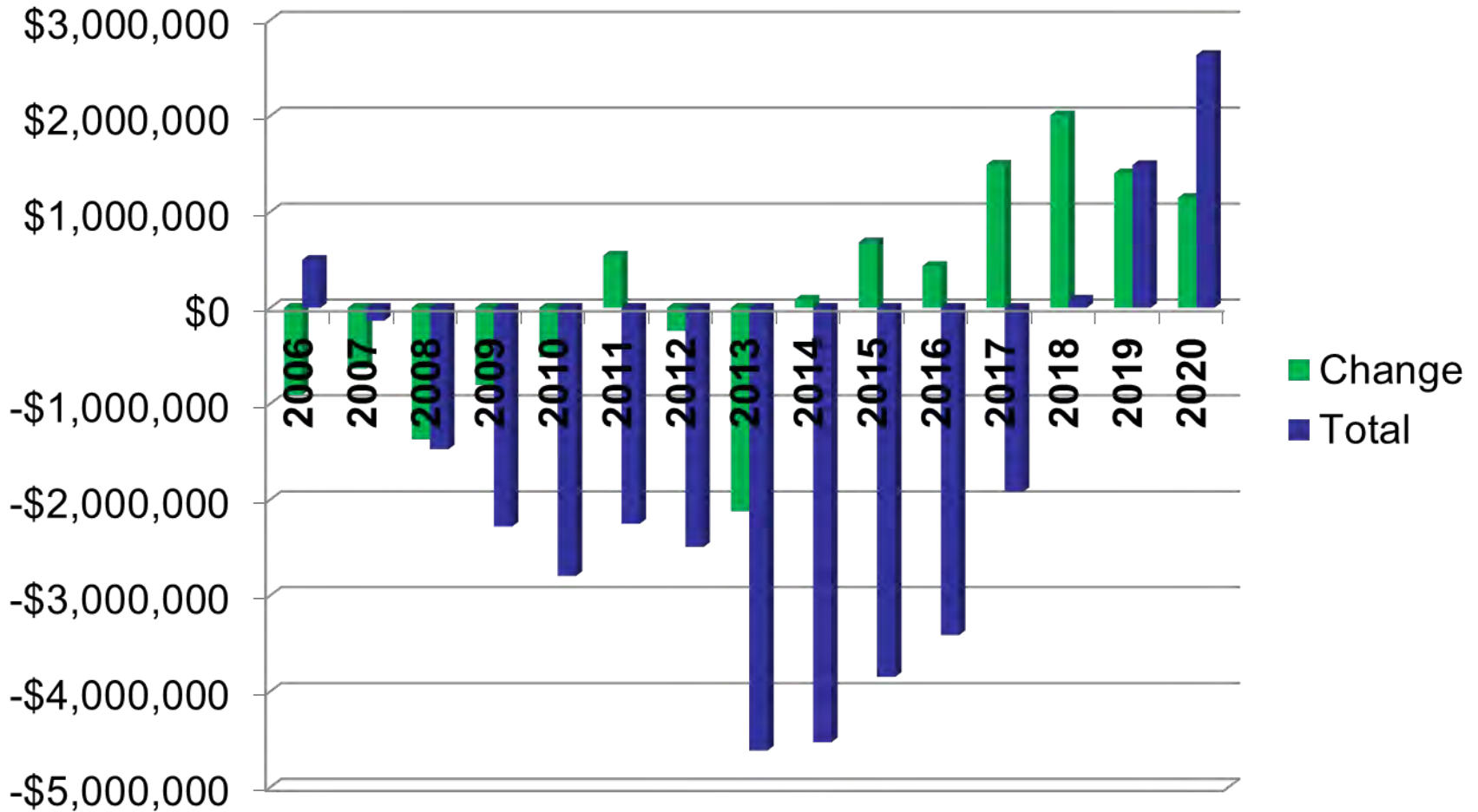
- Expenditures

- Versus budget \$7,552,542 under budget (7.59%)
- Without indirect/other \$5,622,929 under budget (5.74%)
 - FY 2019 % under budget 3.84%
 - 5 year average 4.53%
 - 10 year average 4.75%

- Indirect are budget only amounts for school nurses & school resource officers, COA indirect costs, etc...
- See MD&A pages 22-24 for discussion

Insurance Fund Balance (168-171)

\$2,634,295



Water Fund (38-41,162-165, 182-187)

- Change in net position (\$638,866)
 - Down due to full accrual accounting, including pension, OPEB & depreciation expenses, and usage down 3.12% 3/1 through 6/30
- Revenue bond coverage (187)
 - Rate model projected 2020 2.36 times
 - Actual FY 2020 2.01 times
 - Actual FY 2019 2.20 times

Other Funds - Major

- Beach Nourishment Fund (32-33,36,142)
 - \$29,533,360 fund balance
 - Model projected = \$27,979,448
 - Projects in 2022
- Inlet Maintenance Fund (32-33,37,143)
 - \$15,047,496 - State funds for dredge loan
- Capital Projects (144-148)
 - (\$1,535,218) fund balance
 - Will be cured 1/21/2021 with issuance of S2021A LOBs

Other Funds – General Fund

- **Capital Investment** (136-138)(Consolidated into GF)
 - Debt affordability model implemented
 - \$5,280,744 fund balance
 - Policy = fund balance of 0.50 times annual debt service
 - FY2020 = 0.34 times;
 - FY2021 = 0.59 times (current projection)

Other Funds – General Fund

- **Disaster Recovery** (139)(Consolidated into GF)
 - \$1,312,465 fund balance
 - Policy target is 1% of unconsolidated General Fund budget
 - which is State disaster declaration threshold if no federal declaration
 - FY2020 = 1.20%

Other Funds-Special Revenue

- C&D Landfill (150,154)
 - \$1,792,549 fund balance
 - Committed for closure & post-closure costs (93)
- E911 Fund (150,155)
 - \$480,042 fund balance
 - No State funding in 2020 after added Tyrrell (\$345,041)& Hyde (\$252,160) fund balances
- Sanitation (150, 157)
 - \$2,076,909 fund balance
 - \$90,997 increase

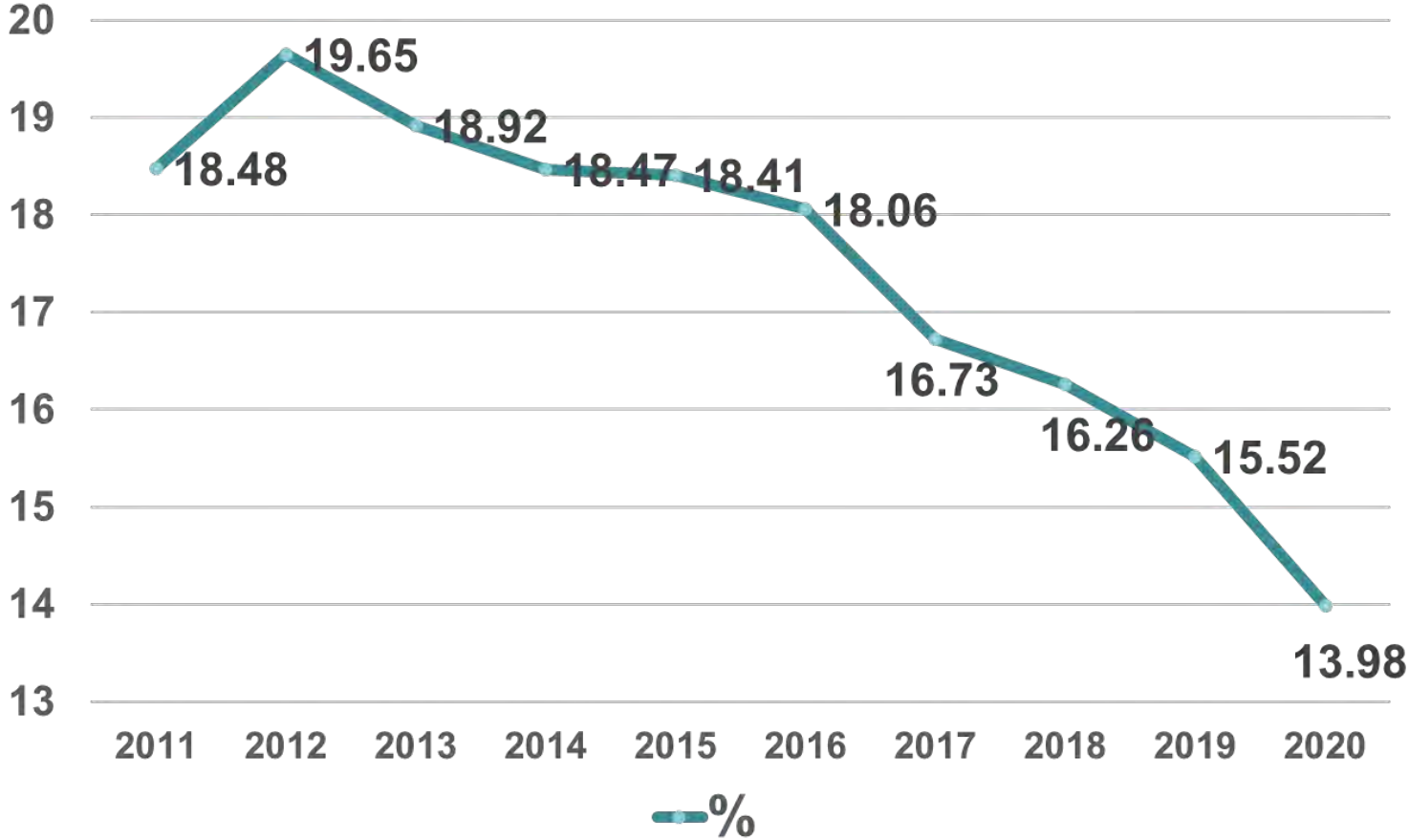
Other Funds

- OPEB Trust (42-43, 82-85, 116-117)
 - \$1,698,903 in irrevocable escrow held by State Treasurer
 - Annual return for 2020 = 4.16%
 - Average annual return since inception = 8.02%
- Custodial Funds (174-177)
 - \$49.3 million of additional activity processed by County

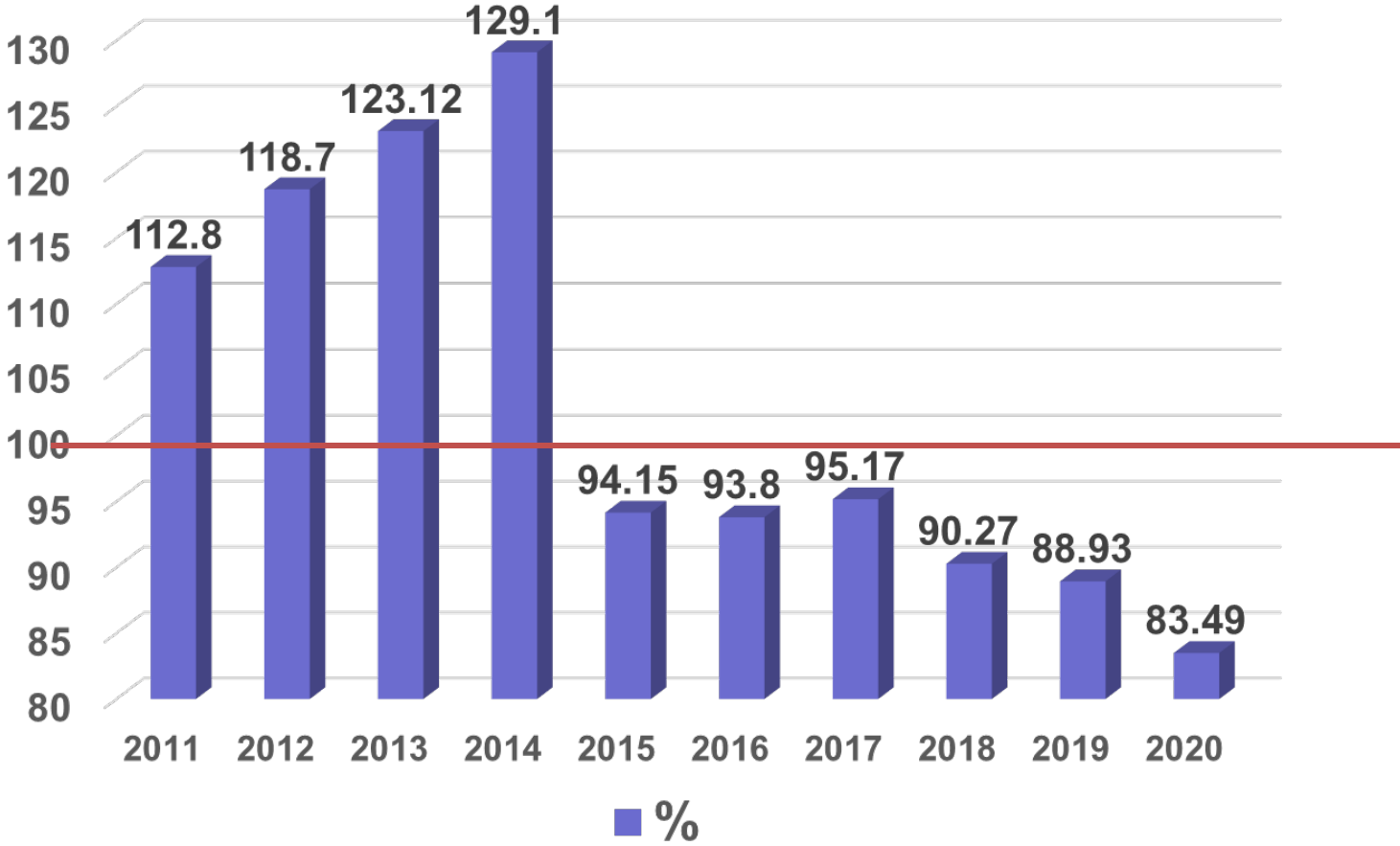
Statistical Section (183-205)

- Net Position
- Fund Balances
- Assessed Valuation
- Tax Rates, Levies & Collections, Top 10 Taxpayers
- Debt, Legal Debt Margin & Revenue Bonds
- Demographic & Economic (204)
- Principal Employers
- Employees by Function
- Operating Indicators

General Fund Debt Service as a % of Expenditures (194)

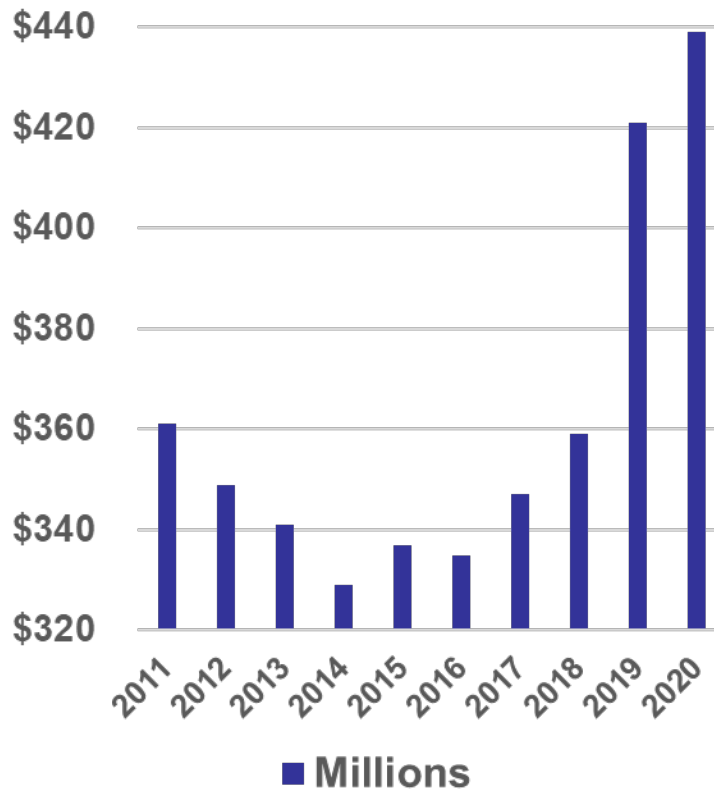


Sales to Assessment Ratio % (195)

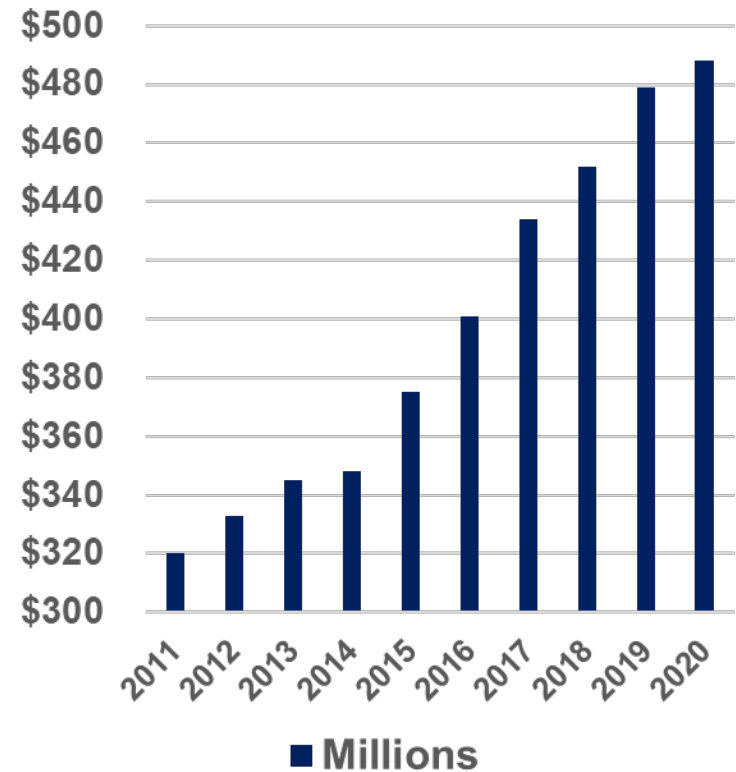


Personal Property Values (195)

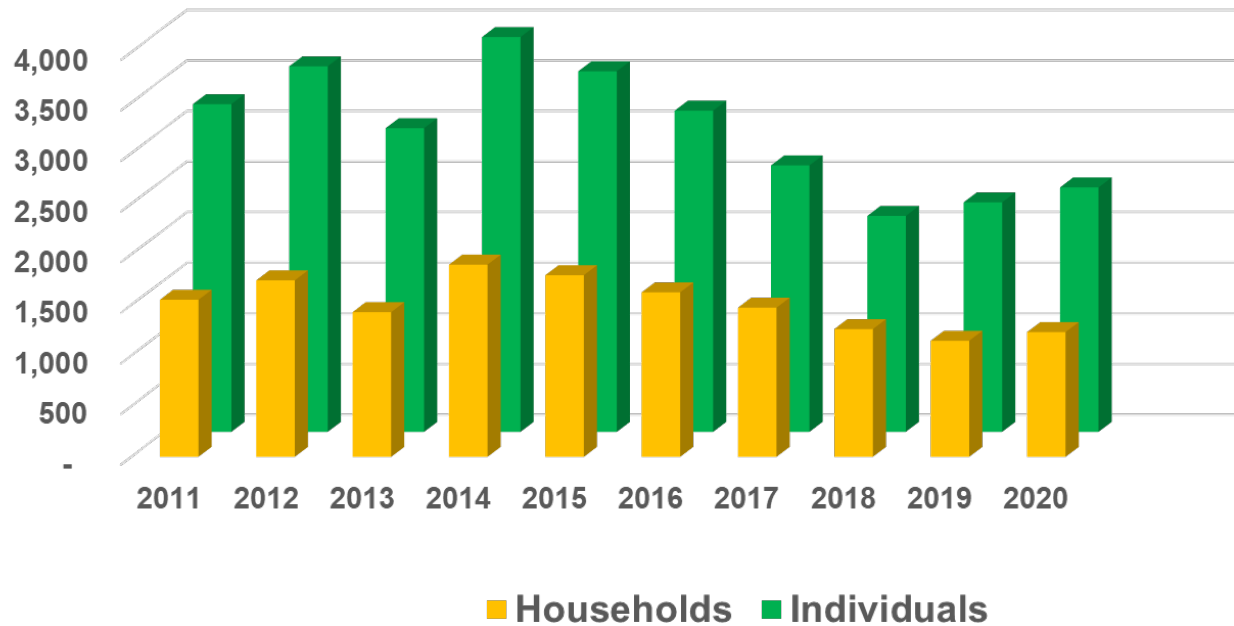
Personal Property



Motor Vehicles



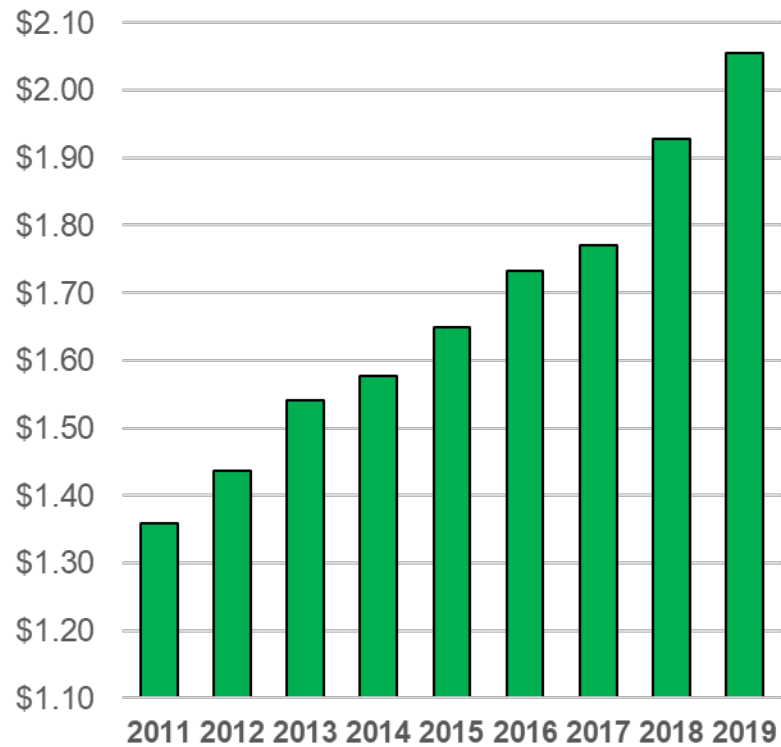
Food Stamps (204)



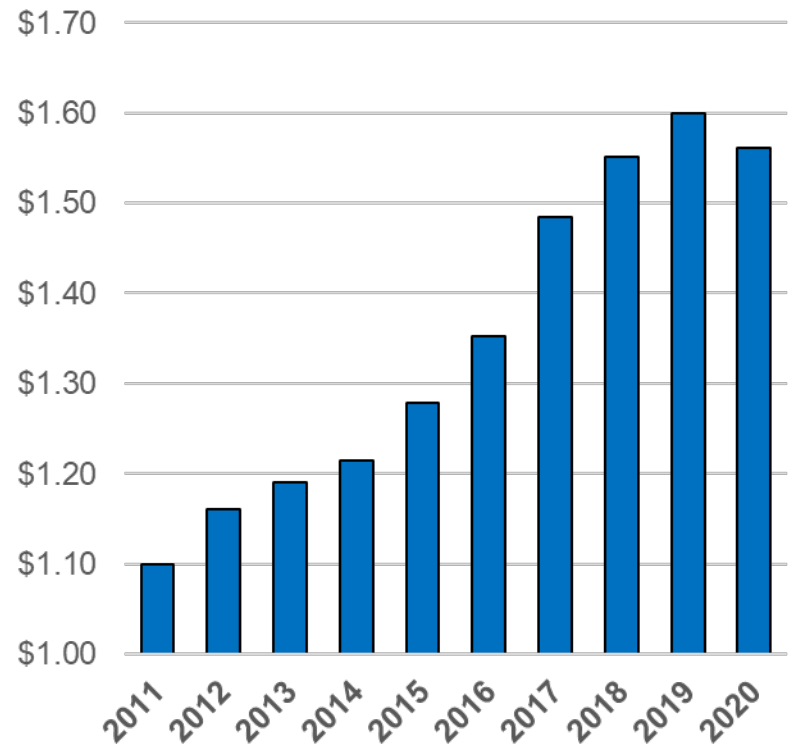
Demographics (204)

In Billions

Personal Income



Taxable Retail Sales





RESOLUTION OF THE COUNTY OF DARE, NORTH CAROLINA, APPROVING AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR THE FINANCING OF CERTAIN COUNTY FACILITIES AND EQUIPMENT, and Amendment to the Capital Project Ordinance for Costs of Issuance

Description

Please see the attached Item Summary.

Board Action Requested

Adopt Approving Resolution and adopt the amendment to the capital project ordinance.

Item Presenter

David Clawson, Finance Director

Item Summary: RESOLUTION OF THE COUNTY OF DARE, NORTH CAROLINA, APPROVING AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR THE FINANCING OF CERTAIN COUNTY FACILITIES AND EQUIPMENT AND AMENDMENT TO THE CAPITAL PROJECT ORDINANCE

The attached Resolution is the final action to be taken by the Board to approve the issuance of the Series 2021A Limited Obligation Bonds for the financing of the College of the Albemarle project, the DHHS project, the new Animal Shelter, the Manteo High School Roof Replacement, the purchases of the Manteo and Buxton properties, and EMS equipment per the 2020 CIP – all per the included Projects Summary.

Electronic copies of the documents have been previously provided to the Board, Clerk and Manager, as well as to the Dare County Public Facilities Corporation Board and Officers.

The Resolution makes findings and statements of fact, including:

- The Board has previously determined to finance the projects, property acquisitions, and equipment.
- It is in the best interests of the County to enter into an Installment Purchase Contract with the Dare County Public Facilities Corporation and into the Deed of Trust which pledges as collateral the Department of Health and Human Services buildings, project and site.
- The County will execute a Contract of Purchase and a Letter of Representations for Piper Sandler, underwriter.
- Copies of the documents have been made available to the Board and the Board approves:
 - the Contract;
 - the Deed of Trust;
 - the Indenture of Trust; and
 - the Purchase Contract and the Letter of Representations (Exhibit A to the Purchase Contract).
- A draft of the Preliminary Official Statement has been presented to the Board and that the POS is in an appropriate form.
- The Board held a public hearing on December 7, 2020.
- The County has filed an application with the Local Government Commission for approval.

The Resolution resolves:

1. That all actions of the Clerk, the Manager, the Deputy County Manager/Finance Director and their respective designees are approved, ratified and authorized.
2. That the form, terms and content of the POS and final Offering Statement are authorized, approved and confirmed; the Underwriter may use both documents; and the County's Authorized Officers are authorized to deliver both documents with such changes which shall to them seem necessary.

3. That the Contract is approved and that the Manager, the Deputy County Manager/Finance Director, the Clerk and their designees are authorized and directed to execute and deliver the Contract with any changes which shall to them seem necessary. That the Authorized Officers are authorized to do all such acts and things necessary to comply with the provisions of the Contract.
4. That the Deed of Trust is approved and that the Manager, the Deputy County Manager/Finance Director, the Clerk and their designees are authorized to execute and deliver the Deed of Trust with any changes which shall to them seem necessary. That the County's Authorized Officers are authorized to do all such acts and things necessary to comply with the provisions of the Deed of Trust.
5. That the form and content of the Purchase Contract and Letter of Representations is approved and that the Manager or Deputy County Manager/Finance Director and their respective designees are authorized to execute the Letter of Representations with any changes which shall to them seem necessary. That the County's Authorized Officers are authorized to do all such acts and things necessary to comply with the provisions of the Letter of Representations.
6. That each of the Authorized Officers are designated as the County's Representatives to act on behalf of the County with the transaction; that the same are authorized to obtain an opinion from the County Attorney and other attorneys for the documents; that the Authorized Officers are authorized to supply all information for the Preliminary Official Statement and the final Official Statement; that the Authorized Officers are authorized and empowered to do any and all acts and to execute other documents which they deem necessary and appropriate to complete the transaction.

The Dare County Public Facilities Corporation will meet prior to the Board meeting to adopt its necessary Corporate Resolution.

The application is on the Local Government Commission's agenda for 1/5/2021. The LGC has assigned a sale date of 1/21/2021.

Following this Item Summary are:

- The Resolution;
- The Projects Summary;
- The latest debt service numbers run;
- An Amendment to the Capital Project Ordinance which establishes a budget for costs of issuance;
- The financing Calendar; and
- The LOBs budget summary.

Board Action: The Board is requested to adopt the Approving Resolution and the Amendment to the Capital Project Ordinance.

RESOLUTION OF THE COUNTY OF DARE, NORTH CAROLINA, APPROVING AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR THE FINANCING OF CERTAIN COUNTY FACILITIES AND EQUIPMENT

WHEREAS, the County of Dare, North Carolina (the "*County*") is a validly existing political subdivision of the State of North Carolina, existing as such under and by virtue of the Constitution, statutes and laws of the State of North Carolina (the "*State*");

WHEREAS, the County has the power, pursuant to the General Statutes of North Carolina to (1) enter into installment contracts in order to purchase, or finance or refinance the purchase of, real or personal property and to finance or refinance the construction or repair of fixtures or improvements on real property and (2) create a security interest in some or all of the property financed or refinanced to secure repayment of the purchase price;

WHEREAS, the County has previously determined that it is in the best interest of the County to execute and deliver an Installment Financing Contract dated as of February 1, 2021 (the "*Contract*") with the Dare County Public Facilities Corporation (the "*Corporation*"), the proceeds of which will be used to (1) finance the acquisition, construction, equipping, and renovation of various school and County facilities and equipment, including (a) constructing and equipping a new academic building on the College of the Albemarle's campus in the County, (b) expanding and remodeling the County's Department of Health & Human Services complex (the "*DHHS Complex*"), (c) constructing and equipping a new animal shelter, (d) installing a replacement roof over portions of Manteo High School, (e) acquiring and renovating land and buildings located in the County, and (f) purchasing EMS mobile data computers and EMS cardiac monitors (collectively, the "*Projects*") and (2) pay certain costs incurred in connection with the execution and delivery of the Projects;

WHEREAS, to secure its obligations under the Contract, the County will execute and deliver a Deed of Trust, Security Agreement and Fixture Filing dated as of February 1, 2021 (the "*Deed of Trust*"), granting a lien on the County's fee simple interest in the real property on which the DHHS Complex is located, together with the improvements thereon;

WHEREAS, the Corporation will execute and deliver an aggregate principal amount not to exceed \$34,250,000 of its Limited Obligation Bonds (collectively, the "*Bonds*"), each evidencing proportionate undivided interests in rights to receive certain Revenues (as defined in the Contract) pursuant to the Contract;

WHEREAS, in connection with the sale of the Bonds to Piper Sandler & Co. and PNC Capital Markets LLC (collectively, the "*Underwriters*"), the Corporation will enter into a Contract of Purchase to be dated on or about January 22, 2021 (the "*Purchase Contract*") between the Corporation and the Underwriters relating to the Bonds, and the County will execute a Letter of Representation to the Underwriters (the "*Letter of Representation*");

WHEREAS, there have been described to the Board of Commissioners of the County (the "*Board*") the forms of the following documents (collectively, the "*Instruments*"), copies of which have been made available to the Board, which the Board proposes to approve, enter into and deliver, as applicable, to effectuate the proposed installment financing:

- (1) the Contract;
- (2) the Deed of Trust;

Section 4. **Authorization to Execute the Deed of Trust.** The County approves the form and content of the Deed of Trust, and the Deed of Trust is in all respects authorized, approved and confirmed. The Authorized Officers are hereby authorized, empowered and directed, individually and collectively, to execute and deliver the Deed of Trust, including necessary counterparts, in substantially the form and content of the Deed of Trust presented to the Board, but with such changes, modifications, additions or deletions therein as they may deem necessary, desirable or appropriate, their execution thereof to constitute conclusive evidence of the County's approval of any and all changes, modifications, additions or deletions therein from the form and content of the Deed of Trust presented to the Board. From and after the execution and delivery of the Deed of Trust, the Authorized Officers are hereby authorized, empowered and directed, individually and collectively, to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Deed of Trust as executed.

Section 5. **Purchase Contract and Letter of Representation.** The form and content of the Purchase Contract are hereby approved in all respects, and the County Manager or the Deputy County Manager/Finance Director is authorized to execute the Letter of Representation for the purposes stated therein. The County Manager and the Deputy County Manager/Finance Director and their respective designees are hereby authorized, empowered and directed, individually and collectively, to execute and deliver the Letter of Representation, including necessary counterparts, in substantially the form and content of the Letter of Representation presented to the Board, but with such changes, modifications, additions or deletions therein as they may deem necessary, desirable or appropriate, their execution thereof to constitute conclusive evidence of the County's approval of any and all changes, modifications, additions or deletions therein from the form and content of the Letter of Representation presented to the Board. From and after the execution and delivery of the Letter of Representation, the County Manager and the Deputy County Manager/Finance Director are hereby authorized, empowered and directed, individually and collectively, to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Letter of Representation as executed.

Section 6. **County Representative.** Each of the Authorized Officers are hereby designated as the County's Representative to act on behalf of the County in connection with the transactions contemplated by the Instruments and the Preliminary Official Statement, and the Authorized Officers are authorized to proceed with financing the Projects in accordance with the Instruments and to seek opinions as to matters of law from attorneys as they deem appropriate for all documents contemplated by this Resolution as required by law. The Authorized Representatives are in all respects authorized on behalf of the County to supply all information pertaining to the County for use in the Official Statement and the transactions contemplated by the Instruments or the Preliminary Official Statement. The County's representatives or their respective designees are hereby authorized, empowered and directed, individually and collectively, to do any and all other acts and to execute any and all other documents which they, in their discretion, deem necessary or appropriate to consummate the transactions contemplated by the Instruments or the Preliminary Official Statement and the administration thereof after the execution and delivery of the Bonds or as they deem necessary and appropriate to implement and carry out the intent and purposes of this Resolution and the ongoing administration of the Instruments.

Section 7. **Severability.** If any section, phrase or provision of this Resolution is for any reason declared to be invalid, such declaration shall not affect the validity of the remainder of the sections, phrases or provisions of this Resolution.

Section 8. **Repealer.** All motions, orders, resolutions and parts thereof, in conflict herewith are hereby repealed.

Section 9. **Effective Date.** This Resolution is effective on the date of its adoption.

Adopted this the 21st day of December, 2020.

Robert Woodard, Chairman

Attest:

Cheryl C. Anby, Clerk to the Board

STATE OF NORTH CAROLINA)
)
COUNTY OF DARE) SS:

I, *Cheryl C. Anby*, Clerk to the Board of Commissioners of the County of Dare, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of the resolution entitled “RESOLUTION OF THE COUNTY OF DARE, NORTH CAROLINA APPROVING AN INSTALLMENT FINANCING CONTRACT TO PROVIDE FOR THE FINANCING OF CERTAIN COUNTY FACILITIES AND EQUIPMENT” duly adopted by the Board of Commissioners of the County of Dare, North Carolina, at a meeting held on the 21st day of December, 2020.

WITNESS my hand and the corporate seal of the County of Dare, North Carolina, this the ____ day of December, 2020.

[Seal]

Cheryl C. Anby
Clerk to the Board of Commissioners
County of Dare, North Carolina

County of Dare, NC
Series 2021 LOBs
January 2021

Projects

<u>College of the Albemarle (estimate as of 10/16/20)</u>		
New construction		\$17,620,560
Less bonds funds from State of NC		<u>(\$1,500,000)</u>
Net amount for debt		\$16,120,560
<u>Dare County Department of Health & Human Services (Budget & GMP)</u>		
New construction & renovation of existing buildings		\$5,738,583
<u>Dare County Animal Shelter (Budget & GMP)</u>		
New construction		\$6,596,988
Manteo High School Roof Replacement		
Estimate, bidding to be complete in November		\$1,012,600
<u>Property and Buildings at 711 and 715 N. Highway 64/264, Manteo</u>		
Purchase and land and buildings	\$712,500	
Renovation costs	<u>\$69,621</u>	
Total amount for debt		\$789,959
<u>Property at Buxton (old PNC Bank)</u>		
Purchase of land & building		\$320,043
<u>Dare County 2020 CIP Equipment (5 year term)</u>		
EMS mobile data computers	\$365,200	
EMS cardiac monitors	<u>\$1,133,116</u>	
Total		<u>\$1,498,316</u>
Total		\$32,077,049

Status

College of the Albemarle – GMP Awarded 12/7/2020

- Construction Manager at Risk selected and under contract (Barnhill Construction Company).
- Bidding was 11/19 and GMP was awarded by BOC on 12/7.
- General Assembly passed local bill in 2019 for Dare County to design and build project and to allow State bond funds to be used under those circumstances (\$1,500,000)
- Site is the existing old Manteo Middle School/College of the Albemarle Roanoke Island campus.
- Demolition of old buildings is complete. Early site work package GMP awarded by BOC on 11/3.

Dare County DHHS – under construction

- Construction Manager at Risk selected and under contract (AR Chesson Construction) with GMP set.
- Construction started in July.

Dare County Animal Shelter – under construction

- Bidding complete and Board approved the GMP on March 16.
- Construction Manager at Risk (Whiting Turner Contracting Company) mobilized on site in April.
- Site is vacant property to the south of the RECC/EOC which is owned by Dare County and is not pledged except for the surveyed area of the RECC/EOC which is pledged under Series 2016A LOBs.

Manteo High School Roof Replacement - bidding

- Bidding completed.
- To replace two sections of roof last addressed in 1988 and 1998.
- BOC approved bid amount on 11/16.

Property and Buildings at 711 and 715 N. Highway 64/264, Manteo, NC – closed & renovations complete

- Parcel #02449300 which is contiguous to Manteo Elementary School.
- Closed on property 5/6/2019 & placed into service on November 12, 2019.

Property at Buxton (old PNC Bank) - closed

- Parcel #017012000 which is contiguous to County property in Buxton.
- Closed on July 26, 2019 and placed into service on 9/20/2019.

Collateral

Planned: Dare County DHHS

- No deed of trust on property.
- Two existing buildings (Health building and Social Services building).
- Project is new construction between buildings for common intake and renovations to existing buildings.
- Survey is in process.

Possible: Dare County Animal Shelter

- Preliminary site a portion of parcel #025105000 – survey is done.

SOURCES AND USES OF FUNDS

County of Dare, North Carolina
 Series 2021 Limited Obligation Bonds
 Assumes AA3/AA-/AA Underlying Rating
 10 Year Par Call
 Rates as of 12/08/2020; Subj. to Change
 Level Principal in Aggregate

Dated Date 02/11/2021
 Delivery Date 02/11/2021

Sources:

Bond Proceeds:	
Par Amount	26,255,000.00
Net Premium	6,167,039.00
	32,422,039.00

Uses:

Project Fund Deposits:	
College of the Albermarle	16,120,560.00
Dare County Department of Health & Human Services	5,738,583.00
Dare County Animal Shelter	6,596,988.00
Manteo High School Roof Replacement	1,012,600.00
Property & Buildings at 711 and 715 N. Hwy 64/264	789,959.00
Property at Buxton (old PNC Bank)	320,043.00
Dare County 2020 CIP Equipment (EMS)	1,498,316.00
	32,077,049.00
Delivery Date Expenses:	
Cost of Issuance	175,000.00
Underwriter's Discount	164,272.75
	339,272.75
Other Uses of Funds:	
Additional Proceeds	5,717.25
	32,422,039.00

BOND PRICING

County of Dare, North Carolina
 Series 2021 Limited Obligation Bonds
 Assumes AA3/AA-/AA Underlying Rating
 10 Year Par Call
 Rates as of 12/08/2020; Subj. to Change
 Level Principal in Aggregate

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price
Serial Bonds through 2041:								
	06/01/2022	1,315,000	4.000%	0.340%	104.763			
	06/01/2023	1,315,000	5.000%	0.370%	110.618			
	06/01/2024	1,315,000	5.000%	0.410%	115.054			
	06/01/2025	1,315,000	5.000%	0.450%	119.379			
	06/01/2026	1,315,000	5.000%	0.520%	123.413			
	06/01/2027	1,315,000	5.000%	0.620%	127.043			
	06/01/2028	1,315,000	5.000%	0.720%	130.405			
	06/01/2029	1,315,000	5.000%	0.860%	133.115			
	06/01/2030	1,315,000	5.000%	0.970%	135.774			
	06/01/2031	1,315,000	5.000%	1.070%	134.719 C	1.375%	06/01/2030	100.000
	06/01/2032	1,315,000	5.000%	1.180%	133.569 C	1.720%	06/01/2030	100.000
	06/01/2033	1,310,000	5.000%	1.260%	132.740 C	1.987%	06/01/2030	100.000
	06/01/2034	1,310,000	5.000%	1.330%	132.020 C	2.209%	06/01/2030	100.000
	06/01/2035	1,310,000	4.000%	1.380%	122.804 C	2.141%	06/01/2030	100.000
	06/01/2036	1,310,000	4.000%	1.670%	120.002 C	2.427%	06/01/2030	100.000
	06/01/2037	1,310,000	4.000%	1.710%	119.621 C	2.524%	06/01/2030	100.000
	06/01/2038	1,310,000	4.000%	1.750%	119.242 C	2.611%	06/01/2030	100.000
	06/01/2039	1,310,000	4.000%	1.790%	118.864 C	2.688%	06/01/2030	100.000
	06/01/2040	1,310,000	4.000%	1.830%	118.487 C	2.758%	06/01/2030	100.000
	06/01/2041	1,310,000	4.000%	1.870%	118.112 C	2.822%	06/01/2030	100.000
		26,255,000						

Dated Date	02/11/2021	
Delivery Date	02/11/2021	
First Coupon	12/01/2021	
Par Amount	26,255,000.00	
Premium	6,167,039.00	
Production	32,422,039.00	123.489008%
Underwriter's Discount	-164,272.75	-0.625682%
Purchase Price	32,257,766.25	122.863326%
Accrued Interest		
Net Proceeds	32,257,766.25	

BOND SUMMARY STATISTICS

County of Dare, North Carolina
 Series 2021 Limited Obligation Bonds
 Assumes AA3/AA-/AA Underlying Rating
 10 Year Par Call
 Rates as of 12/08/2020; Subj. to Change
 Level Principal in Aggregate

Dated Date	02/11/2021
Delivery Date	02/11/2021
Last Maturity	06/01/2041
Arbitrage Yield	1.250742%
True Interest Cost (TIC)	2.017135%
Net Interest Cost (NIC)	2.316355%
All-In TIC	2.078910%
Average Coupon	4.434089%
Average Life (years)	10.796
Weighted Average Maturity (years)	10.851
Par Amount	26,255,000.00
Bond Proceeds	32,422,039.00
Total Interest	12,568,530.55
Net Interest	6,565,764.30
Total Debt Service	38,823,530.55
Maximum Annual Debt Service	2,891,980.55
Average Annual Debt Service	1,911,965.94
Underwriter's Fees (per \$1000)	
Average Takedown	5.000000
Other Fee	1.256818
Total Underwriter's Discount	6.256818
Bid Price	122.863326

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Serial Bonds through 2041	26,255,000.00	123.489	4.434%	10.796	21,193.65
	26,255,000.00			10.796	21,193.65

	TIC	All-In TIC	Arbitrage Yield
Par Value	26,255,000.00	26,255,000.00	26,255,000.00
+ Accrued Interest			
+ Premium (Discount)	6,167,039.00	6,167,039.00	6,167,039.00
- Underwriter's Discount	-164,272.75	-164,272.75	
- Cost of Issuance Expense		-175,000.00	
- Other Amounts			
Target Value	32,257,766.25	32,082,766.25	32,422,039.00
Target Date	02/11/2021	02/11/2021	02/11/2021
Yield	2.017135%	2.078910%	1.250742%

BOND DEBT SERVICE

County of Dare, North Carolina
 Series 2021 Limited Obligation Bonds
 Assumes AA3/AA-/AA Underlying Rating
 10 Year Par Call
 Rates as of 12/08/2020; Subj. to Change
 Level Principal in Aggregate

Dated Date 02/11/2021
 Delivery Date 02/11/2021

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2022	1,315,000	4.000%	1,576,980.55	2,891,980.55
06/30/2023	1,315,000	5.000%	1,155,300.00	2,470,300.00
06/30/2024	1,315,000	5.000%	1,089,550.00	2,404,550.00
06/30/2025	1,315,000	5.000%	1,023,800.00	2,338,800.00
06/30/2026	1,315,000	5.000%	958,050.00	2,273,050.00
06/30/2027	1,315,000	5.000%	892,300.00	2,207,300.00
06/30/2028	1,315,000	5.000%	826,550.00	2,141,550.00
06/30/2029	1,315,000	5.000%	760,800.00	2,075,800.00
06/30/2030	1,315,000	5.000%	695,050.00	2,010,050.00
06/30/2031	1,315,000	5.000%	629,300.00	1,944,300.00
06/30/2032	1,315,000	5.000%	563,550.00	1,878,550.00
06/30/2033	1,310,000	5.000%	497,800.00	1,807,800.00
06/30/2034	1,310,000	5.000%	432,300.00	1,742,300.00
06/30/2035	1,310,000	4.000%	366,800.00	1,676,800.00
06/30/2036	1,310,000	4.000%	314,400.00	1,624,400.00
06/30/2037	1,310,000	4.000%	262,000.00	1,572,000.00
06/30/2038	1,310,000	4.000%	209,600.00	1,519,600.00
06/30/2039	1,310,000	4.000%	157,200.00	1,467,200.00
06/30/2040	1,310,000	4.000%	104,800.00	1,414,800.00
06/30/2041	1,310,000	4.000%	52,400.00	1,362,400.00
	26,255,000		12,568,530.55	38,823,530.55

UNDERWRITER'S DISCOUNT

County of Dare, North Carolina
Series 2021 Limited Obligation Bonds
Assumes AA3/AA-/AA Underlying Rating
10 Year Par Call
Rates as of 12/08/2020; Subj. to Change
Level Principal in Aggregate

Underwriter's Discount	\$/1000	Amount
Average Takedown	5.00000	131,275.00
Management Fee	1.00000	26,255.00
Ipreo	0.07102	1,864.65
Ipreo Electronic Order Fee	0.02967	779.10
DTC	0.06094	1,600.00
CUSIP	0.03607	947.00
CUSIP Disclosure Fee	0.00198	52.00
~Day Loan	0.01904	500.00
Miscellaneous	0.03809	1,000.00
	6.25682	164,272.75

BOND DEBT SERVICE

County of Dare, North Carolina
 Series 2021 Limited Obligation Bonds
 Assumes AA3/AA-/AA Underlying Rating
 10 Year Par Call
 Rates as of 12/08/2020; Subj. to Change

Dated Date 02/11/2021
 Delivery Date 02/11/2021

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2022	1,050,000	4.000%	1,493,947.22	2,543,947.22
06/30/2023	1,050,000	5.000%	1,102,300.00	2,152,300.00
06/30/2024	1,050,000	5.000%	1,049,800.00	2,099,800.00
06/30/2025	1,050,000	5.000%	997,300.00	2,047,300.00
06/30/2026	1,050,000	5.000%	944,800.00	1,994,800.00
06/30/2027	1,315,000	5.000%	892,300.00	2,207,300.00
06/30/2028	1,315,000	5.000%	826,550.00	2,141,550.00
06/30/2029	1,315,000	5.000%	760,800.00	2,075,800.00
06/30/2030	1,315,000	5.000%	695,050.00	2,010,050.00
06/30/2031	1,315,000	5.000%	629,300.00	1,944,300.00
06/30/2032	1,315,000	5.000%	563,550.00	1,878,550.00
06/30/2033	1,310,000	5.000%	497,800.00	1,807,800.00
06/30/2034	1,310,000	5.000%	432,300.00	1,742,300.00
06/30/2035	1,310,000	4.000%	366,800.00	1,676,800.00
06/30/2036	1,310,000	4.000%	314,400.00	1,624,400.00
06/30/2037	1,310,000	4.000%	262,000.00	1,572,000.00
06/30/2038	1,310,000	4.000%	209,600.00	1,519,600.00
06/30/2039	1,310,000	4.000%	157,200.00	1,467,200.00
06/30/2040	1,310,000	4.000%	104,800.00	1,414,800.00
06/30/2041	1,310,000	4.000%	52,400.00	1,362,400.00
	24,930,000		12,352,997.22	37,282,997.22

BOND DEBT SERVICE

County of Dare, North Carolina
 Series 2021 Limited Obligation Bonds
 Assumes AA3/AA-/AA Underlying Rating
 10 Year Par Call
 Rates as of 12/08/2020; Subj. to Change

Dated Date 02/11/2021
 Delivery Date 02/11/2021

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2022	265,000	4.000%	83,033.33	348,033.33
06/30/2023	265,000	5.000%	53,000.00	318,000.00
06/30/2024	265,000	5.000%	39,750.00	304,750.00
06/30/2025	265,000	5.000%	26,500.00	291,500.00
06/30/2026	265,000	5.000%	13,250.00	278,250.00
	1,325,000		215,533.33	1,540,533.33

BUSINESS PROMOTIONAL MATERIAL DISCLAIMER

County of Dare, North Carolina
Series 2021 Limited Obligation Bonds
Assumes AA3/AA-/AA Underlying Rating
10 Year Par Call
Rates as of 12/08/2020; Subj. to Change
Level Principal in Aggregate

Business Promotional Material Disclaimer

Piper Sandler is providing the information contained herein for discussion purposes only in anticipation of being engaged to serve as underwriter or placement agent on a future transaction and not as a financial advisor or municipal advisor. In providing the information contained herein, Piper Sandler is not recommending an action to you and the information provided herein is not intended to be and should not be construed as a 'recommendation' or 'advice' within the meaning of Section 15B of the Securities Exchange Act of 1934. Piper Sandler is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Exchange Act or under any state law to you with respect to the information and material contained in this communication. As an underwriter or placement agent, Piper Sandler's primary role is to purchase or arrange for the placement of securities with a view to distribution in an arm's-length commercial transaction, is acting for its own interests and has financial and other interests that differ from your interests. You should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you deem appropriate before acting on this information or material.

The information contained herein may include hypothetical interest rates or interest rate savings for a potential refunding. Interest rates used herein take into consideration conditions in today's market and other factual information such as credit rating, geographic location and market sector. Interest rates described herein should not be viewed as rates that Piper Sandler expects to achieve for you should we be selected to act as your underwriter or placement agent. Information about interest rates and terms for SLGs is based on current publically available information and treasury or agency rates for open-market escrows are based on current market interest rates for these types of credits and should not be seen as costs or rates that Piper Sandler could achieve for you should we be selected to act as your underwriter or placement agent. More particularized information and analysis may be provided after you have engaged Piper Sandler as an underwriter or placement agent or under certain other exceptions as describe in the Section 15B of the Exchange Act.

**County of Dare, North Carolina
Capital Project Ordinance
For Series 2021A LOBs**

BE IT ORDAINED as authorized by the Board of Commissioners of the County of Dare, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted for the planned Series 2021A Limited Obligation Bonds.

Section 1 This ordinance is to update the project budget for bond costs of issuance for the public sale of the limited obligation bonds. This ordinance amends the capital project ordinance adopted 9/18/2017, and amended on 8/6/2018, 1/22/2019, 2/4/2019, 6/3/2019, 6/17/2019, 7/15/2019, 7/16/2019, 8/5/2019, 12/2/2019, 12/16/2019, 1/21/2020, 2/4/2020, 3/16/2020, 4/6/2020, 6/12/2020, 8/14/2020, 8/17/2020, 9/8/2020, 10/19/2020, 11/2/2020, and 12/7/2020.

Section 2 The following budget shall be conducted within the Capital Projects Fund (fund #61) and the Schools Capital Project Fund (fund #63).

Section 3 The following appropriations are changed as indicated:

Costs of Issuance

Costs of issuance & additional proceeds	615490-545300-98726	\$180,717 increase
Underwriter's discount	615490-717100-98726	\$164,273 increase

Section 4 The following revenues are additionally anticipated to be available to complete the project as changed below:

Debt proceeds S2021A LOBs	613090-470318-98726	\$344,990 increase
---------------------------	---------------------	--------------------

Section 5 After this amendment, the following amounts are budgeted for the S2020 LOBs to date:

COA	\$17,620,560	
Animal Shelter	\$6,596,988	
DHHS buildings	\$5,738,583	
Manteo HS roof	\$1,012,600	
Manteo property & renovations	\$781,959	
Buxton property	\$320,043	
EMS equipment 2020 CIP	\$1,498,316	
Costs of issuance	\$344,990	
Total		\$33,914,039

Section 6 The Finance Officer is directed to report the financial status of the project as a part of the normal ongoing financial reporting process.

Section 7 Copies of this capital project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to the Board of Commissioners.

Adopted this 21st day of December, 2020.

_____ copy _____
Chairman, Board of Commissioners

[SEAL] _____ copy _____
Cheryl Anby, Clerk to the Board of Commissioners

**Dare County, North Carolina
Limited Obligation Bonds, Series 2021
Financing Calendar**

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

December						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

January						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Date	Action
Week of 11/9	
12-Nov	LGC Kick-Off
Week of 11/16	
16-Nov	Adopt Findings Resolution; Call For Public Offering
By 20-Nov	Distribute First Draft of Documents
Week of 11/23	
By 26-Nov	Publish Notice of Public Hearing
Week of 12/7	
7-Dec	Hold Public Hearing
TBD	Document Review
Week of 12/14	
15-Dec	S&P Ratings Call – 11:00 AM
16-Dec	Fitch Ratings Call – 11:00 AM
16-Dec	Moody’s Ratings Call – 1:30 PM
Week of 12/21	
21-Dec	Adopt Approving Resolution
21- Dec	Dare County Public Facilities Corp Adopt Approving Resolution
Week of 1/4	
5-Jan	LGC Approval
Week of 1/11	
11-Jan	Receive Ratings
By 14-Jan	Due Diligence Call
14-Jan	Post POS
Week of 1/18	
21-Jan	Sale Date
22-Jan	Execute Bond Purchase Agreement
Week of 2/TBD	
10/11-Feb	Pre Closing & Closing

	Account Number			Through 6/30/2020	8/14/2020 8/17/2020	9/8/2020	10/19/2020	11/2/2020	12/7/2020	12/21/2020	Totals	
Revenues												
Debt proceeds S2021A LOBS	613090	470318	98726	16,639,292	-	-	46,095	1,703,680	12,667,382	344,990	31,401,439	
Debt proceeds S2021A LOBS	633090	470318	98726	1,000,000					12,600	-	1,012,600	for MHS
Original issue premium	613090	471005	98726	-	-	-	-	-	-	-	-	
State bond funds	613025	422003	60332	-	-	-	-	-	1,500,000	-	1,500,000	
											33,914,039	
Expenditures												
Costs of Issuance												
Costs of issuance & additional pr	615490	545300	98726							180,717	180,717	
Underwriters' discount	615490	717100	98726							164,273	164,273	344,990
COA Project												
Architect	615676	710900	60332	937,969							937,969	
Construction testing	615676	710911	60332	150,000			(70,000)				80,000	
Owner costs	615676	737002	60332	80,500		10,000	7,125		(1,118)		96,507	
Demolition & abatement	615676	737008	60332	400,000		(400,000)					-	
Guaranteed Maximum Price - De	615676	737520	60332	-		369,032	129,938				498,970	
Guaranteed Maximum Price - Sitr	615676	737508	60332	-				1,703,680	13,872,736		15,576,416	
CMAR preconstruction services	615676	737500	60332	109,089							109,089	
Architect expenses	615675	710912	60332	10,000							10,000	
Commissioning	615675	737523	60332	-					40,000		40,000	
Utilities	615675	737517	60332	-					100,000		100,000	
Owner's contingency	615676	750000	60332	-		20,968	(20,968)		155,764		155,764	
Fiber move & new install	615676	737526	60332	15,845							15,845	17,620,560
Animal Shelter												
Guaranteed Maximum Price	615550	737520	60339	5,872,839		(67,666)					5,805,173	
Architect	615550	710900	60339	230,980	24,865						255,845	
Construction testing	615550	710911	60339	24,311							24,311	
Architect additional services	615550	710912	60339	14,760							14,760	
Owner costs	615550	737002	60339	25,000	11,300						36,300	
Builders Risk	615550	735400	60339	-							-	
CMAR preconstruction services	615550	737500	60339	-							-	
FF&E and Owner Supplied	615550	737406	60339	206,023		(49,621)					156,402	
Fiber to building	615550	737570	60339	15,000							15,000	
Network wiring	615550	737409	60339	20,086							20,086	
Landscaping by owner	615550	737003	60339	10,000							10,000	
Electric & other utilities	615550	737517	60339	30,000							30,000	
Sign	615550	737451	60339	7,500							7,500	
Card readers & security system	615550	737454	60339	26,763							26,763	
Permits & other	615550	737501	60339	10,000							10,000	
Owner's contingency	615550	750000	60339	103,726	(36,165)	117,287					184,848	6,596,988
Manteo High School Roof Replacement												
Roof replacements - 2 sections	635675	711515	98660	1,000,000					12,600		1,012,600	1,012,600
DHHS Project												
Architect	615620	710900	60337	492,991							492,991	
Architect expenses	615620	710912	60337	5,000							5,000	
Construction testing	615620	710911	60337	20,000							20,000	
Owner costs	615620	737002	60337	25,000							25,000	
CMAR GMP & precon	615620	737500	60337	4,852,938		(41,465)					4,811,473	
FF&E	615620	737406	60337	129,378							129,378	
Sec sys, readers, replace door loc	615620	737454	60337	81,654							81,654	
Permits & other	615620	737501	60337	32,916							32,916	
Owner's contingency	615620	750000	60337	98,706		41,465					140,171	5,738,583
Manteo Property												
Land & building purchase	615490	737101	60340	712,338							712,338	
Renovations	615490	737006	60340	69,621							69,621	781,959
Buxton Property												
Land & building purchase	615490	737101	60341	320,043							320,043	320,043
CIP Equipment												
EMS MD Computers	615531	737437	60342	365,200							365,200	
Cardiac monitors	615531	737437	60344	1,133,116							1,133,116	1,498,316
				17,639,292	-	-	46,095	1,703,680	14,179,982	344,990	33,914,039	
				(1,000,000)	-	-	-	-	-	-		



Review of 2021-22 Grant Application from the Economic Improvement Council

Description

The Economic Improvement Council (EIC) will present their 2021-22 Community Services Block Grant Program (CSBG) application for funding to the Board of Commissioners for review. This federal grant is designed to help support a wide range of community-based activities to reduce poverty. These include activities to help low-income individuals and families secure and retain meaningful employment; adequate education; obtain adequate housing and other community services.

Board Action Requested

None - Information for review by Commissioners, any comments to be provided and Clerk to return acknowledgement to EIC

Item Presenter

Dr. Landon B. Mason, EIC Executive Director
Robert Outten, County Manager

North Carolina Department of Health and Human Services

Division of Social Services



Community Services Block Grant Program

**Fiscal Year 2021-22 Application for Funding
Project Period July 1, 2021– June 30, 2022
Application Due Date: January 15, 2021**

Agency Information			
Agency:	Economic Improvement Council, Inc.		
Agency:	Economic Improvement Council, Inc.		
Federal I.D.	560857026		
DUNS Number:	081423030		
Administrative Office Address:	712 Virginia Road, Edenton, NC 27932		
Mailing Address (include the 4-digit zip code extension):	Post Office Box 549 Edenton, NC 27932		
Telephone Number:	(252) 482-4458		
Fax Number:	(252) 482-8227		
Proposed Funding:	CSBG: \$ 334,188	Additional Resources: \$21,027,835.26	Agency Total Budget: \$21,362,023.26
Application Period:	Beginning: July 1, 2021	Ending: June 30, 2022	
Board Chairperson:	Mr. Robert Williams		
Board Chairperson's Address: (where communications should be sent)	119 US Highway 158 Business West Gatesville, NC 27938		
Board Chairperson's Term of Office (enter beginning and end dates):	08/2019 – 09/2024		
Executive Director:	Dr. Landon B. Mason, Sr.		
Executive Director Email Address:	Dr.Landon.Mason@eicca.org		
Agency Fiscal Officer:	Jose Taylor		
Fiscal Officer Email Address:	Jose.taylor@eicca.org		
CSBG Program Director:	Mrs. Reta Blair		
CSBG Program Director Email Address:	reta.blair@eicca.org		
Counties Served with CSBG funds:	Camden, Chowan, Currituck, Dare, Gates, Hyde, Perquimans, Pasquotank, Tyrrell, Washington		
Agency Operational Fiscal Year:	July - June		

North Carolina Department of Health and Human Services
Office of Economic Opportunity –
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Proposed Funding

CSBG: \$334,188

Additional Resources: \$21,027,835.26

Agency Total Budget: \$21,361,023.26

Checklist to Submit a Complete Community Services Block Grant (CSBG) Application

Please put a check mark in the appropriate box to show that you have included the completed document with your application. All documents are required with the exception of those that say "if applicable."

Item	Included (√)
Signed Application Certification (blue ink only)	
Signed Board Membership Roster (blue ink only)	
Board of Directors Officers and Committees	
Board of Directors Community Needs Assurance	
Planning Process Narrative	
Form 210 – Agency Strategy for Eliminating Poverty	
Form 212 – One-Year Work Program	
Monitoring, Assessment and Evaluation Plan	
Form 212A – CSBG Administrative Support Worksheet (if applicable)	
Form 225 – Agency Budget Information	
Form 225N-Budget Narrative	
<u>Appendices (to be attached by the Applicant):</u>	
• Organizational Chart (do not include names)	
• Job Description and Resume for the Agency's Executive Director	
• Job Description and Resume for the Agency's Chief Financial Officer	
• Job Descriptions for all CSBG employees (do not include names)	
• Affirmative Action Plan	
• Documentation of Public Hearings for Initial Planning Process:	
Copy of Public Notice(s) from Newspaper(s)	
Agenda of Public Meeting(s)	
Copy of Attendance Sheet(s)	
Minutes of Public Meeting(s)	
• Documentation for Notice of Intent to Apply:	
Copy of advertisement(s)	
• Documentation of Submission to County Commissioners:	
Notarized document from county clerk	
Commissioners' comments or minutes (if applicable)	
• Cognizant-Approved Indirect Cost Agreement	
• Copy of the Proposal Application submitted to the cognizant agency for approval of the Indirect Cost Rate	
• Cost Allocation Plan (if applicable)	
• Vehicle Registrations (<i>must be up-to-date and after July 1, 2021</i>)	
• State Certification-No Overdue Tax Debts	
• State Certification-Contractor Certification required by N.C. Law	
• Federal Certifications	
• Cost Allocation Plan Certification	
• Federal Funding Accountability and Transparency Act (FFATA)	
• Central Contractor Registration (CCR) (<i>must be up-to-date and after July 1, 2021</i>)	

**Checklist to Submit a Complete Community Services Block Grant (CSBG) Application
(continued)**

Item	Included (✓)
<ul style="list-style-type: none"> • IRS Tax Exemption Verification- verifies the agency's 501 (c) (3) status <i>(must be dated after July 1, 2016)</i> 	
<ul style="list-style-type: none"> • Conflict of Interest Policy <i>(must have been approved within the past 5 years and must be notarized)</i> 	
<ul style="list-style-type: none"> • Contractual Agreements/leases <i>(must be current within contract period)</i> 	

**Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on November 17-19, 2020 for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
November 17, 2020	Camden	November 18, 2020	Chowan
November 17, 2020	Currituck	November 18, 2020	Gates
November 17, 2020	Dare	November 19, 2020	Tyrrell
November 18, 2020	Perquimans	November 19, 2020	Hyde
November 18, 2020	Pasquotank	November 19, 2020	Washington

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on December 15, 2020 as required by 10A NCAC 97C .0111 and 10A NCAC 97C .0307(9).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
	Camden		Chowan
	Currituck		Gates
	Dare		Tyrrell
	Perquimans		Hyde
	Pasquotank		Washington

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: _____

Board Chairperson: _____
(Signature)

(Date)

Finance Committee Chairperson: _____
(Signature)

(Date)

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	15	Total Current Vacant Seats	1
Total Number of Seats Reserved for Each Sector	Poor	Public	Private
Total Number of Vacant Seats Per Each Sector	6	5	3
	0	0	1

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor					
1. Sheila Gregory	Currituck	Currituck County Commissioners	6-2012	1	5-2022
2. Jakeema Spencer	Hyde	Hyde County Community	5-2019	0	2-2024
3. Jessica Davenport	Dare	Dare County Community	7-2012	1	6-2022
4. Mayor Fred Yates	Perquimans	Perquimans County Community	9-2015	0	11-2025
5. Wanda W. Harvey	Beaufort	Beaufort County Community	8-2017	0	1-2022
6. Precious Diaz	Pitt	Pitt County Community	11-2017	0	10-2021
Public Elected Officials					
1. Dr. William Sawyer	Camden	County Commissioner	7-2015	1	7-2022
2. Glorious Elliott	Chowan	County Commissioner	5-2019	0	7-2021
3. Robert Williams	Gates	County Commissioner	9-2014	2	8-2021
4. Nina Griswell	Tyrrell	County Commissioner	11-2015	0	11-2025
5. Mayor Jerry McCrary	Martin	County Commissioner	9-2018	0	9-2023
6.					
Representatives of Private Organizations					
1. Melvin Norman	Washington	Washington County Community	7-2014	1	7-2024
2. Pearl Sulton	Pasquotank	Pasquotank County Community	7-2019	0	7-2021
3. Attorney Thomas Wood	Chowan	Chowan County Community	11-2015	0	11-2025
4.					
5.					
6.					

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

Board of Directors Chairperson

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Precious Diaz	2884 Little Gem Circle Winterville, NC 28590	diamonddiaz63@gmail.com
Melvin Norman	743 Marriner Road Roper, NC 27970	normanm23@mchsi.com
Sheila Gregory	108 South Gregory Road Shawboro, NC 27973	sheila.gregory@ncsu.edu
William Sawyer	533 N. Trotman Road Camden, NC 27921	5sawyer@wildblue.net
Robert Williams	119 US Highway Business W Gatesville, NC 27938	robertewilliams46@hotmail.com
Jessica Davenport	PO Box 669 Manteo, NC 27954	davenport@dcdss.org
Fred Yates	147 Winfall Blvd. Winfall, NC 27985	fred@inteliport.com
Nina Griswell	175 Travis School Road Columbia, NC 27925	ngriswell@tyrrellcounty.net
Thomas Wood	105 West King Street Edenton, NC 27932	thomas@godwinandgodwin.net
Jerry McCrary	PO Box 98 Parmele, NC 27861	mayorjerrym@gmail.com
Wanda Harvey	1303 Nicholson Street Washington, NC 27889	cnellrae@gmail.com
Pearl Sutton	1222 Soundneck Road Elizabeth City, NC 27909	pearljos71@gmail.com
Glorius Elliott	342 Sandy Ridge Road Edenton, NC 27932	joy@hughes.net
Jakeema Spencer	PO Box 25 Englehard, NC 27824	sjakeema@yahoo.com

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board			
Robert Williams	Chairperson	Public	Gates
William Sawyer	Vice Chairperson	Public	Camden
Nina Griswell	Secretary	Public	Tyrrell
Nina Griswell	Treasurer	Public	Tyrrell
Committee Name: Executive Committee			
Robert Williams	Chairperson	Public	Gates
Melvin Norman		Private	Washington
Nina Griswell		Public	Tyrrell
William Sawyer		Public	Camden
Committee Name: Personnel Committee			
Fred Yates	Chairperson	Poor	Perquimans
Sheila Gregory		Poor	Currituck
Thomas Wood		Private	Chowan
Committee Name: Planning / Evaluation Committee			
Jessica Davenport	Chairperson	Poor	Dare
Jerry McCrary		Public	Martin
Pearl Sutton		Private	Pasquotank
Committee Name: Audit Committee			
Precious Diaz	Chairperson	Poor	Chowan
Wanda Harvey		Poor	Beaufort
Committee Name: Finance Committee			
Nina Griswell	Chairperson	Public	Tyrrell
Jakeema Spencer		Poor	Hyde
Glorius Elliott		Public	Chowan
Committee Name:			
	Chairperson		

*To be completed by agencies serving multiple counties.

Community Service Block Grant Board of Directors Contractual Certifications

I, Robert Williams and Economic Improvement Council, Inc. (board chairperson name and name of applicant) certify the information in the following categories by initialing each certification and signing below:

- A. Conflict of Interest:** I certify that a Conflict of Interest Policy is in place and that a copy of the policy can be found in the Employee Policy Manual and in the Board Member Handbook. I also certify that all members of the Board of Directors and all staff annually sign "Conflict of Interest" forms and that copies of Board member signatures are kept in the Board Minutes Book while copies of employee signatures are retained in the personnel files.

- B. Board of Director Orientation/Training:** I certify that a Board Member Orientation Policy is in place and that it is utilized as new Board members are assigned to the Board. I also certify that all Board members attend an annual Board Training each year and record of such is reflected in the Board minutes. The most recent Board Training occurred on January 22 – 23, 2020.

- C. Agency-wide Audit:** I certify that PETWAY MILLS & PEARSON, PA performs an audit annually. The audit is completed each year and submitted for review by the Board. The most recent audit for program year July 1, 2018 – June 30, 2019 was submitted and accepted by the Board at the March 30, 2020 meeting and is on record in said minutes.

Certification (Original Signature)

Signature of Chairperson/President

Date

Community Service Block Grant Certification of Community Assessment

The Economic Improvement Council, Inc. (applicant) has conducted a Community Assessment of its service area within the past three (3) years utilizing the following method(s):

(Check one or more of the following methods)

- Surveys of the community(s) - door to door, telephone, etc.
- Review of Records - agency intake forms, program participant records, etc. (may be used with at least one other type of needs assessment; will not meet compliance on its own)
- Review of demographical information - U.S. Census, welfare statistics, unemployment statistics, etc.
- Discussions/information/testimony provided by individuals and community members - social service professionals, agency staff, program participants, etc.
- Public meetings to solicit input on community needs
- Other (Describe) _____

The most recent Community Assessment was completed on: October 2, 2020
(date)

The Community Assessment was completed by: Economic Improvement Council, Inc.
(agency or contractor)

It is expressly understood that this Community Assessment should include community and consumer input. It is to be used as a basis for prioritizing the needs of the low-income population in the service area and for planning the applicant's projects to meet those needs.

It is further understood that documentation validating that a Community Assessment was completed and is to be retained by the applicant and is subject to review by the Office of Economic Opportunity.

Please provide a 4-5 sentence summary of your most recent Community Needs Assessment:

The Economic Improvement Council, Inc. utilized the grass-roots approach toward engaging the community-at-large in our ten (10) county service area to assess the needs therein. As a participant in the survey, individuals willingly shared their earnest opinions about the needs of their respective communities while highlighting its strengths. This in turn, reaffirmed that community resources and partnerships are vital toward helping families thrive.

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(continue to next page)

The following is a list of needs as prioritized, with community input, through the needs assessment process.

1. Primary Education	4. Adequate Nutrition
2. Secondary Education	5. Transportation
3. Safety	6. Housing

Certification (Original Signature)

Signature of Chairperson/President

Date

**Community Services Block Grant Program
Fiscal Year 2021-22 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 low-income community participated in communities and their local County Commissioners meetings to determine the priorities, needs, and resources that were available to assist them. The result of the meeting indicated that the Self-Sufficiency Project would be the number one priority for the Community Services Block Grant Program.
 - b. **Agency Staff:** The Community Services Block Grant staff served as resource providers and facilitators during the planning progress. The staff did not influence the low-income families of their decisions. They offered suggestions and provided technical assistance as requested by the target communities and residents.
 - c. **Agency's Board Members:** The Economic Improvement Council Board approved the Anti-Poverty planning process as presented by the Community Services Block Grant Director.
2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area:
 - a. Community-based organizations
 - b. Faith-Based Organizations
 - c. Private Sector
 - d. Public Sector
 - e. Educational Sector

Our Community Needs Assessment was done through our Community Collaboration Partners, Agency Customers, and our Faith-Based Partners. Survey conversations were held with our Educational Partners and Leaders. The needs assessment provided an increased understanding of the needs in the community and why they existed. Community members has the opportunity to share how the need impacted their quality of life. The needs assessment further allows for strategic: Planning, Priority, Setting, Program Outcomes and Improvements. The six most important needs in our communities based on our assessment are:

1. Employment
 2. Housing
 3. Affordable Child Care
 4. Finances
 5. Secondary Education
 6. Safety
3. Describe your agency's method and criteria for identifying poverty causes including how the agency collected and analyzed qualitative and quantitative data in identifying those causes.

- a. The agency's method of identifying poverty causes was through the Census Statistics, County Assessments, and the Poor Sectors Representation on the Economic Improvement Council (EIC) Board. The HHS Poverty Guidelines are also used to determine the enrollment of families into the Family Self-Sufficiency Program.

Identifying poverty varies among different groups and family conditions. The following is a list of poverty causes in our Northeastern area:

- o Lack of Education
- o Lack of Industrial Development
- o High incidence of single family households
- o Lack of job training and adequate skill development
- o Lack of adequate public and private transportation
- o High incidence of job lay off
- o Health and Mental Health conditions
- o Lack of cost of living increases

- b. The methods and criteria used to determine priorities and strategies is through and application process which will include: income, employment skills, education, health, and resource availability.

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

EIC advocates and empowers low-income individuals to achieve a greater sense of authority over their lives through the Limited Opportunities to Family Self-Sufficiency Program. Family enrollment coupled with positive guidance will give individuals and families the opportunity to make lifelong decisions in determining their own lives and future. To achieve independence and security, families will identify their own strengths weakness. Case Managers will provide supportive services when needed and suggest ways to handle future challenges.

5. 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.

The Economic Improvement Council, Inc. will maintain a relationship with organizations serving low-income families and individuals. The agency's Board of Directors solicits representation from the community organizations including religious and charitable groups to comprise the private sectors of the Board. The CSBG Case Managers will work with local churches, schools, teachers, health care, public housing organizations, community-based organizations, and job training agencies for welfare recipients to help move towards self-sufficiency.

- o State Welfare Form: Maintain established rapport with Social Services
- o Public and Private Resources: Attend meetings, provide and accept referrals and follow-ups.
- o Religious Organizations: Extend notifications to churches and organizations on EIC Agency activities.
- o Charitable Groups: EIC partners with Good360 a 501(c)3 non-profit charitable organization where access to product donations of quality goods from major

brands are accessible to our agency to assist in meeting the day-to-day needs of families in addition to helping during disaster-impacted communities. Further, our services are donated as needed.

- Community Organizations: Attend meetings, maintain rapport, establish new partnerships as new organizations arrive in our region, and maintain seats on various community boards.

6. 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.

EIC has a satellite office in each of the ten (10) counties. These offices are primarily "One Stop" Centers that provide information and services on all of EIC programs and all other programs in the surrounding area. Services provided through the satellite offices include: eligibility determination, referrals to other agencies to meet customer needs, and follow-up consultations. These satellite offices are shared by other agencies and programs to help fill in service gaps and prevent duplication of services. Additionally, they provide an incentive for other public and private agencies to utilize our offices for their information and referral activities.

7. 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).

This mission and philosophy of the Economic Improvement Council, Inc. since inception is to assist families to become self-sufficient. The Self-Sufficiency Program as proposed is designed to support innovative community and neighborhood initiatives aimed toward removing barriers to self-sufficiency.

The Community Services Block Grant staff will support innovative community and neighborhood based initiatives by promoting advertisement and serving as volunteers and encouraging community support. In the wake of the COVID-19 Pandemic, Center for Disease Control (CDC) Guidelines will be adhered to: The 3 W's, Wear, Wait, and Wash to assist in slowing the spread of the virus when in-person support is provided. Another method the agency will utilize will be virtual platforms such as Zoom or Microsoft Teams.

8. 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.

The agency collaborates with food banks, churches and other organizations such as the Department of Social Services, local Head Start Programs, Food and Nutrition Programs and the Cooperative Extension Programs help with the conditions of starvation and malnutrition among low-income individuals. EIC Staff and Board Members currently occupy seats on other agency boards that provide nutritional assistance to low-income individuals.

**Community Services Block Grant Program
Fiscal Year 2021-22 Application for Funding
Planning Process Narrative (continued)**

9. 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. Provide the dollar amount of your allocation that will go towards employment training.

EIC will coordinate provision of employment and training activities through a job screening process. The agency will collaborate with other state and local employment agencies such as: temporary agencies, regional job fairs, colleges, universities, and other businesses to provide referrals for employment and training activities. Collaboratively, all agencies will promote the development and implementation to a more unified system of measuring accountability and performances. Funding in the amount of \$1,250 annually will be utilized in support of these efforts.

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

EIC has a well-established partnership and rapport with the county Department of Social Services. Other community partnering agencies such as: Catholic Social Ministries, The Salvation Army, United Way, and NC 2-1-1 serve as vital resources to mitigate emergency crisis intervention needs. The agency will make referrals to families and individuals that are in need of emergency services to an energy crisis intervention program. Through consistent coordination with the county Social Services and partnering agencies information will be disseminated to other departments.

11. 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.

The involvement of youth is an integral part of the fabric of EIC and the CSBG Programs. EIC plans and coordinates activities regularly with other programs and partnering agencies such as: the National Youth Sports Program, local schools, colleges and universities. The needs of our youth differs and largely reflects the needs of the greater community. Several needs have been identified are:

- Transient Families
- Family Isolation
- Lack of Recreational Facilities
- School Dropout Rate
- Child Abuse and Neglect
- High Delinquency Rate

EIC partners in collaboration with a multitude of public and private resources to combat the needs for youth.

- Public Schools
- Department of Social Services
- Albemarle Rehabilitation Center
- Albemarle Speech and Hearing

- Private Physicians
- Partnership for Children Centers
- Partnership for Children (Smart Start)
- Good360

To ensure coordination in meeting the above needs, the Council provides expertise and guidance in the development of youth programs and setting priorities for youth involvement.

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].

During the initial contact assessment custodial parents in single-parent families are made aware of the child support services. If a custodial parent participating in the CSBG Program is not receiving support benefits the Case Manager will inquire whether they are interested in applying and will provide agency contact information to complete an application.

13. Describe activities that your agency has undertaken or plans to undertake, to address the Department's priorities which includes:

- **Combat the Opioid Crisis** by focusing on policies and practices that prevent opioid misuse, addiction and overdose;
 - EIC has representation serving on various boards or committees who address these challenges such as: Child Protection Teams, Housing Committees, and Social Services. Staff attend training to become a resource in our communities along with Law Enforcement and Emergency Medical Technician Staff.
- **Develop better outcomes for Early Childhood learners** to ensure that they are healthy, safe and nurtured, learning and ready to succeed;
 - EIC's Head Start and Early Head Start has a Child Nutrition Program, takes pride in Continual Training on Safety, and Certified Staff to insure all aspects of health, safety, and an excellent learning environment.
 - In the midst of a global pandemic, Center for Disease Control (CDC) Guidelines are adhered to when in-person learning is engaged: Temperature checks and protective personal equipment is provided for staff and children. The practice of the "3 W's, Wear, Wait, and Wash" assist in slowing the spread of the virus. Further, each facility is treated with "Lastgerm" an EPA Registered (#82972-1), NSF Approved, Non-Toxic Hospital Grade, Deep Disinfection Service Kills 99.999% of viruses, bacteria and pathogens. The EPA has approved "Lastgerms" use against SAR-CoV-2, the Corona Virus that causes the Corona Virus Disease 2019 (COVID-19).
- **Expand NCCARE360**, a statewide database that provides resource information for medical providers and human services professionals in response to social determinants of health like housing stability, food security, transportation access and interpersonal safety; and
 - EIC will continue to collaborate and participate in training sessions with the network team of professionals.
- **Implement Healthy Opportunities** that improve the health, safety and well-being of North Carolinians by addressing conditions in which people live that directly impacts health.

- In partnership with EIC's Section 8 Housing Choice Voucher Program and Weatherization Program instances mold and other hazardous conditions may be addressed to assist families to live a better quality of life.

**Community Services Block Grant Program
Fiscal Year 2021-22 Application for Funding
OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: 2021 - 2022

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.
 - The Poverty Cause Name: Limited Opportunities to Family Self-Sufficiency
 - The Economic Improvement Council, Inc. ranks Employment as the #1 Priority and Housing as #2.

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

EMPLOYMENT PRIORITY I:

In Northeastern North Carolina, more than 20% of the population is living in poverty. A major problem of poverty within this area is that two-thirds of all poor people in the area have at least one family member working full-time. Recent surveys in the region support the fact that poverty remains high due to the high incidence of unemployment, low wage rate, and female heads of households. The chart listed below provides a breakdown of labor force statistics of the ten (10) counties in the Northeast Region of North Carolina as reported by the North Carolina Department of Commerce – Labor and Economic Analysis Division, Local Area Unemployment Statistics.

2020 September Labor Force Estimates

COUNTY	LABOR FORCE	UNEMPLOYMENT	UNEMPLOYMENT RATE	RANK
Camden	4,601	221	4.8	2
Chowan	5,589	325	5.8	21
Currituck	13,663	708	5.2	8
Dare	18,961	1,244	6.6	50
Gates	5,175	277	5.4	11
Hyde	1,836	141	7.7	80
Pasquotank	16,722	1,084	6.5	47
Perquimans	4,949	298	6.0	32
Tyrrell	1,412	107	7.6	79
Washington	4,738	372	8.5	89

The lack of job opportunities continues to be one of the most major causes of the high unemployment rate. Commuting to the Hampton Roads area of Virginia for employment continues to be high priority for area workers. The Northeastern part of the State has also experienced economic exclusion and underinvestment.

HOUSING PRIORITY II:

As stated in the aforementioned paragraph, the Northeastern Region of North Carolina represents more than 20% of the population is living in poverty. The rate and rank of unemployment on the statistical chart above establishes the bases of affordability of housing in the Economic Improvement Council, Inc.'s service area. Lack of adequate resources in housing and low-income households exceeds the affordable housing units available. In an article posted November 2020 by the North Carolina Housing Coalition 24% (330,144) represent renter households that are extremely low-income. The number of affordable and available rental homes per 100 extremely low-income renters is 43 with 70% of those homes severely cost burdened. One of six households are paying more than half of their income on housing and are considered severely cost burdened based on the unemployment rate. Lack of affordable housing units weighs heavily on the population of job ratio to housing.

(A) Explain why the problem exists.

Lack of Economic Resources: The northeast region is the poorest region in the State of North Carolina. Over eighty percent of the economy is based upon agriculture or farm related resources. The economy is driven by large mechanized farms that employ very few workers. Workers that are able to be employed are usually under-employed and seasonal workers.

Limited Economic Development: The region is slow to develop factories or other employment opportunities so support over 8,700 low-income families with over 25,000 low-income individuals. A large majority of this population are considered the working poor, underemployed or not working in the workforce.

Limited Job Opportunity: Considering the two above statements, adequate job opportunities continue to plague the region. The northeast region consists of only ten percent urban population. Much of this population consists of Pasquotank and Dare counties. Approximately forty percent of this population travels out of the region to Hampton Road (VA) for work in the tourist industry.

(B) Identify the segment of the population and give the number of people experiencing the problem.

According to the July 2019 U.S. Census Quick Facts Dashboard (see chart below) the northeast region is composed of approximately 174,964 citizens within the ten rural counties. Population estimates as of July 1, 2019 an average 13.24% are in poverty. The vast region and sparse population coupled with limited economic development causes the poor and near poor to be impacted by the problem.

COUNTY	POPULATION	% IN POVERTY
Camden	10,867	7.6
Chowan	13,943	18.5
Currituck	27,763	8.8
Dare	37,009	8.9
Gates	11,562	14.7
Hyde	4,937	19.2
Pasquotank	39,824	14.3
Perquimans	13,463	15.0
Tyrrell	4,016	25.4
Washington	11,580	21.3

(C) Provide demographic information of those adversely effected inclusive of:

- (a) Gender
- (b) Age
- (c) Race/Ethnicity for the agency's service area

(D) Explain how the persons are adversely affected.

Persons residing in poverty conditions reside without a decent wage, which causes them to have to live in conditions such as substandard housing, lack of education, health insurance, child care and other necessities afforded to the non-poor.

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

(E) Resources Available:

- a. Agency Resources: The Economic Improvement Council, Inc. – Section 8 Housing Voucher project currently operates in the ten county region with slots at a funding level annually is \$7,250,926.00.
- b. Community Resources: Four local housing authorities serve the municipalities of Elizabeth City, Hertford, Plymouth, and Edenton. These authorities have subsidized housing available for low-income.

(F) Resources Needed:

- c. Agency Resources: The Economic Improvement Council, Inc. – More funding for HUD Housing to be able to pull more customers from the waiting list.
- d. Community Resources: Affordable Fair Market Rent for those who are just right at the threshold of low and medium income.

Section III: Objective and Strategy

(G) Objective Statement: To enroll 55 low-income families in the Family Self-Sufficiency Program with five rising above the poverty guidelines by June 30, 2020.

Strategies for Objective: To qualify and employ comprehensive case management that would include community services providers such as: NC Works, Department of Social Services, and Base Entities.

OEO Form 210 (continued)

Section IV: Results Oriented Management and Accountability Cycle (use additional sheets if necessary)

Organizational Standard 4.3 requires that an agency's strategic plan and Community Action Plan document the continuous use of the ROMA cycle and use the services of a ROMA trainer.

- (H) Community Needs Assessment: Please summarize the primary needs of your community as determined through the Community Needs Assessment, and explain which of those are Family, Agency, or Community Needs, and why.

The following is a list of needs as prioritized:

Family: Employment, Housing, and Secondary Education

Community: Safety

Agency: Affordable Childcare

- (I) Achievement of Results and Evaluation: Please discuss your agency's achievement of results from last year. What were the successes and why were those areas successful? What areas did not meet targets or expectations and why were those areas not as successful? What Improvements or changes will be made for this year's work plan to achieve desired results and better meet the needs of the community?

The Economic Improvement Council, Inc. was successful in assisting 60% of its targeted customers to rise above the poverty level. The goal of gaining employment and better employment were met 100% with the success of 100% jobs with medical benefits obtained. The global COVID-19 pandemic posed it challenges supporting customers over the past year. This provided customers multiple resources for assistance in emergency situations. EIC provided support as requested in accordance to program guidelines whenever needed. In addition, education institutions were forced closed so customers were unable to meet their goals.

Flexibility in providing comprehensive case management through the pandemic has challenged us to explore greater ways to collaborate and meet the needs of our customers to assist them in meeting and / or exceeding their goals. Developing impactful partnerships during this time has streamlined our ability to better service our customers in any given situation. Strong emphasis will be placed on ensuring supportive services are rendered.

- (J) Please name the ROMA trainer who provided services used in developing this community Action Plan and describe what specific services were provided.

Dr. Landon B. Mason, Sr., NCRT, CCAP, the ROMA trainer provided training and insight on the various areas of services dealing with Family, Community, and Agency. He highlighted the six National ROMA goals. Programmatic lead on Housings, Employment, Child Care, Safety, and Education in a combined effort to bring each service area together.

**Community Services Block Grant Program
Fiscal Year 2021-22 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification				
1. Project Name:	Family Opportunity to Self-Sufficiency			
2. Mission Statement:	It is the mission of the Economic Improvement Council, Inc. in partnership with the communities to promote the economic, physical and social well-being of its customers by providing high quality services to assist low-income people to become self-sufficient.			
4. Objective Statement:	To enroll 55 low-income families in the Family Self-Sufficiency Program with five families rising above the poverty guidelines by June 30, 2020.			
5. Project Period:	July 1, 2020 to June 30, 2022.			
6. CSBG Funds Requested for this Project:	July 1, 2021	To	June 30, 2022	
7. Total Number Expected to Be Served:	55			
a. Expected Number of New Clients	20			
b. Expected Number of Carryover Clients	35			

**One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Underemployed	Screening applicants, determine eligibility, and complete enrollment and family contract agreements	3	1.1,2,3,6.2,6.5	CSBG Case Managers
Unemployed	Screen applicants, assessment needs, determine eligibility, and complete enrollment and family contract agreements	10	1.1,2,3,6.2,6.5	CSBG Case Managers
Standard Housing	Screen applicants, assessment needs, determine eligibility, and complete enrollment and family contract agreements	3	2.1,6.2,6.5	Case Managers

**One-Year Work Program
OEO Form 212 (continued)**

Section III: Program Administration and Operations					
Administration, Services, Operations Outcome Expected	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Greet customers and directing them to the CSBG Director or Case Manager. Answer questions regarding the CSBG Program. Complete clerical duties such as typing and mailing, Correspondence to customers.	Receptionist	07/01/2021 09/30/2021	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Conduct intakes, interviews and assessments for all customers	Case Managers, Case Manager/AR4CA Administrator	07/01/2021 09/30/2021	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Forward discharge letters to customers, provide referrals, support and follow-ups within 30 days of acceptance date.	Case Managers, Case Manager/AR4CA Administrator	15			
Review applications, approve case management procedures and accept families / individuals for program participation.	Case Managers, Case Manager/AR4CA Administrator	07/01/2021 09/30/2021	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Develop and monitor each customer action plans to ensure progress goal completion.	Case Managers, Case Manager/AR4CA Administrator	35 (5)	40 (5)	45 (5)	50
Conduct 25 home visits to customers as needed to provide ongoing support in case development and goal achievement.	Case Managers, Case Manager/AR4CA Administrator	7	13 (6)	19 (6)	25 (6)
Facilitate in office meetings with customers as well as provide case management sessions via phone and email as needed	Case Managers, Case Manager/AR4CA Administrator	07/01/2021 09/30/2021	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Keep daily and weekly progress data to determine success problems or resources needed for customers. Complete case notes, assessments and other related data entry.	Case Managers, Case Manager/AR4CA Administrator	07/01/2021 09/30/2021	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Support 15 customers with employability skills and address needs and 10 in gaining employment.	Case Managers, Case Manager/AR4CA Administrator	5	10 (5)	12 (2)	15 (3)

a. Assess customer experiences and skills in order to tailor job searches.	Case Managers	2	4 (2)	6 (2)	8
b. Assist with over letter creation and resume.	Case Manager	2	4 (2)	6 (2)	8
c. Facilitate mock interviews	Case Manager	3	6 (3)	9 (3)	12 (3)
d. Refer customers to job fairs and available positions.					
e. Notify customers about job positions in the newspaper and internet	Case Manager	5	5	5	5
f. Provide job-related transportation as needed.					
g. Direct financial support (i.e. work clothing, transportation, childcare, etc.) to eliminate employment barriers.	Case Manager	5	5	5	5
Provide education support to 3 customers.	CSBG Director Case Manager/AR4CA Administrator	2	3 (1)	4 (1)	5 (1)
a. Assist with enrollment in General Education Development (GED), College/University					
b. Provide direct financial support to customers for tuition, transportation to eliminate educational barriers.					
c. Refer to resources to assist with financial aid, school applications, internship, placement, etc.	Case Manager	3	8 (5)	13 (5)	15 (2)
Provide direct financial crisis assistance to 50 customers with rent, utilities, (water and electric), childcare and transportation fuel and repair.	CSBG Director Case Manager/AR4CA Administrator	11 (11)	22 (11)	33 (11)	44 (11)
Collaborate with Section 8 Program to ensure families with safe standard housing.	Case Managers, Case Manager/AR4CA Administrator	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Engage 5 customers to free Volunteer Income Tax Program (VITA) to save money by receiving free tax preparation by certified staff.	Case Managers, Case Manager/AR4CA Administrator	0	0	0	0
Make necessary referrals to appropriate agencies, organizations and support groups to meet family stabilization.	Case Managers, Case Manager/AR4CA Administrator	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022

Promote computer literacy via participation in local NC Works Offices and local Libraries.	Case Managers, Case Manager/AR4CA Administrator	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Assess customer's progress towards meeting short / long term goals and ultimately rising above the poverty guidelines.	Case Managers, Case Manager/AR4CA Administrator	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Ensure the correct documentation is obtained during the intake process and properly calculate income.	Case Managers, Case Manager/AR4CA Administrator	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Maintain hard copies of files on each customer.	CSBG Director Case Manager/AR4CA Administrator	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Maintain accurate records on each customer in the Accountable Results for Community Action (AR4CA) including case notes, financial data and assessments.	Case Managers, Case Manager/AR4CA Administrator	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Assess AR4CA performance reports and assess customer records to ensure supporting documents are present to validate outcomes as well as accurate case notes action plan, financial data and assessments.	Case Managers, Case Manager/AR4CA Administrator	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Complete discharge process on customers when appropriate.	Case Managers, Case Manager/AR4CA Administrator	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Prepare all reports and proposals required by the funder and submit in a timely matter.	Case Managers, Case Manager/AR4CA Administrator	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Approve and process requisitions submitted by Case Managers / AR4CA Administrator for customer assistance.	CSBG Director Case Manager/AR4CA Administrator	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Conduct staff supervision, determining training opportunities, complete performance plans and evaluations	CSBG Director	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022
Sweep and mop all floors and perform small plumbing jobs. Vacuum all carpet floors and clean bathrooms. Clean doors, windows and all glass areas and empty trash cans. Replace light bulbs and balance as needed. Install smoke and carbon monoxide detectors where needed. Replace batteries in hallways	Facility Coordinator	7/01/2021 09/30/201	10/01/2021 12/31/2021	01/01/2022 03/31/2022	04/01/2022 06/30/2022

and conference rooms.					

**Community Services Block Grant Program
Fiscal Year 2021-22 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

9. 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 operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2021-22 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (Economic Improvement Council, Inc.)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	55
The number of low-income participant families rising above the poverty level.	5
The number of participant families obtaining employment.	10
The number of participant families who are employed and obtain better employment.	3
The number of jobs with medical benefits obtained.	2
The number of participant families completing education/training programs.	2
The number of participant families securing standard housing.	3
The number of participant families provided emergency assistance.	35
The number of participant families provided employment supports.	25
The number of participant families provided educational supports.	3
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 2021-22 Application for Funding
 One-Year Work Program
 OEO Form 212 (continued)**

Table 2 Outcome Measures for Project 2 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	

**Community Services Block Grant Program
Fiscal Year 2021-22 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

CSBG Expenditure by Service Category					
A.2. CSBG Expenditures Domains	Target CSBG Funds	Actual Q1	Actual Q2	Actual Q3	Final
A.2a. Employment					
A.2b. Education and Cognitive Development					
A.2c. Income, Infrastructure, and Asset Building					
A.2d. Housing					
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>					
A.2f. Civic Engagement and Community Involvement					
A.2g. Services Supporting Multiple Domains	45,000				45,000
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>					
A.2i. Agency Capacity Building					
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>					
A.2k. Total CSBG Expenditures (auto calculated)					

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**Community Services Block Grant Program
 Fiscal Year 2021-22 Application for Funding
 One-Year Work Program
 OEO Form 212 (continued)**

10. 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: Economic Improvement Council, Inc.											
Project Name: Family Opportunity to Self-Sufficiency											
County	Camden	Chowan	Currituck	Dare	Gates	Hyde	Pasquotank	Perquimans	Tyrrell	Washington	Total
Total Planned	5	5	5	5	5	5	8	5	5	7	55
Project Name:											
County											Total
Total Planned											

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**Community Services Block Grant Program
Fiscal Year 2021-22 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 participates in the development, planning, implementation, and evaluation of the Community Services Block Grant program which serves the low-income community. The Board delegates the responsibility of the day-to-day operation of the agency to Executive Director who then assigns authority to the CSBG Director to operate and make sure the program is managed effectively. The Board of Directors receives reports periodically to ensure that the goals established are being properly implemented. They also make the necessary adjustments to redirect or modify the program when necessary.
- b. **Low-Income Community:** The low income community receives reports on a regular basis via local community organizations and the CSBG staff. The low-income community will have the opportunity to make suggestions regarding the implementation of the program. They are also given the opportunity to appear before the Board of Directors and express their concerns regarding the administering of the program and its evaluation.
- c. **Program Participants:** Through a chain of command, program participants may express their concerns regarding the CSBG Program. Participants may request to meet with the Executive Director of the Board of Directors. The agency will conduct surveys to assess the quality of the program as a means of involving participants and obtaining their opinion regarding CSBG standards and the quality of service being offered.
- d. **Others:** Other citizens of community groups may express concerns regarding the implementation of the CSBG Program by contacting the Executive Director. Any citizen not satisfied with the implementation of the program may appeal to the agency's Board of Directors. These individuals can also express their concerns or ask for clarification regarding any and all program implementation standards.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

The Case Managers provided customers with a Salinification Survey form that was complete for quality services.

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

The Board of Directors are responsible for approving all modifications and / or final amendments to the administrative policies and procedures. Any recommendations for changes to the policies must be submitted to the Executive Director for approval. If approved, the Executive Director has the responsibility of presenting the changes to the Board for approval. Amendments to the policies will go into effect the following the Board's approval or at a time specified by the Board. The Board consists of five committees: Executive, Personnel, Planning, Evaluation, Finance, and Special that are responsible for carrying out activities such as evaluating and monitoring the agency's policies and procedures, programs and projects offered by the agency, and the fiscal operations of the agency.

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

The Board of Directors will receive monitoring, assessment, and evaluation reports during each regular meeting. The purpose of these reports will be to advise the Board if he project is meeting the targeted goals or if the project is encountering problems. The Board will suggest and recommend program adjustments to correct and necessary problems.

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

The Board conducts self-evaluation utilizing three basic evaluation tools. These tools consist of Formative Evaluation, Quality Assurance, and Outcome Evaluation.

Formative Evaluation: This is done on a regular basis during official Board meetings. The operation and development of programs are measured based upon the progress of meeting and / or exceeding targeted goals, short and long term program achievements and expected outcomes. Financial information and participant data are compared to determine the level of achievement for each program. Programs that are not meeting the minimum achievement levels based upon time schedules are cited and recommendations for improvement are made.

Quality Assurance: the form of evaluation is used to determine if the process of involvement with low-income families is appropriate, timely and well documented. To accomplish this, the Board relies upon staff documentation, surveys and outside monitoring reports. Low-income families and individuals may also be allowed to appear before the Board to voice their concerns, problems or expectations.

Outcome Evaluation: This is achieved by employing the Result Oriented Management and Accountability cycle (ROMA). During this evaluation stage, data will be analyzed and compared to benchmarks that have been set in place. The outcomes will be used to determine the effectiveness of the program, update annual and long-range planning, support agency advocacy, funding, and community partnership activities.

6. 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.

The Board's most recent self-evaluation involved the Board reviewing a CSBG Quarterly Report and 2021 Year End Report. The following outcomes were presented:

- The number of participants served
- The number of low-income families rising above the poverty level
- The average change in annual income per participant
- The number of participants obtaining employment and / or better employment
- The number of participants obtaining jobs with medical benefits
- The number of participants average wage rate
- The number participants completing education / training programs
- The number of participants securing standard housing
- The number of participants provided emergency assistance

In an effort of eliminating poverty, after the Board has completed self-evaluation, the agency will draw from the strengths of those areas that proved to be effective and eliminate areas that proved to be weak and less effective.

The next time frame evaluation will begin July 1, 2022.

**Community Services Block Grant Program
Fiscal Year 2021-22 Application for Funding
CSBG Administrative Support Worksheet
OEO Form 212A**

1. Administrative Support requested for (Name of Grant):		
2. Total amount of Administrative Support requested: \$		
3. Brief description of grant including the name of the funding source:		
4. Total Grant Amount:		\$
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices)		
6. How will the agency track the CSBG funds used for Administrative Support?		
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.)		
Indirect Costs		
Indirect Cost Base:		
Indirect Cost Rate %:		%
Indirect cost base amount for this grant:		\$
Percent indirect allowed by funding source for this grant:		%
Dollar amount indirect allowed by funding source for this grant:		\$
Cost Allocation		
Percent of administrative costs allowed by funding source for this grant %:		%
Dollar amount of administrative costs allowed by funding source for this grant:		\$
8. Actual numerical calculation used to determine Administrative Support needed:		
9. Administrative Support to be applied: (choose one)		Monthly
		Quarterly
		Annually

CONTRACT BUDGET NARRATIVE
STATE OF NORTH CAROLINA DIVISION OF SOCIAL SERVICES
OFFICE OF ECONOMIC OPPORTUNITY
Form 6844N

Name of Agency:

Section A – Salaries and Wages

CSBG Director – 100%, 1 Case Manager/AR4CA Administrator – 100%, 2 Case Managers-100%,

Section B – Fringe Benefits

Director and Case Managers receive fringe Benefits – Disability and Life Insurance; Vision; 86% of Health Insurance, Retirement – 7% of salary. New Director will be eligible for retirement contributions after one year of service.

Section C – Equipment Purchases

No new equipment purchases

Section D - Communication

The internet is used in 10 counties, which include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrell and Washington. Postage cost per month is \$21.00. Internet services and phone services are provided CenturyLink and Surazal at a cost of \$83.00 per month. Cell phones for director and case managers are \$292.00 per month. Advertising is \$33.00 per month

Section E – Space costs

Space costs for 10 locations: Each includes utilities (120 of 1400 sq. ft.). Utilities are paid in the following counties: Chowan, Dare, Perquimans, and Pasquotank for an average of \$92.00 per month. Building maintenance is \$100.00 per month. Camden, 117 NC Highway 343 (P.O. Box 276) Camden; Chowan, 712 Virginia Road (P. O. Box 549) Edenton; Currituck, 494 Shortcut Road, Barco; Dare: 723 Sir Walter Raleigh St., Manteo; Gates: 252 Highway 37 S (P. O. Box 568) Gatesville; Hyde: 33480 US Highway 264, Englehard; Pasquotank: 104 W. Ehringhaus St. (P. O. Box 1263) Elizabeth City; Perquimans: 200 Winfall Boulevard (P. O. Box 386) Winfall, (Hertford); Tyrrell: 109 L.A. Kesier Dr. (P.O. Box 641) Columbia; Washington: 2668 Highway 64 (P.O. Box 541) Plymouth.

Section F – Travel/Employee Development

Employees deliver services to clients in rural areas across 10 counties in northeastern North Carolina.

Travel computations are:

Director: 600 miles per month @.535 - 10 counties

Case Manager: 500 miles per month @ .535 - Chowan, Pasquotank

Case Manager: 500 miles per month @ .535 - Camden, Currituck, Gates, Perquimans

Case Manager: 500 miles per month @ .535 - Dare, Hyde, Tyrrell, Washington

Training and Staff Development: \$12,000

Section G - Supplies and Materials

Office supplies and material – paper, pens, folders, ink

Section H – Contractual Services

AR4CA Subscription-Annual Agreement: \$2600.00

Copier lease agreement: \$2155.00 per year

Section I - Client Services

Client Education: \$1250.00

Client Transportation: \$2500.00

Client Utilities: \$15000.00

Client Rent: \$17500.00

Education for 3 clients @ 416.67. Transportation for 25 clients @ \$100 per year in order to allow customers to commute greater distances from very rural areas to gain employment. Client support utilities support for 25 clients @ \$600 per year with a goal of being able to assist more customers. Client rent support 25 clients @ \$700 with a goal of being able to assist more customers.

Section J - N/A

Section K - Other

Insurance \$1700.00

Section L – Indirect Costs

Indirect Cost Rate -18.87%

November 4, 2020

THE ROANOKE BEACON

CHOWAN HERALD

CHOWAN HERALD, THURSDAY, NOVEMBER 5, 2020

EIC Holds Public Hearings

The Economic Improvement Council, Inc. will hold a Public Hearing in each of the ten counties on the continuation of funds from the NC Department of Health and Human Services, Raleigh, NC.

Funds will be used to alleviate the barriers of poverty for low-income families.

The Hearings will be held the Week of November 17-19, 2020, 2:00 PM – 4:00 PM via Zoom.

Please visit our website at www.eicca.org for login information.

The 2021 Anti-Poverty Plan and supportive documents may be reviewed by the public at the EIC Resource Centers and the Edenton Administrative Office between 8:30 AM – 5:00 PM daily. FMI (252) 482-4458 x142.

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The Daily Advance

EIC Holds Public Hearings

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Wednesday, November 4, 2020

WEDNESDAY, NOVEMBER 4, 2020

THE COASTLAND TIMES

Public Notices



ECONOMIC IMPROVEMENT COUNCIL

PUBLIC SERVICE ANNOUNCEMENT FOR IMMEDIATE RELEASE

EIC HOLDS PUBLIC HEARINGS

The Economic Improvement Council, Inc. will hold a Public Hearing in each of the ten counties on the continuation of funds from the NC Department of Health and Human Services, Raleigh, NC. Funds will be used to alleviate the barriers of poverty for low-income families. The Hearings will be held the Week of November 17-19, 2020, 2:00 PM – 4:00 PM via Zoom.

Please visit our website at www.eicca.org for login information. The 2021 Anti-Poverty Plan and supportive documents may be reviewed by the public at the EIC Resource Centers and the Edenton Administrative Office between 8:30 AM – 5:00 PM daily.
FMI (252) 482-4458 x142.

THURSDAY, NOVEMBER 5, 2020 + 3A

GATES COUNTY INDEX

PUBLIC SERVICE ANNOUNCEMENT FOR IMMEDIATE RELEASE EIC

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8:30 AM – 5:00 PM daily.
FMI (252) 482-4458 x142

www.torbeshomesrentals.com

SUBSCRIBE NOW

EIC Holds Public Hearings

The Economic Improvement Council, Inc. will hold a Public Hearing in each of the ten counties on the continuation of funds from the NC Department of Health and Human Services, Raleigh, NC. Funds will be used to alleviate the barriers of poverty for low-income families. The Hearings will be held the Week of November 17-19, 2020, 2:00 PM – 4:00 PM via Zoom. Please visit our website at www.eicca.org for login information. The 2021 Anti-Poverty Plan and supportive documents may be reviewed by the public at the EIC Resource Centers and the Edenton Administrative Office between 8:30 AM – 5:00 PM daily. FMI (252) 482-4458 x142.

ECONOMIC IMPROVEMENT COUNCIL, INC.
Community Service Block Grant Family Self-Sufficiency Program
Camden County Public Hearing
Tuesday November 17, 2020
2:00 PM

AGENDA

- CALL TO ORDER.....**Reta Blair, CSBG Director
- WELCOME.....**Reta Blair, CSBG Director
- INTRODUCTION OF STAFF.....** Reta Blair, CSBG Director
- ATTENDANCE.....**Reta Blair, CSBG Director
- PURPOSE OF MEETING.....**Shaquera Jordan, CSBG Case Manager
- QUESTIONS.....**Shaquera Jordan, CSBG Case Manager
- ADJOURNMENT.....** Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Camden County Public Hearing

Tuesday November 17, 2020

2:00 PM

ATTENDANCE ROSTER

NOTE: Due to the global COVID-19 pandemic meetings were held virtually via Zoom simultaneously with FreeConferenceCall.com. The attendance roll was called by CSBG Director, Reta Blair and recorded as indicated below.

1. Reta Blair
2. Wendy Hedgebeth
3. Lillian Dance
4. Shaquera Jordan
5. Jennifer Russell
6. Jonathan Watson
7. Connie Sanchez

Attendance recorded by:


Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Camden County Public Hearing

Tuesday November 17, 2020

2:00 PM

The Economic Improvement Council, Inc.'s (EIC) Community Service Block Grant (CSBG) Program held a Public Hearing on Tuesday, November 17, 2020 via Zoom and FreeConferenceCall.com. Mrs. Reta Blair, CSBG Director extended a warm welcome to the public. The hearing began at 2:00 PM.

PARTICIPANTS PRESENT

CSBG Program Director, Mrs. Reta Blair, Lillian Dance, Wendy Hedgebeth, Shaquera Jordan, Jennifer Russell, Jonathan Watson, and Connie Sanchez.

OPENING AND WELCOME

Mrs. Blair provided the participants with an opening and welcome, followed by the introduction of the Case Manager representing their County. The Case Manager then provided the public with the purpose of the hearing and some history to inform the public of CSBG's purpose.

Mrs. Blair continued, the Economic Improvement Council, Inc.'s Public Hearing for Camden County. In accordance to the NC Department of Health and Human Services Public Hearing requirements 10A NCAC 97B. 0402 (3), EIC is required to conduct public hearings on the Community Service Block Grant aka CSBG. This year our hearings will be held November 17-19, 2020 via Zoom and FreeConferenceCall.com to adhere to the CDC COVID-19 Pandemic Guidelines. She stated she serves as the CSBG Director and on staff we have three Case Managers: Mrs. Lillian Dance, Mrs. Wendy Hedgebeth, and Ms. Shaquera Jordan. Mrs. Blair gave the floor to Shaquera Jordan who serves as the Case Manager for Camden County and she will provide you with the purpose of today's Public Hearing and a little history.

PURPOSE

The purpose of the Public Hearing was provided by Shaquera Jordan. Followed by greetings to those in attendance she provided the purpose of today's Public Hearing which is to inform the public that EIC intends to re-apply for the funding of the Community Services Block Grant Program for FY 2020-2021. EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs with Region "R" of the State of North Carolina. Counties comprising the region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington.

Ms. Jordan stated that the CSBG Project traces its roots to President Lyndon B. Johnson's War on Poverty, launched more than 50 years ago in 1964. President Johnson's vision for community action was to improve the lives of all Americans, regardless of their circumstances.

The Community Service Block Grant provides funds to alleviate the causes and conditions of poverty in communities. CSBG's funding is administered by the states and provides core funding to local agencies to reduce poverty, revitalize low-income communities, and to empower low-income families to become self-sufficient.

The CSBG Self-Sufficiency Program is designed to *empower* people to take control of their lives by providing quality and supportive services through comprehensive case management to assist participants toward setting attainable goals which will help change the condition of their lives with the goal of rising above the Federal Anti-Poverty Guideline. The program offers assistance with crisis and emergency situations for enrolled participants, employment and training opportunities, assists with job searches, and acts as a resource in and for the community. The CSBG Program assists its participants with gaining a greater sense of freedom and greater control of their own life.

FUNDING

EIC will be applying for funding in the amount of \$334,188. We will utilize that funding to enroll fifty-five (55) individuals and / or families in the program with the intent to focus on jobs, housing, and overall stability in that individuals household. In addition, referrals to community resources are offered as applicable.

In closing, Ms. Jordan extended greetings on behalf of our Executive Director, Dr. Landon B. Mason, Sr. and the CSBG Staff and thanked the public for attending today's hearing. The floor was opened for questions.

With no further business or questions, the Camden County Public Hearing was adjourned by Mrs. Reta Blair at 2:15 PM.

Meeting minutes recorded and prepared by:


Shaquera Jordan, CSBG Case Manager

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Chowan County Public Hearing

Wednesday November 18, 2020

3:15 PM

AGENDA

- CALL TO ORDER.....**Reta Blair, CSBG Director
- WELCOME.....**Reta Blair, CSBG Director
- INTRODUCTION OF STAFF.....** Reta Blair, CSBG Director
- ATTENDANCE.....**Reta Blair, CSBG Director
- PURPOSE OF MEETING.....**Lillian Dance, CSBG Case Manager
- QUESTIONS.....**Lillian Dance, CSBG Case Manager
- ADJOURNMENT.....** Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Chowan County Public Hearing

Wednesday November 18, 2020

3:15 PM

ATTENDANCE ROSTER

NOTE: Due to the global COVID-19 pandemic meetings were held virtually via Zoom simultaneously with FreeConferenceCall.com. The attendance roll was called by CSBG Director, Reta Blair and recorded as indicated below.

1. Reta Blair
2. Wendy Hedgebeth
3. Lillian Dance
4. Shaquera Jordan
5. Jennifer Russell
6. Dorothy Sanford
7. Brenda Leigh
8. Joanne Cowell
9. Evonni White
10. William Blair
11. Mr./Mrs. Beasley
12. Doris Gramby

Attendance recorded by:


Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Chowan County Public Hearing

Wednesday November 18, 2020

3:15 PM

The Economic Improvement Council, Inc.'s (EIC) Community Service Block Grant (CSBG) Program held a Public Hearing on Wednesday, November 18, 2020 via Zoom and FreeConferenceCall.com. Mrs. Reta Blair, CSBG Director extended a warm welcome to the public. The hearing began at 3:15 PM.

PARTICIPANTS PRESENT

CSBG Program Director, Mrs. Reta Blair, Lillian Dance, Wendy Hedgebeth, Shaquera Jordan, Jennifer Russell, Dorothy Sanford, Brenda Leigh, Joanne Cowell, Evonni White, William Blair, Mr./Mrs. Beasley, and Doris Gramby.

OPENING AND WELCOME

Mrs. Blair provided the participants with an opening and welcome, followed by the introduction of the Case Manager representing their County. The Case Manager then provided the public with the purpose of the hearing and some history to inform the public of CSBG's purpose.

Mrs. Blair continued, the Economic Improvement Council, Inc.'s Public Hearing for Chowan County. In accordance to the NC Department of Health and Human Services Public Hearing requirements 10A NCAC 97B. 0402 (3), EIC is required to conduct public hearings on the Community Service Block Grant aka CSBG. This year our hearings will be held November 17-19, 2020 via Zoom and FreeConferenceCall.com to adhere to the CDC COVID-19 Pandemic Guidelines. She stated she serves as the CSBG Director and on staff we have three Case Managers: Mrs. Lillian Dance, Mrs. Wendy Hedgebeth, and Ms. Shaquera Jordan. Mrs. Blair gave the floor to Lillian Dance who serves as the Case Manager for Chowan County and she will provide you with the purpose of today's Public Hearing and a little history.

PURPOSE

The purpose of the Public Hearing was provided by Lillian Dance. Followed by greetings to those in attendance she provided the purpose of today's Public Hearing which is to inform the public that EIC intends to re-apply for the funding of the Community Services Block Grant Program for FY 2020-2021. EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs with Region "R" of the State of North Carolina. Counties comprising the region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington.

Mrs. Dance stated that the CSBG Project traces its roots to President Lyndon B. Johnson's War on Poverty, launched more than 50 years ago in 1964. President Johnson's vision for community

action was to improve the lives of all Americans, regardless of their circumstances.

The Community Service Block Grant provides funds to alleviate the causes and conditions of poverty in communities. CSBG's funding is administered by the states and provides core funding to local agencies to reduce poverty, revitalize low-income communities, and to empower low-income families to become self-sufficient.

The CSBG Self-Sufficiency Program is designed to *empower* people to take control of their lives by providing quality and supportive services through comprehensive case management to assist participants toward setting attainable goals which will help change the condition of their lives with the goal of rising above the Federal Anti-Poverty Guideline. The program offers assistance with crisis and emergency situations for enrolled participants, employment and training opportunities, assists with job searches, and acts as a resource in and for the community. The CSBG Program assists its participants with gaining a greater sense of freedom and greater control of their own life.

FUNDING

EIC will be applying for funding in the amount of \$334,188. We will utilize that funding to enroll fifty-five (55) individuals and / or families in the program with the intent to focus on jobs, housing, and overall stability in that individuals household. In addition, referrals to community resources are offered as applicable.

In closing, Mrs. Dance extended greetings on behalf of our Executive Director, Dr. Landon B. Mason, Sr. and the CSBG Staff and thanked the public for attending today's hearing. The floor was opened for questions.

With no further business or questions, the Chowan County Public Hearing was adjourned by Mrs. Reta Blair at 3:30 PM.

Meeting minutes recorded and prepared by:

Shaquera Jordan, CSBG Case Manager

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Currituck County Public Hearing

Tuesday November 17, 2020

2:45 PM

AGENDA

- CALL TO ORDER.....**Reta Blair, CSBG Director
- WELCOME.....**Reta Blair, CSBG Director
- INTRODUCTION OF STAFF.....** Reta Blair, CSBG Director
- ATTENDANCE.....**Reta Blair, CSBG Director
- PURPOSE OF MEETING.....**Shaquera Jordan, CSBG Case Manager
- QUESTIONS.....**Shaquera Jordan, CSBG Case Manager
- ADJOURNMENT.....** Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Currituck County Public Hearing

Tuesday November 17, 2020

2:45 PM

ATTENDANCE ROSTER

NOTE: Due to the global COVID-19 pandemic meetings were held virtually via Zoom simultaneously with FreeConferenceCall.com. The attendance roll was called by CSBG Director, Reta Blair and recorded as indicated below.

1. Reta Blair
2. Wendy Hedgebeth
3. Lillian Dance
4. Shaquera Jordan
5. Jennifer Russell
6. Johnathan Watson

Attendance recorded by:


Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Currituck County Public Hearing

Tuesday November 17, 2020

2:45 PM

The Economic Improvement Council, Inc.'s (EIC) Community Service Block Grant (CSBG) Program held a Public Hearing on Tuesday, November 17, 2020 via Zoom and FreeConferenceCall.com. Mrs. Reta Blair, CSBG Director extended a warm welcome to the public. The hearing began at 2:45 PM.

PARTICIPANTS PRESENT

CSBG Program Director, Mrs. Reta Blair, Lillian Dance, Wendy Hedgebeth, Shaquera Jordan, Jennifer Russell, and Johnathan Watson.

OPENING AND WELCOME

Mrs. Blair provided the participants with an opening and welcome, followed by the introduction of the Case Manager representing their County. The Case Manager then provided the public with the purpose of the hearing and some history to inform the public of CSBG's purpose.

Mrs. Blair continued, the Economic Improvement Council, Inc.'s Public Hearing for Currituck County. In accordance to the NC Department of Health and Human Services Public Hearing requirements 10A NCAC 97B. 0402 (3), EIC is required to conduct public hearings on the Community Service Block Grant aka CSBG. This year our hearings will be held November 17-19, 2020 via Zoom and FreeConferenceCall.com to adhere to the CDC COVID-19 Pandemic Guidelines. She stated she serves as the CSBG Director and on staff we have three Case Managers: Mrs. Lillian Dance, Mrs. Wendy Hedgebeth, and Ms. Shaquera Jordan. Mrs. Blair gave the floor to Shaquera Jordan who serves as the Case Manager for Currituck County and she will provide you with the purpose of today's Public Hearing and a little history.

PURPOSE

The purpose of the Public Hearing was provided by Shaquera Jordan. Followed by greetings to those in attendance she provided the purpose of today's Public Hearing which is to inform the public that EIC intends to re-apply for the funding of the Community Services Block Grant Program for FY 2020-2021. EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs with Region "R" of the State of North Carolina. Counties comprising the region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington.

Ms. Jordan stated that the CSBG Project traces its roots to President Lyndon B. Johnson's War on Poverty, launched more than 50 years ago in 1964. President Johnson's vision for community action was to improve the lives of all Americans, regardless of their circumstances.

The Community Service Block Grant provides funds to alleviate the causes and conditions of poverty in communities. CSBG's funding is administered by the states and provides core funding to local agencies to reduce poverty, revitalize low-income communities, and to empower low-income families to become self-sufficient.

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In closing, Ms. Jordan extended greetings on behalf of our Executive Director, Dr. Landon B. Mason, Sr. and the CSBG Staff and thanked the public for attending today's hearing. The floor was opened for questions.

With no further business or questions, the Currituck County Public Hearing was adjourned by Mrs. Reta Blair at 3:00 PM.

Meeting minutes recorded and prepared by:



Shaquera Jordan, CSBG Case Manager

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Dare County Public Hearing

Tuesday November 17, 2020

3:15 PM

AGENDA

- CALL TO ORDER.....**Reta Blair, CSBG Director
- WELCOME.....**Reta Blair, CSBG Director
- INTRODUCTION OF STAFF.....** Reta Blair, CSBG Director
- ATTENDANCE.....**Reta Blair, CSBG Director
- PURPOSE OF MEETING.....**Wendy Hedgebeth, CSBG Case Manager
- QUESTIONS.....**Wendy Hedgebeth, CSBG Case Manager
- ADJOURNMENT.....** Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Dare County Public Hearing

Tuesday November 17, 2020

3:15 PM

ATTENDANCE ROSTER

NOTE: Due to the global COVID-19 pandemic meetings were held virtually via Zoom simultaneously with FreeConferenceCall.com. The attendance roll was called by CSBG Director, Reta Blair and recorded as indicated below.

1. Reta Blair
2. Wendy Hedgebeth
3. Lillian Dance
4. Shaquera Jordan
5. Jennifer Russell
6. Patricia Armstrong
7. Melvin Norman
8. Nellie Armstrong
9. Lillie Young

Attendance recorded by:


Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Dare County Public Hearing

Tuesday November 17, 2020

3:15 PM

The Economic Improvement Council, Inc.'s (EIC) Community Service Block Grant (CSBG) Program held a Public Hearing on Tuesday, November 17, 2020 via Zoom and FreeConferenceCall.com. Mrs. Reta Blair, CSBG Director extended a warm welcome to the public. The hearing began at 3:15 PM.

PARTICIPANTS PRESENT

CSBG Program Director, Mrs. Reta Blair, Lillian Dance, Wendy Hedgebeth, Shaquera Jordan, Jennifer Russell, Patricia Armstrong, Melvin Norman, Nellie Armstrong, and Lillie Young.

OPENING AND WELCOME

Mrs. Blair provided the participants with an opening and welcome, followed by the introduction of the Case Manager representing their County. The Case Manager then provided the public with the purpose of the hearing and some history to inform the public of CSBG's purpose.

Mrs. Blair continued, the Economic Improvement Council, Inc.'s Public Hearing for Dare County. In accordance to the NC Department of Health and Human Services Public Hearing requirements 10A NCAC 97B. 0402 (3), EIC is required to conduct public hearings on the Community Service Block Grant aka CSBG. This year our hearings will be held November 17-19, 2020 via Zoom and FreeConferenceCall.com to adhere to the CDC COVID-19 Pandemic Guidelines. She stated she serves as the CSBG Director and on staff we have three Case Managers: Mrs. Lillian Dance, Mrs. Wendy Hedgebeth, and Ms. Shaquera Jordan. Mrs. Blair gave the floor to Wendy Hedgebeth who serves as the Case Manager for Dare County and she will provide you with the purpose of today's Public Hearing and a little history.

PURPOSE

The purpose of the Public Hearing was provided by Wendy Hedgebeth. Followed by greetings to those in attendance she provided the purpose of today's Public Hearing which is to inform the public that EIC intends to re-apply for the funding of the Community Services Block Grant Program for FY 2020-2021. EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs with Region "R" of the State of North Carolina. Counties comprising the region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington.

Mrs. Hedgebeth stated that the CSBG Project traces its roots to President Lyndon B. Johnson's War on Poverty, launched more than 50 years ago in 1964. President Johnson's vision for community action was to improve the lives of all Americans, regardless of their circumstances.

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The CSBG Self-Sufficiency Program is designed to *empower* people to take control of their lives by providing quality and supportive services through comprehensive case management to assist participants toward setting attainable goals which will help change the condition of their lives with the goal of rising above the Federal Anti-Poverty Guideline. The program offers assistance with crisis and emergency situations for enrolled participants, employment and training opportunities, assists with job searches, and acts as a resource in and for the community. The CSBG Program assists its participants with gaining a greater sense of freedom and greater control of their own life.

FUNDING

EIC will be applying for funding in the amount of \$334,188. We will utilize that funding to enroll fifty-five (55) individuals and / or families in the program with the intent to focus on jobs, housing, and overall stability in that individuals household. In addition, referrals to community resources are offered as applicable.

In closing, Mrs. Hedgebeth extended greetings on behalf of our Executive Director, Dr. Landon B. Mason, Sr. and the CSBG Staff and thanked the public for attending today's hearing. The floor was opened for questions.

With no further business or questions, the Dare County Public Hearing was adjourned by Mrs. Reta Blair at 3:30 PM.

Meeting minutes recorded and prepared by:


Wendy Hedgebeth, CSBG Case Manager

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Gates County Public Hearing

Wednesday November 18, 2020

3:45 PM

AGENDA

- CALL TO ORDER.....**Reta Blair, CSBG Director
- WELCOME.....**Reta Blair, CSBG Director
- INTRODUCTION OF STAFF.....** Reta Blair, CSBG Director
- ATTENDANCE.....**Reta Blair, CSBG Director
- PURPOSE OF MEETING.....**Shaquera Jordan, CSBG Case Manager
- QUESTIONS.....**Shaquera Jordan, CSBG Case Manager
- ADJOURNMENT.....** Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Gates County Public Hearing

Wednesday November 18, 2020

3:45 PM

ATTENDANCE ROSTER

NOTE: Due to the global COVID-19 pandemic meetings were held virtually via Zoom simultaneously with FreeConferenceCall.com. The attendance roll was called by CSBG Director, Reta Blair and recorded as indicated below.

1. Reta Blair
2. Wendy Hedgebeth
3. Lillian Dance
4. Shaquera Jordan
5. Jennifer Russell
6. Jesse Webb
7. Clytia Johnson

Attendance recorded by:


Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Gates County Public Hearing

Wednesday November 18, 2020

3:45 PM

The Economic Improvement Council, Inc.'s (EIC) Community Service Block Grant (CSBG) Program held a Public Hearing on Wednesday, November 18, 2020 via Zoom and FreeConferenceCall.com. Mrs. Reta Blair, CSBG Director extended a warm welcome to the public. The hearing began at 3:45 PM.

PARTICIPANTS PRESENT

CSBG Program Director, Mrs. Reta Blair, Lillian Dance, Wendy Hedgebeth, Shaquera Jordan, Jennifer Russell, Jesse Webb, and Clytia Johnson.

OPENING AND WELCOME

Mrs. Blair provided the participants with an opening and welcome, followed by the introduction of the Case Manager representing their County. The Case Manager then provided the public with the purpose of the hearing and some history to inform the public of CSBG's purpose.

Mrs. Blair continued, the Economic Improvement Council, Inc.'s Public Hearing for Gates County. In accordance to the NC Department of Health and Human Services Public Hearing requirements 10A NCAC 97B. 0402 (3), EIC is required to conduct public hearings on the Community Service Block Grant aka CSBG. This year our hearings will be held November 17-19, 2020 via Zoom and FreeConferenceCall.com to adhere to the CDC COVID-19 Pandemic Guidelines. She stated she serves as the CSBG Director and on staff we have three Case Managers: Mrs. Lillian Dance, Mrs. Wendy Hedgebeth, and Ms. Shaquera Jordan. Mrs. Blair gave the floor to Shaquera Jordan who serves as the Case Manager for Gates County and she will provide you with the purpose of today's Public Hearing and a little history.

PURPOSE

The purpose of the Public Hearing was provided by Shaquera Jordan. Followed by greetings to those in attendance she provided the purpose of today's Public Hearing which is to inform the public that EIC intends to re-apply for the funding of the Community Services Block Grant Program for FY 2020-2021. EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs with Region "R" of the State of North Carolina. Counties comprising the region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington.

Ms. Jordan stated that the CSBG Project traces its roots to President Lyndon B. Johnson's War on Poverty, launched more than 50 years ago in 1964. President Johnson's vision for community action was to improve the lives of all Americans, regardless of their circumstances.

The Community Service Block Grant provides funds to alleviate the causes and conditions of poverty in communities. CSBG's funding is administered by the states and provides core funding to local agencies to reduce poverty, revitalize low-income communities, and to empower low-income families to become self-sufficient.

The CSBG Self-Sufficiency Program is designed to *empower* people to take control of their lives by providing quality and supportive services through comprehensive case management to assist participants toward setting attainable goals which will help change the condition of their lives with the goal of rising above the Federal Anti-Poverty Guideline. The program offers assistance with crisis and emergency situations for enrolled participants, employment and training opportunities, assists with job searches, and acts as a resource in and for the community. The CSBG Program assists its participants with gaining a greater sense of freedom and greater control of their own life.

FUNDING

EIC will be applying for funding in the amount of \$334,188. We will utilize that funding to enroll fifty-five (55) individuals and / or families in the program with the intent to focus on jobs, housing, and overall stability in that individuals household. In addition, referrals to community resources are offered as applicable.

In closing, Ms. Jordan extended greetings on behalf of our Executive Director, Dr. Landon B. Mason, Sr. and the CSBG Staff and thanked the public for attending today's hearing. The floor was opened for questions.

With no further business or questions, the Gates County Public Hearing was adjourned by Mrs. Reta Blair at 4:00 PM.

Meeting minutes recorded and prepared by:


Shaquera Jordan, CSBG Case Manager

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Hyde County Public Hearing

Thursday November 19, 2020

3:15 PM

AGENDA

- CALL TO ORDER.....**Reta Blair, CSBG Director
- WELCOME.....**Reta Blair, CSBG Director
- INTRODUCTION OF STAFF.....** Reta Blair, CSBG Director
- ATTENDANCE.....**Reta Blair, CSBG Director
- PURPOSE OF MEETING.....**Wendy Hedgebeth, CSBG Case Manager
- QUESTIONS.....**Wendy Hedgebeth, CSBG Case Manager
- ADJOURNMENT.....** Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Hyde County Public Hearing

Thursday November 19, 2020

3:15 PM

ATTENDANCE ROSTER

NOTE: Due to the global COVID-19 pandemic meetings were held virtually via Zoom simultaneously with FreeConferenceCall.com. The attendance roll was called by CSBG Director, Reta Blair and recorded as indicated below.

1. Reta Blair
2. Wendy Hedgebeth
3. Lillian Dance
4. Shaquera Jordan
5. Jennifer Russell
6. Wanda Cunningham
7. Millie Basnight
8. Bertha Spencer
9. Nicole Davis
10. Gloria Chesson

Attendance recorded by:



Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Hyde County Public Hearing

Thursday, November 19, 2020

3:15 PM

The Economic Improvement Council, Inc.'s (EIC) Community Service Block Grant (CSBG) Program held a Public Hearing on Thursday, November 19, 2020 via Zoom and FreeConferenceCall.com. Mrs. Reta Blair, CSBG Director extended a warm welcome to the public. The hearing began at 3:15 PM.

PARTICIPANTS PRESENT

CSBG Program Director, Mrs. Reta Blair, Lillian Dance, Wendy Hedgebeth, Shaquera Jordan, Jennifer Russell, Wanda Cunningham, Millie Basnight, Bertha Spencer, Nicole Davis, and Gloria Chesson.

OPENING AND WELCOME

Mrs. Blair provided the participants with an opening and welcome, followed by the introduction of the Case Manager representing their County. The Case Manager then provided the public with the purpose of the hearing and some history to inform the public of CSBG's purpose.

Mrs. Blair continued, the Economic Improvement Council, Inc.'s Public Hearing for Hyde County. In accordance to the NC Department of Health and Human Services Public Hearing requirements 10A NCAC 97B. 0402 (3), EIC is required to conduct public hearings on the Community Service Block Grant aka CSBG. This year our hearings will be held November 17-19, 2020 via Zoom and FreeConferenceCall.com to adhere to the CDC COVID-19 Pandemic Guidelines. She stated she serves as the CSBG Director and on staff we have three Case Managers: Mrs. Lillian Dance, Mrs. Wendy Hedgebeth, and Ms. Shaquera Jordan. Mrs. Blair gave the floor to Wendy Hedgebeth who serves as the Case Manager for Hyde County and she will provide you with the purpose of today's Public Hearing and a little history.

PURPOSE

The purpose of the Public Hearing was provided by Wendy Hedgebeth. Followed by greetings to those in attendance she provided the purpose of today's Public Hearing which is to inform the public that EIC intends to re-apply for the funding of the Community Services Block Grant Program for FY 2020-2021. EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs with Region "R" of the State of North Carolina. Counties comprising the region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington.

Mrs. Hedgebeth stated that the CSBG Project traces its roots to President Lyndon B. Johnson's War on Poverty, launched more than 50 years ago in 1964. President Johnson's vision for community action was to improve the lives of all Americans, regardless of their circumstances.

The Community Service Block Grant provides funds to alleviate the causes and conditions of poverty in communities. CSBG's funding is administered by the states and provides core funding to local agencies to reduce poverty, revitalize low-income communities, and to empower low-income families to become self-sufficient.

The CSBG Self-Sufficiency Program is designed to *empower* people to take control of their lives by providing quality and supportive services through comprehensive case management to assist participants toward setting attainable goals which will help change the condition of their lives with the goal of rising above the Federal Anti-Poverty Guideline. The program offers assistance with crisis and emergency situations for enrolled participants, employment and training opportunities, assists with job searches, and acts as a resource in and for the community. The CSBG Program assists its participants with gaining a greater sense of freedom and greater control of their own life.

FUNDING

EIC will be applying for funding in the amount of \$334,188. We will utilize that funding to enroll fifty-five (55) individuals and / or families in the program with the intent to focus on jobs, housing, and overall stability in that individuals household. In addition, referrals to community resources are offered as applicable.

In closing, Mrs. Hedgebeth extended greetings on behalf of our Executive Director, Dr. Landon B. Mason, Sr. and the CSBG Staff and thanked the public for attending today's hearing. The floor was opened for questions.

With no further business or questions, the Hyde County Public Hearing was adjourned by Mrs. Reta Blair at 3:30 PM.

Meeting minutes recorded and prepared by: 
Wendy Hedgebeth, CSBG Case Manager

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Pasquotank County Public Hearing

Wednesday November 18, 2020

2:00 PM

AGENDA

- CALL TO ORDER.....**Reta Blair, CSBG Director
- WELCOME.....**Reta Blair, CSBG Director
- INTRODUCTION OF STAFF.....** Reta Blair, CSBG Director
- ATTENDANCE.....**Reta Blair, CSBG Director
- PURPOSE OF MEETING.....**Lillian Dance, CSBG Case Manager
- QUESTIONS.....**Lillian Dance, CSBG Case Manager
- ADJOURNMENT.....** Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Pasquotank County Public Hearing

Wednesday November 18, 2020

2:00 PM

ATTENDANCE ROSTER

NOTE: Due to the global COVID-19 pandemic meetings were held virtually via Zoom simultaneously with FreeConferenceCall.com. The attendance roll was called by CSBG Director, Reta Blair and recorded as indicated below.

1. Reta Blair
2. Wendy Hedgebeth
3. Lillian Dance
4. Shaquera Jordan
5. Jennifer Russell
6. Margie Minor
7. Oliver Jones
8. Collen Boom
9. Lucy Beaman
10. Monique Cowell
11. Brenda Rosa
12. Myra Sawyer

Attendance recorded by:


Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Pasquotank County Public Hearing

Wednesday November 18, 2020

2:00 PM

The Economic Improvement Council, Inc.'s (EIC) Community Service Block Grant (CSBG) Program held a Public Hearing on Wednesday, November 18, 2020 via Zoom and FreeConferenceCall.com. Mrs. Reta Blair, CSBG Director extended a warm welcome to the public. The hearing began at 2:00 PM.

PARTICIPANTS PRESENT

CSBG Program Director, Mrs. Reta Blair, Lillian Dance, Wendy Hedgebeth, Shaquera Jordan, Jennifer Russell, Margie Minor, Oliver Jones, Collen Boom, Lucy Beaman. Monique Cowell, Brenda Rosa, and Myra Sawyer.

OPENING AND WELCOME

Mrs. Blair provided the participants with an opening and welcome, followed by the introduction of the Case Manager representing their County. The Case Manager then provided the public with the purpose of the hearing and some history to inform the public of CSBG's purpose.

Mrs. Blair continued, the Economic Improvement Council, Inc.'s Public Hearing for Chowan County. In accordance to the NC Department of Health and Human Services Public Hearing requirements 10A NCAC 97B. 0402 (3), EIC is required to conduct public hearings on the Community Service Block Grant aka CSBG. This year our hearings will be held November 17-19, 2020 via Zoom and FreeConferenceCall.com to adhere to the CDC COVID-19 Pandemic Guidelines. She stated she serves as the CSBG Director and on staff we have three Case Managers: Mrs. Lillian Dance, Mrs. Wendy Hedgebeth, and Ms. Shaquera Jordan. Mrs. Blair gave the floor to Lillian Dance who serves as the Case Manager for Pasquotank County and she will provide you with the purpose of today's Public Hearing and a little history.

PURPOSE

The purpose of the Public Hearing was provided by Lillian Dance. Followed by greetings to those in attendance she provided the purpose of today's Public Hearing which is to inform the public that EIC intends to re-apply for the funding of the Community Services Block Grant Program for FY 2020-2021. EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs with Region "R" of the State of North Carolina. Counties comprising the region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington.

Mrs. Dance stated that the CSBG Project traces its roots to President Lyndon B. Johnson's War on Poverty, launched more than 50 years ago in 1964. President Johnson's vision for community action was to improve the lives of all Americans, regardless of their circumstances.

The Community Service Block Grant provides funds to alleviate the causes and conditions of poverty in communities. CSBG's funding is administered by the states and provides core funding to local agencies to reduce poverty, revitalize low-income communities, and to empower low-income families to become self-sufficient.

The CSBG Self-Sufficiency Program is designed to *empower* people to take control of their lives by providing quality and supportive services through comprehensive case management to assist participants toward setting attainable goals which will help change the condition of their lives with the goal of rising above the Federal Anti-Poverty Guideline. The program offers assistance with crisis and emergency situations for enrolled participants, employment and training opportunities, assists with job searches, and acts as a resource in and for the community. The CSBG Program assists its participants with gaining a greater sense of freedom and greater control of their own life.

FUNDING

EIC will be applying for funding in the amount of \$334,188. We will utilize that funding to enroll fifty-five (55) individuals and / or families in the program with the intent to focus on jobs, housing, and overall stability in that individuals household. In addition, referrals to community resources are offered as applicable.

In closing, Mrs. Dance extended greetings on behalf of our Executive Director, Dr. Landon B. Mason, Sr. and the CSBG Staff and thanked the public for attending today's hearing. The floor was opened for questions.

With no further business or questions, the Pasquotank County Public Hearing was adjourned by Mrs. Reta Blair at 2:15 PM.

Meeting minutes recorded and prepared by:


Shaquera Jordan, CSBG Case Manager

ECONOMIC IMPROVEMENT COUNCIL, INC.
Community Service Block Grant Family Self-Sufficiency Program
Perquimans County Public Hearing
Wednesday November 18, 2020
2:45 PM

AGENDA

- CALL TO ORDER.....**Reta Blair, CSBG Director
- WELCOME.....**Reta Blair, CSBG Director
- INTRODUCTION OF STAFF.....** Reta Blair, CSBG Director
- ATTENDANCE.....**Reta Blair, CSBG Director
- PURPOSE OF MEETING.....**Shaquera Jordan, CSBG Case Manager
- QUESTIONS.....**Shaquera Jordan, CSBG Case Manager
- ADJOURNMENT.....** Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Perquimans County Public Hearing

Wednesday November 18, 2020

2:45 PM

ATTENDANCE ROSTER

NOTE: Due to the global COVID-19 pandemic meetings were held virtually via Zoom simultaneously with FreeConferenceCall.com. The attendance roll was called by CSBG Director, Reta Blair and recorded as indicated below.

1. Reta Blair
2. Wendy Hedgebeth
3. Lillian Dance
4. Shaquera Jordan
5. Jennifer Russell
6. Bersada Matthews
7. Cheryl Morgan
8. Barbara Walton
9. Misty Hernandez
10. Tavonda Fields

Attendance recorded by:


Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Perquimans County Public Hearing

Wednesday November 18, 2020

2: 45 PM

The Economic Improvement Council, Inc.'s (EIC) Community Service Block Grant (CSBG) Program held a Public Hearing on Wednesday, November 18, 2020 via Zoom and FreeConferenceCall.com. Mrs. Reta Blair, CSBG Director extended a warm welcome to the public. The hearing began at 2:45 PM.

PARTICIPANTS PRESENT

CSBG Program Director, Mrs. Reta Blair, Lillian Dance, Wendy Hedgebeth, Shaquera Jordan, Jennifer Russell, Bersada Matthews, Cheryl Morgan, Barbara Walton, Misty Hernandez, and Tavonda Fields.

OPENING AND WELCOME

Mrs. Blair provided the participants with an opening and welcome, followed by the introduction of the Case Manager representing their County. The Case Manager then provided the public with the purpose of the hearing and some history to inform the public of CSBG's purpose.

Mrs. Blair continued, the Economic Improvement Council, Inc.'s Public Hearing for Perquimans County. In accordance to the NC Department of Health and Human Services Public Hearing requirements 10A NCAC 97B. 0402 (3), EIC is required to conduct public hearings on the Community Service Block Grant aka CSBG. This year our hearings will be held November 17-19, 2020 via Zoom and FreeConferenceCall.com to adhere to the CDC COVID-19 Pandemic Guidelines. She stated she serves as the CSBG Director and on staff we have three Case Managers: Mrs. Lillian Dance, Mrs. Wendy Hedgebeth, and Ms. Shaquera Jordan. Mrs. Blair gave the floor to Shaquera Jordan who serves as the Case Manager for Perquimans County and she will provide you with the purpose of today's Public Hearing and a little history.

PURPOSE

The purpose of the Public Hearing was provided by Shaquera Jordan. Followed by greetings to those in attendance she provided the purpose of today's Public Hearing which is to inform the public that EIC intends to re-apply for the funding of the Community Services Block Grant Program for FY 2020-2021. EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs with Region "R" of the State of North Carolina. Counties comprising the region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington.

Ms. Jordan stated that the CSBG Project traces its roots to President Lyndon B. Johnson's War on Poverty, launched more than 50 years ago in 1964. President Johnson's vision for community action was to improve the lives of all Americans, regardless of their circumstances.

The Community Service Block Grant provides funds to alleviate the causes and conditions of poverty in communities. CSBG's funding is administered by the states and provides core funding to local agencies to reduce poverty, revitalize low-income communities, and to empower low-income families to become self-sufficient.

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FUNDING

EIC will be applying for funding in the amount of \$334,188. We will utilize that funding to enroll fifty-five (55) individuals and / or families in the program with the intent to focus on jobs, housing, and overall stability in that individuals household. In addition, referrals to community resources are offered as applicable.

In closing, Ms. Jordan extended greetings on behalf of our Executive Director, Dr. Landon B. Mason, Sr. and the CSBG Staff and thanked the public for attending today's hearing. The floor was opened for questions.

With no further business or questions, the Perquimans County Public Hearing was adjourned by Mrs. Reta Blair at 3:00 PM.

Meeting minutes recorded and prepared by:


Shaquera Jordan, CSBG Case Manager

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Tyrell County Public Hearing

Thursday November 19, 2020

2:45 PM

AGENDA

- CALL TO ORDER.....**Reta Blair, CSBG Director
- WELCOME.....**Reta Blair, CSBG Director
- INTRODUCTION OF STAFF.....** Reta Blair, CSBG Director
- ATTENDANCE.....**Reta Blair, CSBG Director
- PURPOSE OF MEETING.....**Wendy Hedgebeth, CSBG Case Manager
- QUESTIONS.....**Wendy Hedgebeth, CSBG Case Manager
- ADJOURNMENT.....** Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Tyrell County Public Hearing

Thursday November 19, 2020

2:45 PM

ATTENDANCE ROSTER

NOTE: Due to the global COVID-19 pandemic meetings were held virtually via Zoom simultaneously with FreeConferenceCall.com. The attendance roll was called by CSBG Director, Reta Blair and recorded as indicated below.

1. Reta Blair
2. Wendy Hedgebeth
3. Lillian Dance
4. Shaquera Jordan
5. Jennifer Russell
6. Ja'Maar Watson
7. Pam Hurdle

Attendance recorded by:


Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Tyrrell County Public Hearing

Thursday November 19, 2020

2:45 PM

The Economic Improvement Council, Inc.'s (EIC) Community Service Block Grant (CSBG) Program held a Public Hearing on Thursday, November 19, 2020 via Zoom and FreeConferenceCall.com. Mrs. Reta Blair, CSBG Director extended a warm welcome to the public. The hearing began at 2: 45 PM.

PARTICIPANTS PRESENT

CSBG Program Director, Mrs. Reta Blair, Lillian Dance, Wendy Hedgebeth, Shaquera Jordan, Jennifer Russell, Ja'Maar Watson, Pam Hurdle

OPENING AND WELCOME

Mrs. Blair provided the participants with an opening and welcome, followed by the introduction of the Case Manager representing their County. The Case Manager then provided the public with the purpose of the hearing and some history to inform the public of CSBG's purpose.

Mrs. Blair continued, the Economic Improvement Council, Inc.'s Public Hearing for Tyrrell County. In accordance to the NC Department of Health and Human Services Public Hearing requirements 10A NCAC 97B. 0402 (3), EIC is required to conduct public hearings on the Community Service Block Grant aka CSBG. This year our hearings will be held November 17-19, 2020 via Zoom and FreeConferenceCall.com to adhere to the CDC COVID-19 Pandemic Guidelines. She stated she serves as the CSBG Director and on staff we have three Case Managers: Mrs. Lillian Dance, Mrs. Wendy Hedgebeth, and Ms. Shaquera Jordan. Mrs. Blair gave the floor to Wendy Hedgebeth who serves as the Case Manager for Tyrrell County and she will provide you with the purpose of today's Public Hearing and a little history.

PURPOSE

The purpose of the Public Hearing was provided by Wendy Hedgebeth. Followed by greetings to those in attendance she provided the purpose of today's Public Hearing which is to inform the public that EIC intends to re-apply for the funding of the Community Services Block Grant Program for FY 2020-2021. EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs with Region "R" of the State of North Carolina. Counties comprising the region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington.

Mrs. Hedgebeth stated that the CSBG Project traces its roots to President Lyndon B. Johnson's War on Poverty, launched more than 50 years ago in 1964. President Johnson's vision for community action was to improve the lives of all Americans, regardless of their circumstances.

The Community Service Block Grant provides funds to alleviate the causes and conditions of poverty in communities. CSBG's funding is administered by the states and provides core funding to local agencies to reduce poverty, revitalize low-income communities, and to empower low-income families to become self-sufficient.

The CSBG Self-Sufficiency Program is designed to *empower* people to take control of their lives by providing quality and supportive services through comprehensive case management to assist participants toward setting attainable goals which will help change the condition of their lives with the goal of rising above the Federal Anti-Poverty Guideline. The program offers assistance with crisis and emergency situations for enrolled participants, employment and training opportunities, assists with job searches, and acts as a resource in and for the community. The CSBG Program assists its participants with gaining a greater sense of freedom and greater control of their own life.

FUNDING

EIC will be applying for funding in the amount of \$334,188. We will utilize that funding to enroll fifty-five (55) individuals and / or families in the program with the intent to focus on jobs, housing, and overall stability in that individuals household. In addition, referrals to community resources are offered as applicable.

In closing, Mrs. Hedgebeth extended greetings on behalf of our Executive Director, Dr. Landon B. Mason, Sr. and the CSBG Staff and thanked the public for attending today's hearing. The floor was opened for questions.

With no further business or questions, the Tyrell County Public Hearing was adjourned by Mrs. Reta Blair at 3:00 PM.

Meeting minutes recorded and prepared by:


Wendy Hedgebeth, CSBG Case Manager

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Washington County Public Hearing

Thursday November 19, 2020

2:00 PM

AGENDA

- CALL TO ORDER.....**Reta Blair, CSBG Director
- WELCOME.....**Reta Blair, CSBG Director
- INTRODUCTION OF STAFF.....** Reta Blair, CSBG Director
- ATTENDANCE.....**Reta Blair, CSBG Director
- PURPOSE OF MEETING.....**Wendy Hedgebeth, CSBG Case Manager
- QUESTIONS.....**Wendy Hedgebeth, CSBG Case Manager
- ADJOURNMENT.....** Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Washington County Public Hearing

Thursday November 19, 2020


2:00 PM

ATTENDANCE ROSTER

NOTE: Due to the global COVID-19 pandemic meetings were held virtually via Zoom simultaneously with FreeConferenceCall.com. The attendance roll was called by CSBG Director, Reta Blair and recorded as indicated below.

1. Reta Blair
2. Wendy Hedgebeth
3. Lillian Dance
4. Shaquera Jordan
5. Jennifer Russell
6. Miranda Harvey
7. Gracie Felton
8. Kelvin Hedgebeth

Attendance recorded by:



Reta Blair, CSBG Director

ECONOMIC IMPROVEMENT COUNCIL, INC.

Community Service Block Grant Family Self-Sufficiency Program

Washington County Public Hearing

Thursday November 19, 2020

2:00 PM

The Economic Improvement Council, Inc.'s (EIC) Community Service Block Grant (CSBG) Program held a Public Hearing on Thursday, November 19, 2020 via Zoom and FreeConferenceCall.com. Mrs. Reta Blair, CSBG Director extended a warm welcome to the public. The hearing began at 2:00 PM.

PARTICIPANTS PRESENT

CSBG Program Director, Mrs. Reta Blair, Lillian Dance, Wendy Hedgebeth, Shaquera Jordan, Jennifer Russell, Miranda Harvey, Gracie Felton, and Kelvin Hedgebeth.

OPENING AND WELCOME

Mrs. Blair provided the participants with an opening and welcome, followed by the introduction of the Case Manager representing their County. The Case Manager then provided the public with the purpose of the hearing and some history to inform the public of CSBG's purpose.

Mrs. Blair continued, the Economic Improvement Council, Inc.'s Public Hearing for Washington County. In accordance to the NC Department of Health and Human Services Public Hearing requirements 10A NCAC 97B. 0402 (3), EIC is required to conduct public hearings on the Community Service Block Grant aka CSBG. This year our hearings will be held November 17-19, 2020 via Zoom and FreeConferenceCall.com to adhere to the CDC COVID-19 Pandemic Guidelines. She stated she serves as the CSBG Director and on staff we have three Case Managers: Mrs. Lillian Dance, Mrs. Wendy Hedgebeth, and Ms. Shaquera Jordan. Mrs. Blair gave the floor to Wendy Hedgebeth who serves as the Case Manager for Washington County and she will provide you with the purpose of today's Public Hearing and a little history.

PURPOSE

The purpose of the Public Hearing was provided by Wendy Hedgebeth. Followed by greetings to those in attendance she provided the purpose of today's Public Hearing which is to inform the public that EIC intends to re-apply for the funding of the Community Services Block Grant Program for FY 2020-2021. EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs with Region "R" of the State of North Carolina. Counties comprising the region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington.

Mrs. Hedgebeth stated that the CSBG Project traces its roots to President Lyndon B. Johnson's War on Poverty, launched more than 50 years ago in 1964. President Johnson's vision for community action was to improve the lives of all Americans, regardless of their circumstances.

The Community Service Block Grant provides funds to alleviate the causes and conditions of poverty in communities. CSBG's funding is administered by the states and provides core funding to local agencies to reduce poverty, revitalize low-income communities, and to empower low-income families to become self-sufficient.

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FUNDING

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In closing, Mrs. Hedgebeth extended greetings on behalf of our Executive Director, Dr. Landon B. Mason, Sr. and the CSBG Staff and thanked the public for attending today's hearing. The floor was opened for questions.

With no further business or questions, the Washington County Public Hearing was adjourned by Mrs. Reta Blair at 2:15 PM.

Meeting minutes recorded and prepared by:


Wendy Hedgebeth, CSBG Case Manager

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

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

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

Agency Name: _____

County: _____

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO January 15, 2021.

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

Notary

Date



Home Health Hospice Update

Description

County Manager to provide an update

Board Action Requested

Take appropriate action

Item Presenter

Robert Outten, County Manager



Beach Nourishment Funding Plan Proposal

Description

County Manager to provide proposal.

Board Action Requested

Take appropriate action

Item Presenter

Robert Outten, County Manager



*Allis Holdings, LLC
Declaration of Conservation Easement*

Description

County Manager to provide background information for proposed conservation easement to be created on .27 acres of land owned by Dare County, which is immediately adjacent to The Duck Waterfront Shops owned by Allis Holdings, LLC.

Board Action Requested

Board approval of conservation easement and authority to County Manager to sign final Declaration of Conservation Easement

Item Presenter

Robert Outten, County Manager

Prepared by and return to:
E. Crouse Gray, Jr., a licensed North Carolina Attorney.
GRAY & LLOYD, L.L.P.
3120 North Croatan Hwy., Ste. 101
Kill Devil Hills, NC 27948
www.grayandlloyd.com
My File No. 7677-001

NORTH CAROLINA, DARE COUNTY

**DECLARATION OF
CONSERVATION EASEMENT**

THIS DECLARATION OF CONSERVATION EASEMENT, made this the _____ day of _____, 20____, by DARE COUNTY, hereinafter referred to as "Declarant".

RECITALS:

A. Declarant is the owner of certain lands located in the municipality of Duck, Dare County, North Carolina, a portion of which is shown on Exhibit "A", which is incorporated herein by reference as if set out word for word.

B. Allis Holdings, LLC, is the owner of the real property which is immediately North of the tract owned by Dare County. Allis Holdings, LLC has obtained a Department of the Army, Corps of Engineers, Permit Action ID No. SAW-2011-01897.

C. Allis Holdings, LLC wishes to amend the aforereferenced permit issued by the Department of Army, Corps of Engineers, Permit Action ID No. SAW-2011-01897.

D. In order to amend such permit, .27 acres of land must be subjected to a conservation easement.

E. Allis Holdings, LLC has agreed to pay to Declarant, the sum of Ten Thousand Dollars (\$10,000.00) in exchange for Declarant agreeing to subject .27 acres of land as shown on Exhibit "A" to this Declaration of Conservation Easement.

F. Declarant is of the opinion that subjecting jurisdictional wetlands to conservation easements is in the best interest of the citizens and residents of Dare County and that the sum of Ten Thousand Dollars (\$10,000.00) is fair and adequate consideration for Declarant subjecting the property set forth on Exhibit "A" to this Declaration of Conservation Easement.

NOW, THEREFORE, Declarant hereby covenants and agrees with all persons, firms or corporations now owning or hereafter acquiring any portion of the property described on Exhibit "A" that such property is hereby subject to the following restrictions as to the use thereof, running with said property by whomsoever owned:

**ARTICLE I.
DURATION OF EASEMENT**

This Conservation Easement shall be perpetual.

**ARTICLE II.
PROHIBITED AND RESTRICTED ACTIVITIES**

Any activity on, or use of, the Property inconsistent with the purpose of this Conservation Easement is prohibited. The Property shall be preserved in its natural condition and restricted from any development that would impair or interfere with the conservation values of the Property.

Without limiting the generality of the foregoing, the following activities and uses are expressly prohibited, restricted or reserved as indicated hereunder:

A. Disturbance of Natural Features. Any change, disturbance, alteration or impairment of the natural features of the Property or any introduction of non-native plants and/or animal species is prohibited.

B. Construction. There shall be no constructing or placing of any building, mobile home, asphalt or concrete pavement, billboard or other advertising display, antenna, utility pole, tower, conduit, line, pier, landing, dock or any other temporary or permanent structure or facility on or above the Property.

C. Industrial, Commercial and Residential Use. Industrial, residential and/or commercial activities, including any right of passage for such purposes are prohibited.

D. Agricultural, Grazing and Horticultural Use. Agricultural, grazing, animal husbandry, and horticultural use of the Property are prohibited.

E. Vegetation. There shall be no removal, burning, destruction, harming, cutting or mowing of trees, shrubs, or other vegetation on the Property.

F. Roads and Trails. There shall be no construction of roads, trails or walkways on the Property; nor enlargement or modification to existing roads, trails or walkways.

G. Signage. No signs shall be permitted on or over the Property, except the posting of no trespassing signs, signs identifying the conservation values of the Property, signs giving directions or proscribing rules and regulations for the use of the Property and/or signs identifying the Declarant as owner of the Property.

H. Dumping or Storage. Dumping or storage of soil, trash, ashes, garbage, waste, abandoned vehicles, appliances, machinery or hazardous substances, or toxic or hazardous waste, or any placement of underground or aboveground storage tanks or other materials on the Property is prohibited.

I. Excavation, Dredging or Mineral Use. There shall be no grading, filling, excavation, dredging, mining or drilling; no removal of topsoil, sand, gravel, rock, peat, minerals or other materials, and no change in the topography of the land in any manner on the Property, except to restore natural topography or drainage patterns.

J. Water Quality and Drainage Pattern. There shall be no diking, draining, dredging, channeling, filling, leveling, pumping, impounding or related activities, or altering or tampering with water control structures or devices, or disruption or alteration of the restored, enhanced, or created drainage patterns. In addition, diverting or causing or permitting the diversion of surface or underground water into, within or out of the easement area by any means, removal of wetlands, polluting or discharging into waters, springs, seeps, or wetlands, or use of pesticides or biocides is prohibited.

K. Development Rights. No development rights that have been encumbered or extinguished by this Conservation Easement shall be transferred pursuant to a transferable development rights scheme or cluster development arrangement or otherwise.

L. Vehicles. The operation of mechanized vehicles, including, but not limited to, motorcycles, dirt bikes, all-terrain vehicles, cars and trucks is prohibited.

M. Other Prohibitions. Any other use of, or activity on, the Property which is or may become inconsistent with the purposes of this grant, the preservation of the Property substantially in its natural condition, or the protection of its environmental systems, is prohibited.

**ARTICLE III.
DECLARANT'S RESERVED RIGHTS**

The Declarant expressly reserves for itself, its personal representatives, heirs, successors or assigns, the right to continue the use of the Property for all purposes not inconsistent with this Conservation Easement, including, but not limited to, the right to quiet enjoyment of the Property, the rights of ingress and egress, the right to hunt, fish, and hike on the Property, the right to sell, transfer, gift or otherwise convey the Property, in whole or in part, provided such sale, transfer or gift conveyance is subject to the terms of, and shall specifically reference, this Conservation Easement.

**ARTICLE IV.
MISCELLANEOUS**

A. Entire Agreement and Severability. This instrument sets forth the entire agreement of the parties with respect to the Conservation Easement and supersedes all prior discussions, negotiations, understandings or agreements relating to the Conservation Easement. If any provision is found to be void or unenforceable by a court of competent jurisdiction, the remainder shall continue in full force and effect.

B. Extinguishment. In the event that changed conditions render impossible the continued use of the Property for the conservation purposes, this Conservation Easement may only be extinguished, in whole or in part, by judicial proceeding.

IN TESTIMONY WHEREOF, the Declarant has executed this Declaration of Conservation Easement the day and year first above written.

DECLARANT:
Dare County

By: _____ (SEAL)

Printed Name

Title

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public, hereby certify that _____ personally came before me this day and acknowledged the execution of the foregoing instrument, all in his/her capacity as a _____ in, and in the name and for and on behalf of Dare County.

Witness my hand and official seal this the _____ day of _____, 20____.

(SEAL/STAMP)

Notary Public
My Commission Expires: _____

GRAY & LLOYD, L.L.P. • ATTORNEYS AT LAW • 3120 N. Croatan Hwy. • Suite 101 • Kill Devil Hills, NC 27948 • (252) 441-4338

Exhibit "A"

Legal Description

Beginning at a point, said point being in and on the Northern property line of that lot or parcel of land now or formerly owned by The Lucky Duck, LLC as described in Deed Book 1730, Page 340, Dare County Public Registry, said beginning point being located South 87° 44' 48" West 52.39 feet from a concrete monument, said concrete monument being located in and on the Western edge of the 60ft. right-of-way of Duck Road, NC Highway 12, as the same is intersected by the Northern property line of that lot or parcel of land now or formerly owned by The Lucky Duck, LLC; from said beginning point turning and running along the North property line of that lot or parcel of land now or formerly owned by The Lucky Duck, LLC South 87° 44' 48" West 188.31 feet to a point; thence turning and running North 18° 14' 12" West 64.69 feet to a point; thence turning and running North 84° 23' 56" East 102.87 feet to a point; thence turning and running South 49° 14' 54" East 18.17 feet to a point; thence turning and running South 88° 59' 48" East 50.67 feet to a point; thence turning and running North 72° 13' 46" East 27.23 feet to a point; thence turning and running South 14° 42' 59" East 61.66 feet to a point, being the point and place of beginning.

Reference is hereby made to that map or plat entitled in part "Dare County, Dare County Water Tank Site in Duck, Town of Duck, Dare County, North Carolina" by Bissell Professional Group, copy of which is attached hereto as Exhibit "A-1" and incorporated herein by reference as if set out word for word, for a more complete and concise description of the lands being herein described.

N:\WORD\Clients\A\ALLIS HOLDINGS LLC\7677-001 (Misc.Rep)\Conservation Easement for Parking Area\Declaration of Conservation Easement.docx



Placement of Ocracoke School Demolition in the Dare County Landfill

Description

Ocracoke is constructing a new school and needs a location for debris. Dare County's current policy does not allow out-of-county debris in our landfill. Hyde County has requested a variance and will agree to pay all tipping fees.

Board Action Requested

Take appropriate action

Item Presenter

Robert Outten, County Manager



Consent Agenda

Description

1. Approval of Minutes - December 7, 2020
2. DHHS - Social Services Division COVID APS/CPS Essential Worker Funding Amendment
3. Tax Collector's Report

Board Action Requested

Approval

Item Presenter

Robert Outten, County Manager



Approval of Minutes

Description

The Board of Commissioners will review and approve their previous Minutes, which follow this page.

Board Action Requested

Approve Previous Minutes

Item Presenter

Robert Outten, County Manager



County of Dare

P.O. Box 1000 | Manteo, NC 27954

MINUTES

DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

December 7, 2020, 9:00 a.m.

Commissioners present: Chairman Robert Woodard, Sr., Vice Chairman Wally Overman
Rob Ross, Steve House, Jim Tobin, Danny Couch, Ervin Bateman

Commissioners absent: None

Others present: County Manager/Attorney, Robert Outten
Deputy County Manager/Finance Director, David Clawson
Master Public Information Officer, Dorothy Hester
Clerk to the Board, Cheryl C. Anby

A full and complete account of the entire Board of Commissioners meeting is archived on a video available for viewing on the Dare County website www.darenc.com.

Chairman Woodard called the regularly scheduled meeting to order at 9:04 a.m. with appropriate prior public notice having been given. He read the invocation offered by Father John Hanley, of Holy Redeemer by the Sea, and then led the Pledge of Allegiance to the flag.

The Clerk outlined the procedures for the swearing in ceremony and election of Chairman and Vice-Chairman. She noted the oaths of office would be conducted in order of district.

ITEM 1 – SWEARING IN CEREMONY (Att. #1)

The Clerk to the Board administered the oath of office to Wally Overman (District 1), Robert Woodard, Sr. (District 2), Steve House (District 3) and Danny Couch (District 4). The oath was in the form prescribed in Article IV, Section 7 of the North Carolina Constitution.

ITEM 2 – ELECTION OF CHAIRMAN (Att. #2)

The Clerk conducted the election and explained in accordance with Robert's Rules of Order, no second would be necessary for a nomination and four votes would be required to win the election.

NOMINATION

Commissioner Bateman nominated Commissioner Robert Woodard, Sr. for Chairman. There were no other nominations.

VOTE: AYES – Seven votes by a show of hands.

Commissioner Woodard was reelected as Chairman by unanimous vote.

ITEM 3 – ELECTION OF VICE-CHAIRMAN (Att. #3)

Newly re-elected Robert Woodard, Sr. conducted the election of Vice-Chairman.

NOMINATION

Commissioner Tobin nominated Commissioner Overman.

There were no other nominations.

VOTE: AYES – Seven votes by a show of hands.

Commissioner Wally Overman was reelected as Vice-Chairman by unanimous vote.

ITEM 4 - OPENING REMARKS – CHAIRMAN’S UPDATE

Following is a brief outline of the items mentioned by Chairman Woodard during his opening remarks, which can be viewed in their entirety in a video on the Dare County website:

- Chairman gave an update on COVID-19 and asked everyone to continue their vigilance to protect themselves and others. Since March 1, 2020, there have been 1,133 reported cases in Dare County, as we remain in the orange category of the new North Carolina Covid Alert System. This indicates substantial community virus spread with 33.5 percent of all Dare County COVID cases occurring in November, 2020.
- The Health Department has been working with the State on our local vaccine plan. The first shipment would go to Outer Banks Hospital to healthcare workers who directly give care to COVID patients and later to high-risk individuals.

ITEM 5 – PUBLIC COMMENTS

At 9:22 a.m. the Manager outlined the procedure for making public comments via email to the Board at bocdc@darenc.com. No one responded to the invitation to address the Board. The County Manager closed Public Comments at 9:23 a.m.

ITEM 6 – DARE COUNTY MOTORSPORTS CHARITY GROUP

Terry Gray, of the Dare County Motorsports Charity Group presented a \$21,000.00 charitable donation to Sandy Pace, Director of the Dare Center. He explained the private organization had come together 2016. Although there had been many difficulties this year, he thanked the community and local businesses for their generosity and assistance. The funds would be used to provide toys to Dare County children in need.

ITEM 7 – COMMUNITY FOR KIDS

Katy Bell and Vicki Basnight presented information on the Community for Kids non-profit organization. The group, which started with just a few concerned mothers, now distributed gently used clothing which was donated by the community to area elementary students. They hoped to broaden donations to include school supplies and musical instruments to create confidence in children and give them and their families one less concern. The organizers also wanted to instill positivity in Dare youth. As the community united to help children, it was anticipated the children would pass on the kindness to others. They had partnered with school guidance counselors to supply winter coats. Ms. Bell thanked the County Manager for space close to the elementary school which gave better storage and distribution of the clothing. The best way to schedule an appointment for clothing and assistance would be through the Community For Kids (C4K) website at www.c4kobj.org.

ITEM 8 – WAVES RETREAT CLUSTER HOME DEVELOPMENT– CUP AND SITE PLAN REVIEW

This item was handled as a quasi-judicial proceeding. Planning Director, Donna Creef, and the applicant, David Peres for Waves Retreat LLC, were duly sworn by the Clerk before offering testimony. An outline of the Conditional Use Permit (CUP) application from Mr. Peres was provided to the Board. Cluster homes were made part of the essential housing initiative with changes made to Section 22-31.1 Dare County Zoning Ordinance. This project would consist of twelve homes with one being an existing residence. Some of the conditions address the use of the current structure. The driveway would be improved to provide site access. One condition would require the residences to be occupied year round or on a long-term basis. A full account of the Board's discussion and action on this item is archived on a video available for viewing on the Dare County website.

The County Manager asked the applicant if he agreed to the findings of fact listed in the CUP, the supporting documents on file, and the terms, conditions and facts presented by the Planning Director, which included the year round occupancy requirement. Mr. David Peres indicated his agreement on behalf of Waves Retreat, LLC.

Mike Strader, engineer for Quibble, having been sworn, was available for questions. Commissioner Couch asked him to address a neighbor's concern regarding trespass issues on his property for those accessing the sound. Mr. Strader indicated this had been adequately addressed with a barrier on the southern perimeter to prevent additional occurrences of trespass.

MOTION

Commissioner House motioned to approve the site plan and draft conditional use permit as recommended by the Planning Board.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

ITEM 9 – PUBLIC HEARING ON SERIES 2021 LIMITED OBLIGATION BONDS (Att. #4)

At 9:47 a.m. the Board held a Public Hearing to receive input concerning this item. The Manager outlined the procedure for making public comments. No one responded. The County Manager closed the Public Hearing at 9:48 a.m.

Dave Clawson gave the order of the bond process for the next two weeks: the audit had been turned in as we wait for the final compliance for the Cares Act. He would send out document drafts for the preliminary offering statement for Board review, which would be provided for the public bond sale per SCC regulations. A Public Facilities meeting would be held prior to the next Board meeting to approve the Non-Profits Resolution. A rating agency review would be on December 15 and 16. Commissioner Ross asked at what rate the bonds were expected and Mr. Clawson responded the last rate was 2.8.

ITEM 10 – PRESENTATION OF COUNTY SERVICE PINS

The following Dare County employees received service pins for their service to Dare County: Elizabeth Reilly, Jeff Deringer, Sheriff Doug Doughtie, Jill Liverman and Erick Portilla received ten-year pins. David Saffell and Dustin Walston received fifteen-year pins. The County Manager presented the segment while a photograph of each employee was displayed.

ITEM 11 – DARE COUNTY TOURISM BOARD REQUEST CONSENT EXPENDITURE FROM SHORT TERM UNAPPROPRIATED LINE ITEM 4999

Lee Nettles presented this item with seven TIG (Tourism Impact Grant) awards, which are made annually. This year they include a redevelopment at Meekins Field, a 3.19 mile pathway in Hatteras Village, assistance for the Manteo Town Common project with restrooms and informational kiosks, a pedestrian connection along Admiral Street in Nags Head, a redesign and installation of a skate park in Nags Head, replacement of a portion of the parking lot with environmental improvements to Baum Bridge boating area and replacement of security cameras and other improvements to the Outer Banks Gun Club range. These grants would total \$814,640.00. The Board inquired as to the decision process for these grants and Mr. Nettles responded the impact on tourism and public safety comes into consideration with each project. Chairman Woodard commended the Tourism Board on what they give back to the community over the years.

MOTION

Commissioner Bateman motioned to consent to expenditures totally \$814,640.00 for TIG Awards from the Short Term Unappropriated Line Item 4999.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

ITEM 12 – CHAPTER 160D – NC LAND USE LAWS (Att. #5)

Donna Creef, Planning Director, explained the 2019 NC General Assembly had adopted legislation which updated and combined statutes relating to planning, zoning and building codes. Revisions to land use ordinances must be adopted to ensure consistency with Chapter 160D. An outline of the amendments was provided and public hearings would be scheduled prior to adoption of the revisions. The Board discussed the big undertaking for the Planning Department and the County Manager explained much of the revision would be technical with definition changes; however, many processes would be much the same. The difficult and time-consuming task would have our Ordinances track the updated language.

BOARD RECESSED at 10:22 a.m. and RECONVENED at 10:42 a.m.

ITEM 13 – GUARANTEED MAXIMUM PRICE FOR COLLEGE OF THE ALBEMARLE PROJECT

Dave Clawson explained the Barnhill GMP was currently \$114,000 under the not-to-exceed number set by the Board in August. The total project was \$238,000 under the not-to-exceed estimate. He brought the Board's attention to the Final GMP Alternates Summary and indicated the GMP included items 1 (preferred door hardware) and 3 (add standing seam roof in lieu of shingles). The architect was reviewing the scope of items 4 (enhanced landscaping), 5 (free-standing canopies at entry) and 6 (vertical airfoil shades). There was also consideration given to painting the exterior back of the Professional Arts building the same color as the new project to realize some savings. Board discussion followed.

MOTION

Vice-Chairman Overman motioned to approve the final guaranteed maximum price and a total project budget for the COA project totally \$16,054,537.00, approve Barnhill change order for GMP, and to approve the Capital Project Ordinance for Series 2021A LOB's Commissioner Couch seconded the motion.

VOTE: AYES unanimous

ITEM 14 – DESIGNATION OF VOTING DELEGATES TO NCACC LEGISLATIVE GOALS CONFERENCE

The North Carolina Association of County Commissioners would hold their bi-annual Legislative Goals Conference virtually on January 14-15, 2021.

MOTION

Vice-Chairman Overman motioned to approve Chairman Woodard as voting delegate. Commissioners Ross and Tobin seconded the motion.

VOTE: AYES unanimous

MOTION

Chairman Woodard motioned to approve Vice-Chairman Overman as alternate voting delegate.

Commissioner House seconded the motion.

VOTE: AYES unanimous

ITEM 15 – EASEMENT TO TOWN OF NAGS HEAD – 9013 E. HUNTER STREET

The Town of Nags Head had requested an easement across this County-owned parcel, as part of the preparation for their beach nourishment project. County Manager reminded the Board the remnant parcel was not buildable and became owned by the County in the 1990's.

MOTION

Commissioner House motioned to approve the easement, as attached, and authorize the County Manager to execute.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

ITEM 16 – REQUEST TO SELL 48944 NC HWY. 12 - PARCEL 026511000, BUXTON HARBOR

County Manager Outten explained this portion of the parcel adjoined the road and was approximately \$6,500 square feet. An offer had been made for 20,000 for the property. Once a resolution was adopted, the proper advertisement could be published and the bid process would move forward.

MOTION

Vice-Chairman Overman motioned to authorize the sale, approve an offer and approve the resolution declaring the parcel as surplus property for the County.

Commissioner House seconded the motion.

VOTE: AYES unanimous

ITEM 17– CONSENT AGENDA

The Manager announced the items as they were visually displayed in the meeting room.

MOTION

Commissioner House motioned to approve the Consent Agenda:

- 1) Approval of Minutes (11.16.2020) **(Att. #6)**
- 2) Authorization to Present Service Weapon to Retiring Deputy Sheriff
- 3) Dare County Transportation TITLE VI Plan – 2020
- 4) Revised Schedule of Meeting Dates for 2021 **(Att. #7)**

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

ITEM 18 – BOARD APPOINTMENTS

1) **Senior Tar Heel Legislative Delegates**

Vice-Chairman Overman motioned to reappoint Kaye White as Legislative Delegate and Sue Kelly as Alternate.

Commissioners Bateman and House seconded the motion.

VOTE: AYES unanimous

2) **Special Motor Vehicle Valuation Review Board**

Commissioner House motioned to reappoint Danny Couch, Dock Sawyer and David Light for another one-year term.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

3) **Parks and Recreation Advisory Council**

Vice Chairman Overman motioned to reappoint Missy McPherson for another term.

Commissioner Couch seconded the motion.

VOTE: AYES unanimous

4) **Board of Equalization and Review**

Commissioner Bateman motioned to reappoint Nelson V. Jones, Jonathan Waddill, Jeffrey Scott, Terry Gore and Charles Evans for another one-year term.

Commissioner House seconded the motion.

VOTE: AYES unanimous

5) **Upcoming Board Appointments**

The upcoming Board appointments for January, February and March, 2021 were announced.

ITEM 19 – COMMISSIONERS’ BUSINESS & MANAGER’S/ATTORNEY’S BUSINESS

Commissioners and the County Manager remarks can be viewed in their entirety in a video on the Dare County website. A brief summary of the items mentioned follows:

Commissioner Tobin

- Announced and welcomed Tanya Lamo as the new County Extension Service Director.
- He explained the Murden had been dredging the southern route with many successful days and over 2,000 feet in one day as they attempt to get a ten foot depth.
- The Coastguard was moving their navigational aids and a new route was being marked.
- Congratulated Roger Bullock, integral with the Corps, on retiring January 2, 2021.
- Gave an update on construction of the new dredge with a preconstruction meeting scheduled for December. They were close to having all of the engineering and computerized milling complete. Complete plans were in for the drag heads.

Commissioner Ross

- He congratulated our re-elected Commissioners.
- Acknowledged the superb work by the County’s Finance Department.
- Congratulated the service pin recipients and gave an additional “well done” to Erick Portilla, who was a “tremendous asset to this County”.
- Reminded everyone to stay COVID vigilant, faithful and have a Merry Christmas.

Commissioner Couch

- Reported the passing of Don Bridge, who had been an integral part of the Dare County arts community for many years to include Lost Colony performances.

Commissioner House

- Provided historical details about the declaration of war process after the invasion and bombing of Pearl Harbor on December 7, 1941. He also mentioned the multitude of civil rights actions which were championed by Jeannette Rankin, the Montana representative who voted against the declaration of war. He noted it was important to look at her entire record rather than her one declination vote after Pearl Harbor.
- Noted Delaware became the first state to ratify the U.S. Constitution on December, 1787.
- On December 7, 1972, Apollo 17 was launched as the last United States moon mission.
- Reported on the Jeep Toy Run which was a success with \$1,000 and countless toys for Dare County youth.
- He announced Steve Murphey was retiring as Director of the NC Marine Fisheries after thirty-years of service and wished him well.
- He thanked the citizens of Dare County for his re-election as Commissioner and wished everyone a safe holiday season and Merry Christmas.

Commissioner Bateman

- Congratulated his fellow commissioners on their reelection and added it was a pleasure to serve with each of them.
- Reported on a participant of the Recovery Court Program, who now had a good job and was buying a home. There were currently eighteen in the program changing lives one at a time. Vice-Chairman Overman suggested perhaps he would consider providing the Board with his testimony and progress through the program.

Vice-Chairman Overman

- He thanked the Board for his reappointment as Vice-Chairman.
- Congratulated the service pin recipients with a total of eighty years of service.
- Thanked Terry Gray for the Toy Run t-shirt and his dedication to Dare County's children.
- Announced there were helicopters in search of an over-turned kayaker who would hopefully be found safe.
- He introduced a resolution to the Board recommending Oregon Inlet be declared in a state of emergency due to unsafe navigation conditions and related economic impact.

MOTION (Att. #8)

Commissioner Bateman motioned to adopt the Resolution for Oregon Inlet to address the emergent and critical need.

Commissioner Couch seconded the motion.

VOTE: AYES unanimous

Chairman Woodard

He thanked the Board for their continued support in electing him to serve as Board Chairman for another term. He wished citizens early Happy Holidays and encouraged everyone to continue to take personal responsibility to prevent spreading the virus.

MANAGER’S/ATTORNEY’S BUSINESS

Mr. Outten advised the Board he had received the renewal of the County’s yearly lobby contract with McGuireWoods. The terms were unchanged.

MOTION

Commissioner Couch motioned to approve the renewal of the lobbyist contract with McGuire Woods and to authorize County Manager to execute the contract.

Vice Chairman Overman seconded the motion.

VOTE: AYES unanimous

County Manager presented a resolution which would designate Brent Johnson as primary Dare County Agent and Mr. Outten as secondary agent for the home elevation program under FEMA grants for Hurricane Dorian damages.

MOTION

Vice-Chairman Overman motioned to appoint Brent Johnson as primary agent and Robert Outten as secondary agent for Hurricane Dorian Disaster Relief.

Commissioner House seconded the motion.

VOTE: AYES unanimous

Dorothy Hester announced the ground breaking for the new COA project would be a small event held on December 10, 2020, at 10:00 a.m. and would be live streamed for the public.

At the conclusion of the meeting, Chairman Woodard asked for a motion to adjourn.

MOTION

Commissioner Tobin motioned to adjourn the meeting.

Commissioners House and Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

At 11:27 a.m., the Board of Commissioners adjourned until 5:00 p.m., December 21, 2020.

Respectfully submitted,

[SEAL]

By: _____
Cheryl C. Anby, Clerk to the Board

APPROVED: By: _____
Robert Woodard, Sr., Chairman
Dare County Board of Commissioners

Note: Copies of attachments (Att.), ordinances, resolutions, contracts, presentations, and supporting material considered by the Board of Commissioners at this meeting are on file in the office of the Clerk to the Board.



DHHS - Social Services Division COVID APS/CPS Essential Worker Funding Amendment

Description

This is to budget COVID APS/CPS Essential Worker Additional Cost Funding. These funds will be used to purchase additional laptops. There is no effect on county funds as this is 100% federal funding.

Board Action Requested

Approve Amendment

Item Presenter

n/a

DARE COUNTY

BUDGET AMENDMENT

F/Y 2020/2021

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Department: DHHS - SSD</u>					
<u>Revenues:</u>					
St. and Fed. Aid - Admin.	103026	423001		3,990	
 <u>Expenditures:</u>					
Supplies	104610	513300		3,990	

Explanation:

This is to budget additional COVID APS/CPS Essential Worker Cost Fundng. These funds will be used to purchase additional laptops. There is no effect on county dollars as this is 100% federal funding.

Approved by:

Board of Commissioners: _____

Date: _____

County Manager: _____

Date: _____

(sign in red)

Finance only:

Date entered: _____ Entered by: _____ Reference number: _____

November 22, 2020

Dear Director:

Please note below the APS/CPSD COVID funds reallocation, reversion data for your county. The reallocation is a result of your survey response. Further guidance will be forthcoming on the exact timing and process to recover or reallocate funds.

Here is the **current information** APS/CPS Reversion for **Dare County**:

APS/CPS Reversion	0
APS/CPS Additional Funding	\$3,990.00

If you have questions regarding this matter, contact me at Susan.Osborne@dhhs.nc.gov or 919-527-6336.

Susan G. Osborne
Assistant Secretary for County Operations
NC Department of Health and Human Services

cc: Zack Workman
Richard Stegenga



Tax Collector's Report

Description

November 2020 Discoveries over \$100
November 2020 Releases over \$100
November 2020 Refunds over \$100
November 2020 NCVTS Refunds over \$100

Board Action Requested

Approved

Item Presenter

Becky Huff, Tax Collector

Discovery Report for REAL ESTATE and PERSONAL PROPERTY

(Discoveries over \$100.00)

MONTH: November

Date Range: 11/1/2020 - 11/30/2020

SUBMITTED BY: Becky Huff

Taxpayer Name	Parcel	Reason	Value Discovered	Tax Discovered
SUGAR KINGDOM (LA LA LAND)	977839000	Listing Form Returned Late	242,266.00	1,920.09
			242,266.00	1,920.09

Release Report for REAL ESTATE and PERSONAL PROPERTY

(Releases over (\$100.00))

MONTH: November

DATE RANGE: 11/1/2020 - 11/30/2020

SUBMITTED BY: Becky Huff

Taxpayer Name	Parcel#	Reason	Released Value	Released Tax
BENDIGO, HOWARD SCOTT SR	030183000	RENTAL RELEASE VALUE	-16,096.00	-124.02
PITRONE, GINA	026722000	REMOVE BOAT	-18,496.00	-122.82
HARVERSON, JOSEPH	022475378	REMOVE BOAT	-45,000.00	-268.34
OSGOOD, JEFFERY K.	937899000	SITUS NOT IN DARE COUNTY	-16,533.00	-119.12
MCCRACKEN, IV, MARCUS THEODORE	936728000	BOAT REMOVAL	-21,689.00	-130.16
BERBACK, ROBERT L TTEE	937973000	SITUS NOT IN DARE COUNTY	-27,500.00	-159.04
LRC KILL DEVIL INVESTORS, LLC	004330000	BRD OF E&R DECISION	-1,314,900.00	-9,473.85
CUTBIRTH, DAVID B	006714000	BRD OF E&R DECISION	-49,900.00	-199.85
BENKELMANN EUGENE J TTEE	009703000	BRD OF E&R DECISION	-45,600.00	-331.27
CONNOR, DAVID F	010219054	BRD OF E&R DECISION	-105,400.00	-629.13
VERNESONI, KAREN Q	016720000	BRD OF E&R DECISION	-34,800.00	-202.83
VERNESONI, KAREN Q	016850000	BRD OF E&R DECISION	-36,300.00	-211.57
VERNESONI, KAREN Q	028375000	BRD OF E&R DECISION	-42,900.00	-250.02
STOKES, SAM	028487000	BRD OF E&R DECISION	-21,200.00	-158.14
Total Tax Released:				-12,380.16

Refund Report for REAL ESTATE and PERSONAL PROPERTY

(Refunds over \$100.00)

MONTH: November

Date Range: 11/1/2020 - 11/30/2020

SUBMITTED BY: Becky Huff

<u>Taxpayer Name</u>	<u>Parcel</u>	<u>Reason</u>	<u>Refund Amount</u>
DAIL, JOSEPH MICHAEL	000217000	Overpayment	-2,460.51
HADDON HOMES INC	000726027	Overpayment	-793.27
NOORI, NURRUDDIN	000814000	Overpayment	-300.17
GILLESPIE GROUP LLC	000860000	Overpayment	-4,151.00
MONTAGUE, MARK A	000875000	Overpayment	-339.18
TITMUS, GEORGE R JR	001107000	Overpayment	-2,038.29
GEE, LETHA R	001236000	Board of E&R Adjustment	-411.23
FRIED, HARRY C	001389000	Overpayment	-525.97
FOXWELL, WILLIAM S IV	001660000	Overpayment	-2,654.84
ASHWORTH, MAUREEN G	001946000	Overpayment	-2,207.61
TAYLOR, L DAVID	001985000	Overpayment	-1,598.07
REEDER, KAREN M	003051000	Overpayment	-2,504.26
HENKE, JOSHUA W	003352000	Overpayment	-1,577.17
BONZANO, DARRELL G	003464000	Overpayment	-2,389.18
FARRELL, JONATHAN A	003816000	Overpayment	-595.49
WISE, C GARY	003936000	Overpayment	-2,216.32
VIEW, LLC	004037027	Board of E&R Adjustment	-180.00
ROOK-MARINAK, KRISTINE A	004174000	Overpayment	-2,699.30
BAILETS, JASON	004211001	Overpayment	-3,780.46
BATEMAN, LINDA W	004283000	Overpayment	-3,937.53
LANE INVESTMENT PROPERTIES NC, LLC	004471000	Overpayment	-643.41
LONGVIEW HOLDINGS LLC	004631009	Overpayment	-650.61
VAGHEDI, MANI	004895005	Overpayment	-2,280.08
REINHART, GREGORY S TTEE	004902005	Overpayment	-3,093.83
KLINGELHOFER, ERIC C	005936000	Overpayment	-152.79
SMITH, RYAN P	006001000	Overpayment	-986.03
FIRST EXTENDED SERVICE CORP OF VA	006049001	Overpayment	-1,816.64
WHICHARD, WILLIAM A JR	006286000	Overpayment	-1,097.37
TREVINO, RAYMOND D	007297000	Overpayment	-1,977.27
SWARTZ, ZACHARY T	007674000	Board of E&R Adjustment	-396.09
SMITH, JEFFREY L	007674001	Overpayment	-180.63
BALANCE LLC	007932000	Overpayment	-216.87
BALANCE LLC	007932000	Overpayment	-572.31
MOSTEK, KEVIN P	008286011	Overpayment	-876.37
GURGANUS, ALLEN MARK	008958000	Board of E&R Adjustment	-195.04
BRUNJES, CHRISTA M	009031000	Overpayment	-250.18
PRESSLY, THOMAS RICHARD	009059003	Overpayment	-1,839.93
HARRISON, MICHELE	009339001	Overpayment	-485.46

Refund Report for REAL ESTATE and PERSONAL PROPERTY

(Refunds over \$100.00)

MONTH: November

Date Range: 11/1/2020 - 11/30/2020

SUBMITTED BY: Becky Huff

<u>Taxpayer Name</u>	<u>Parcel</u>	<u>Reason</u>	<u>Refund Amount</u>
BRAINARD, KIMBERLY N	009861000	Overpayment	-404.36
ASA DUCK, LLC	009898000	Overpayment	-3,996.95
HENDRICKSON, JEFFREY	009929000	Overpayment	-3,204.11
WINDUNE LLC	010067019	Overpayment	-1,000.00
FERRELL, RONALD GRAY	010215047	Overpayment	-2,990.33
RUBENDALL, LOREN DEAN	010574000	Overpayment	-600.68
DAVIS, STEPHEN	011474000	Overpayment	-1,861.72
MASSEY, GEORGE HARRIS	011516000	Overpayment	-2,343.56
PETKO, RONALD W JR	012660056	Overpayment	-413.39
STOHR, ROBERT ERIC	013170000	Overpayment	-3,117.36
KEIGHLY-PEACH, PETER L	013433000	Overpayment	-398.32
TRUNOW, NATALIE	014439002	Overpayment	-179.84
KVECH, TIMOTHY J TTEE	014822190	Overpayment	-189.19
SWARTZ, JAMES ROBERT & BEULAH M TRU	014918000	Overpayment	-345.11
DEMPSEY, KENNETH L JR	015129001	Overpayment	-1,820.67
BROWN, WILLIAM F JR	016551044	Overpayment	-2,007.32
DOAN, THOMAS B	016751000	Overpayment	-444.16
MOUL, ROBERT KEITH	016903000	Overpayment	-206.70
MOUL, ROBERT KEITH	016903000	Overpayment	-102.14
COX, WARREN E JR	017462000	Overpayment	-905.50
WHITLEY, WILLIAN HABLE JR	018226034	Overpayment	-2,035.65
FLAVIN, TIFFANY	018413032	Overpayment	-5,778.43
DAVISON, BENJAMIN JON	019971000	Overpayment	-432.63
BLOCHER, TERESA J	020427000	Overpayment	-1,371.99
ENGLERT, WANDA SMITH	020428000	Overpayment	-1,658.75
JONES, HUGH A	021169000	Overpayment	-5,919.06
STROBACH, MICHAEL S	021217001	Overpayment	-3,254.28
KETCHAM, SALLY L	021457000	Overpayment	-4,267.92
AUSBAND, EMILY YELTON TTEE	021951000	Overpayment	-2,254.25
BRADLEY, GREGORY	022346000	Overpayment	-783.54
BRADLEY, GREGORY	022346000	Overpayment	-783.54
FREED, WILLIAM G	022357045	Overpayment	-2,590.73
HUFFMAN, CARY A	022383461	Overpayment	-3,655.04
THOMAS, ANNE BRENNAN	022394000	Overpayment	-1,911.73
GERO, MARK ROBERT	022519112	Overpayment	-3,891.45
PHAM, LONG DANG	022802002	Overpayment	-4,664.65
OWENS, ROBERT V JR	023234000	Overpayment	-737.24
CORDEIRO, MARK	023319002	Overpayment	-729.64

Refund Report for REAL ESTATE and PERSONAL PROPERTY

(Refunds over \$100.00)

MONTH: November

Date Range: 11/1/2020 - 11/30/2020

SUBMITTED BY: Becky Huff

<u>Taxpayer Name</u>	<u>Parcel</u>	<u>Reason</u>	<u>Refund Amount</u>
CLOWER, MICHAEL D	024410006	Overpayment	-102.23
LARRY AND ROSIE HANSEN LLC	024423035	Overpayment	-573.96
THOMPSON, DOUGLAS E	024440001	Overpayment	-452.11
THOMPSON, KEITH COLLIN	024893000	Overpayment	-289.38
BREMNER, SHEILA M	025694148	Overpayment	-3,034.98
CRAGER, RUSSELL A	025709042	Overpayment	-1,609.12
FOY, CHRISTOPHER W	027524000	Boat Value Released	-1,037.44
LEGGETT, JEREMIAH J	027531000	Overpayment	-2,741.76
GREEN, LAURA L	027757040	Overpayment	-2,644.05
MCDOWELL, ROBERT KYLE	027757066	Overpayment	-2,596.29
LEWIS, JOAN C TTEE	028309003	Overpayment	-3,786.42
DAMMINGER, PATRICK J JR	028536000	Overpayment	-336.70
GRIFFIN, LLOYD JR	960594000	Overpayment	-419.94
SHELTON, MICHAEL N TTEE	028752000	Overpayment	-1,346.23
PARISI, ANTHONY M	028813296	Overpayment	-5,383.44
STOCKEL, RICHARD F JR	029187000	Overpayment	-4,798.17
JOSEPH, CHRISTOPHER	029291328	Overpayment	-1,635.07
SISTERS 9 LLC	029296000	Overpayment	-716.03
MORTON, ALI	029596047	Overpayment	-2,828.23
ASH, STEVEN	029991071	Boat Value Released	-231.82
ED HO LLC	030114000	Overpayment	-250.00
GREEN, LAWRENCE L TTEE	030143000	Overpayment	-3,257.28
LANGNER, BARBARA E	030546000	Overpayment	-1,167.43
OBX GREAT ESCAPES LLC	7274	Overpayment	-365.33
OBX GREAT ESCAPES LLC	7274	Overpayment	-253.59
FERGUSON, DENNIS & LISA	6247	Overpayment	-100.00
OBX GREAT ESCAPES LLC	7274	Overpayment	-157.65
OBX GREAT ESCAPES LLC	7274	Overpayment	-943.59
OBX GREAT ESCAPES LLC	7274	Overpayment	-1,757.91
FERGUSON, DENNIS & LISA	6247	Overpayment	-115.50
SURF OR SOUND REALTY RENTALS & SALE!	974919000	Overpayment	-379.64

-173,633.98



North Carolina Vehicle Tax System

NCVTS Pending Refund report

November
2020

Payee Name	Address 1	Address 3	Refund Reason	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
MARTONE, VICKIE SMITH	430 W EDEN ST	KILL DEVIL HILLS, NC 27948	Tag Surrender	C99	Tax	(\$86.79)	\$0.00	(\$86.79)
				T07	Tax	(\$69.35)	\$0.00	(\$69.35)
						Refund	\$156.14	
MCDOLE, DEANNA ALESIA	207 OCEAN BLVD	SOUTHERN SHORES, NC 27949	Tag Surrender	C99	Tax	(\$108.57)	\$0.00	(\$108.57)
				T20	Tax	(\$50.82)	\$0.00	(\$50.82)
						Refund	\$159.39	
PAGE, JOHN CLIFFORD II	505 MARINER BAY BLVD	FORT PIERCE, FL 34949	Tag Surrender	C99	Tax	(\$62.78)	\$0.00	(\$62.78)
				T08	Tax	(\$40.07)	\$0.00	(\$40.07)
				T08BN	Tax	(\$5.34)	\$0.00	(\$5.34)
		Refund	\$108.19					
STRAUB, JENNIFER GAYLE	PO BOX 3682	KILL DEVIL HILLS, NC 27948	Tag Surrender	C99	Tax	(\$92.12)	\$0.00	(\$92.12)
				T14	Tax	(\$60.95)	\$0.00	(\$60.95)
						Refund	\$153.07	
WORKS, RAYMOND III	205 E WILKINS ST	KITTY HAWK, NC 27949	Tag Surrender	C99	Tax	(\$54.70)	\$0.00	(\$54.70)
				T08	Tax	(\$34.92)	\$0.00	(\$34.92)
				T08BN	Tax	(\$4.66)	\$0.00	(\$4.66)
				T08MSD	Tax	(\$13.96)	\$0.00	(\$13.96)
		Refund	\$108.24					
		Refund						
		Total	\$685.03					

Tax Jurisdic	District Type	Net Change
C99	COUNTY	(\$404.96)
T07	CITY	(\$69.35)
T08	CITY	(\$74.99)
T08BN	CITY	(\$10.00)
T08MSD	CITY	(\$13.96)
T14	CITY	(\$60.95)
T20	CITY	(\$50.82)
Total		(\$685.03)



Board Appointments

Description

The following Board has appointments this month.

1. Dare County Tourism Board

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager



Dare County Tourism Board

Description

See Attached Summary

Board Action Requested

Take Appropriate Action

Item Presenter

Robert Outten, County Manager

December 21, 2020

BOARD APPOINTMENTS

TOURISM BOARD

(Two Year Term)

Outer Banks Chamber of Commerce

The following term will expire:

Myra Ladd-Bone

Current Term 12/18 – 12/20, Originally Appointed 12/16

Myra Ladd-Bone is not eligible for reappointment as she has served two consecutive two-year terms.

The Outer Banks Chamber of Commerce has submitted three names and applications.

Following is their suggested order of preference:

Pat Broom

Bambos Charalambous

Tim Beacham

Their applications are attached.

Outer Banks Hotel/Motel Association

Jamie Chrisholm

Current Term 1/19 – 1/21

She is eligible for reappointment.

The Outer Banks Hotel/Motel Association recommends Jamie Chrisholm be reappointed for another two-year term.

Town of Duck

Chuck Burdick

Current Term 1/19 – 1/21

Chuck Burdick is not eligible for reappointment.

The Town of Duck has submitted three names and applications for consideration:

Monica Thibodeau

Nancy Caviness

Rob Monney

The Town of Duck would like

Monica Thibodeau

to be appointed for a two-year term.

Town of Southern Shores

Leo L. Holland

Current term 1/20– 1/21 to fill an unexpired term

Mr. Holland is eligible for reappointment.

The Southern Shores Town Council unanimously voted on November 4, 2020 to have Councilman Leo L. Holland serve another term as the Southern Shores' representative on the Dare County Tourism Board.

Their two alternate nominations are:

Mayor pro tem Elizabeth Morey

Council Member Jim Connors

Town of Manteo

Bobby Owens

Current term 12/18 – 12/20

Originally Appointed 1/18 to fill an unexpired term

Mr. Owens is eligible for reappointment.

The Town of Manteo has unanimously voted on October 7, 2020 to have Bobby Owens serve another term as the Town of Manteo’s representative to the Dare County Tourism Board.

Hatteras Island Member at Large

Pat Weston

Current term 1/19 – 1/21

Originally appointed 12/16

Pat Weston is not eligible for reappointment, as she has served two consecutive two-year terms.

The following eligible applications have been received:

Donna L. Peele, Judy Y. Banks and Aida Doss Havel

(their applications are at the end of this item)

The Dare County Board of Commissioners appoints this member.

DARE COUNTY TOURISM BOARD

(Two Year Term)

Effective January 1, 1992

The Tourism Board promotes travel to and tourism in Dare County and it's municipalities. Their objective is to promote and encourage tourism in Dare County with the aim of increasing visitation and revenue.

<u>MEMBER</u>	<u>TERM EXPIRATION</u>	<u>ACTION</u>
Myra Ladd-Bone 3053 Creek Rd. Kitty Hawk, NC 27949 252-202-5689 (Cell) 252-449-5360 (O) Outer Banks Chamber of Commerce	1-21	Apptd. 12-16 Reapptd. 1-19
Karen Loopman-Davis 1200 W. Sportsman Drive Kill Devil Hills, NC 27948 252-202-6227 (C) 252-449-2739 (O) ravenfroggies@hotmail.com DC Rest. Assoc.	1-22	Apptd. 1-20
Jamie Chisholm 525 West Landing Drive Kill Devil Hills, NC 27948 305-9547 (H), 261-1290 ext. 191 (O) Jamie.Chisholm@Hilton.com OB Hotel/Motel Asso.	1-21	Apptd. 1-19
Douglas R. Brindley 20 Third Avenue Southern Shores, NC 27949 252-261-4484 (H) 252-261-2222 (O) doug@brindleybeach.com OB Asso. of Realtors	1-22	Apptd. 1-20
Chuck Burdick 148 Whistling Swan Drive Duck, NC 27949 261-7576 (H) 261-8555 (O) chuckbjr@gmail.com Town of Duck	1-21	Apptd. 1-19
Leo L. Holland 23 Spindrift Tr. Southern Shores, NC 27949 252-255-5780 (H) 252-256-2488 (C) Lholland23@embarqmail.com Town of Southern Shores	1-21	Apptd. 1-20 to fill unexpired term
Jeff Pruitt 3890 Poor Ridge Road Kitty Hawk, NC 27949 261-9055 (H) 207-9055 (CI) Town of Kitty Hawk	1-22	Apptd. 1-18 Reapptd. 1-20

Ivy Ingram 1-22 Apptd. 1-20
 1002 Swan Street
 Kill Devil Hills, NC 27948
Ivy.Ingram@KDHNC.com
 252-256-0423 (H)
 Town of Kill Devil Hills

Webb Fuller 1-22 Apptd. 1-18
 P.O. Box 1003 Reapptd. 1-20
 Nags Head, NC 27959
 441-5922 (H) 305-9322 (O)
webbfuller@charter.net
 Town of Nags Head

Bobby Owens 1-21 Apptd. 1-18
 PO Box 505 Reapptd. 1-19
 Manteo, NC 27954
 252-473-2721 (H)
owens@townofmanteo.com
 Town of Manteo

Ervin Bateman 1-22 Apptd. 1-20
 4148 Poor Ridge Road
 Kitty Hawk, NC 27949
 252-216-1526 (C)
Ervin.bateman@darenc.com
 DC Commissioner

Pat Weston 1-21 Apptd. 12-16
 P.O. Box 976 Reapptd. 1-19
 Avon, NC 27915
 252-995-6523 (H), 252-305-1705
 Hatteras Island
 Member at Large

Timothy M. Cafferty 1-22 Apptd. 1-20
 4628 Seascape Drive
 Kitty Hawk, NC 27949
 252-202-9801 (H) 252-255-1220 (C)
tim@outerbanksblue.com
 Member at Large

NOTES:

MEETING INFO: 3rd Thursday of each month, 9:00 a.m., 1 Visitors Center Circle, Manteo, NC

CONTACT INFO: Myra Ladd-Bone, Chair
 Lee Nettles, Director, Outer Banks Visitors Center

MEMBERS COMPENSATED: \$125 per meeting-Steering Committee Members, \$100 per meeting–
 other members

TERM LIMITS: Members may only serve 2 consecutive 2-year terms
 Some members were appointed for one year in order to stagger the terms (1992)

Luther Daniels was apptd. 1/92 and resigned 5/92. Gus Granitzki was appointed to fill unexpired term. Stuart Bell replaced RV Owens III 11/92; Terrence Gray replaced Cecil Williams 11/92. Geneva Perry apptd. to fill unexpired term of Ozzie Gray 7/93. Don Bryan replaced Geneva Perry as member at large 11/93. Carl Parrott replaced Paul Pruitt 12/93; Lacy McNeil replaced Terence Gray 12/93. Renee Cahoon replaced Don Bryan as Town of Nags Head representative 12/93. Geneva H. Perry apptd. to fill unexpired term of Robert Williams who resigned 11/94. Myra Ladd replaced Stuart Bell as Ch. of Commerce rep. 12/94. Kern Pitts apptd. 12/94. Seat was left vacant by death of Wayne Gersen. Terry Gray appointed 12/94 to fill unexpired term of the late Lacy McNeil. Appointment for Town of Manteo was tabled 12/94. Edward Greene replaced Gus Granitzki 1/95; Dick Woods appointed to fill unexpired term of Kern Pitts 3/95. John Woolard replaced Mike Kelly; John Stubbings replaced Robert Middlebrooks and Stuart Bell replaced Don Bryan 12/95. Jimmy Hanks appointed to fill unexpired term of Terry Gray 1/96. Cliff Blakely replaced Warren Judge, Lee Tugwell replaced Edward Green, Tim Shearin replaced Mollie Fearing 1/97 and John Robert Hooper replaced Tim Midgett 1/97. Warren Judge replaced John Woolard 1/98; David L. Perrot replaced John Stubbings 1/98. Ken Hollowell replaced Carl Parrott 1/98; Sherry Rollason replaced Jimmy Hanks 1/98. George Farah III replaced Renee Cahoon and Stan White replaced Geneva Perry 1/98. Sterling Webster replaced Myra Ladd, Paul Sutherland replaced Dick Wood and Dawn Enochs replaced Tim Shearin 12/98. Tim Cafferty replaced David Parrott 12/99; Christine Nunemaker replaced Stuart Bell 12/99. Raju Uppalapati replaced Sterling Webster 12/00; Jeff Tack replaced Cliff Blakeley 12/00. Tim Midgette replaced John Robert Hooper 12/00; Tim Shearin replaced Dawn Enochs 12/00. Curtis Creech replaced Lee Tugwell 12/00. Bob Woodard replaced Sherry Rollason 12/01; Anna Sadler replaced George Farah III 12/01. John Robert Hooper replaced Stan White 12/01; Dawn Enoch replaced Christine Nunemaker and Doug Seay replaced Ken Hollowell 12/01; Sammy Moore replaced Warren Judge 2/02; Dellerva Collins appointed to fill unexpired term of Curtis Creech 6/02 Eugene Kennedy replaced Paul Sutherland 12/02; Neil Morrison replaced Tim Shearin 12/02. Barbara Connery replaced Tim Cafferty 12/03; Sherry Rollason replaced Bob Woodard 12/03. Bob Woodard replaced Dawn Enochs 12/03; Hal Denny filled unexpired term of Gene Kennedy 1/04. Lisa Cafferty replaced Raju Uppalapati 12/04; Michelle Pharr replaced Jeff Tack 12/04. Mike Johnson filled unexpired term of John Robert Hooper 1/05; Scott Leggat replaced Tim Midgett 1/05. Ervin Bateman replaced Doug Seay 12/05. Ben Sproul replaced Sammy Moore, Chuck Ball replaced Sherry Rollason, Renee Cahoon replaced Anna Sadler 1/06; David Farrow filled unexpired term of Dell Collins and Dan Shields apptd. to fill unexpired term of Hal Denny 1/06; Tim Shearin replaced Bob Woodard 2/06. Paul Buske apptd. to fill unexpired term of Chuck Ball 2/07; Jackie Myers replaced Barbara Connery 1/08. Ralph Buxton replaced Lisa Cafferty, Brian McDonald replaced Dan Shields and Allen Burrus replaced Scott Leggat 12/08; Sterling Webster replaced Michelle Pharr and Dave Wessel replaced Nancy Caviness 1/09; Paul Charron replaced Ben Sproul, Gary Perry replaced Ervin Bateman and Wayne Gray replaced Renee Cahoon 12/09, Mr. Gray declined appointment, Anna Sadler apptd. 1/10; Jack Shea replaced Mike Johnson 12/09; Scott Leggat replaced Tim Shearin 12/09. Monica Thibodeau apptd. to fill unexpired term of Dave Wessel and Jamie Daniels apptd. to fill unexpired term of David Farrow 1/10; Jodi Hess replaced Brian McDonald 1/11; Robert L. Woodard filled unexpired term of Paul Buske 4/11. Donnie King replaced Paul Charron 12/11; Tim Cafferty replaced Jackie Myers 12/11. Ernie Foster replaced Scott Leggat 12/11; Dorie Fuller replaced Ralph Buxton 12/12. Brent Sorensen replaced Sterling Webster 12/12; Natalie Kavanagh replaced Allen Burrus 12/12. Sheila Davies filled unexpired term of Robert Woodard 1/13. Ervin Bateman replaced Gary Perry 12/13; Susie Walters replaced Anna Sadler 12/13. Virginia Tillett replaced Jack Shea 12/13; Tonia Cohen filled unexpired term of Brent Sorensen 5/14. Nancy Caviness replaced Monica Thibodeau, 12/14; Leo Holland replaced Jodi Hess, Martha Wickre replaced Jamie Daniels and Wally Overman apptd. to fill unexpired term of Virginia Tillett 12/14. Bambos Charalambous replaced Donnie King, Stuart Pack replaced Tim Cafferty, Mike Hogan replaced Sheila Davies 12/15 and George Banks III replaced Ernie Foster 12/15. Myra Ladd-Bone replaced Dorie Fuller and Pat Weston replaced Natalie Kavanagh 12/16. Craig Garriss replaced Ervin Bateman 1/18; Christopher Nason filled unexpired term of Leo Holland 1/18 William "David" Pergerson replaced Stuart Pack, Webb Fuller replaced Susie Walters, Bobby Owens filled unexpired term of Martha Wickre and Jeff Pruitt replaced Craig Garriss who declined appointment 1/18

Chuck Burdick replaced Nancy Caviness and Jamie Chisholm replaced Tonia Cohen 1/19
Karen Loopman-Davis replaced Bambos Charalambous, Douglas R. Brindley replaced William Pergerson
Ervin Bateman replaced Wally Overman 1/20, Timmy M. Cafferty replaced George Banks, III; Leo Holland
filled unexpired term of Christopher Nason and Ivy Ingram replaced Mike Hogan, 1/20

REVISED 12/20

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Cheryl Anby, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to cheryl.anby@darenc.com

Advisory Board or Committee interested in:

1st choice Dare County Tourism Board

2nd choice Zoning Board of Adjustment

3rd choice Any committee supporting our youth - northern beach area preferred

Name Monica Thibodeau

Address 126 Sea Hawk Drive West

City/State/Zip Duck, NC 27949

Email Address monica.thibodeau@carolinadesigns.com

Telephone Home: 252-207-7739

Business: 252-2556200

Resident of Dare County: yes no

Occupation: President, Carolina Designs Realty, Inc.

Business Address: 1197 Duck Road, Duck, NC 27949

Educational background:

B.A., Boston College; MBA, Northeastern University; Graduate, Realtor Institute

Business and civic experience and skills:

Mayor Pro Tem, Town of Duck - served on Town Council since 2003

Managing owner of Carolina Designs Realty, Inc. since 1991

Other Boards/Committees/Commissions on which you presently serve:

Board Member, Outer Banks Relief Foundation

Board Member, Roanoke Island Historical Association

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
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Don Kingston, Mayor of Duck

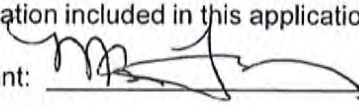
David Pergerson, Carolina Designs Realty

Willo Kelly, Outer Banks Association of Realtors

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 10/13/20

Signature of applicant:



FOR OFFICE USE ONLY:

Date received: _____

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1st choice Dare County Tourism Board of Directors

2nd choice _____

3rd choice _____

Name Nancy Caviness

Address POB 8278

City/State/Zip Duck, North Carolina 27949

Email Address nancy.caviness@townofduck.com

Telephone Home: 252.255.8124

Business: _____

Resident of Dare County: yes no

Occupation: Marketing & Advertising | Independent Contractor

Business Address: as above

Educational background:

B.S. University of Connecticut; M.S. Old Dominion University; Post-Grad Certification

UNC School of Global Public Health

Business and civic experience and skills:

Small Business Owner (Duck); Race Director (Duck); Volunteer Firefighter (Duck Fire)

Other Boards/Committees/Commissions on which you presently serve:

Town of Duck - Elected Official; Outer Banks Community Foundation - Board of Directors

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Lorelei Costa	Executive Director, Outer Banks Community Foundation		252.261.8839
Leigh Raskin	Business Owner, Eventide (Duck)		252.715.1261
Donna Black	Fire Chief, Duck Fire Department		252.261.3929

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 13 OCT 2020 Signature of applicant: *Nancy Caviness*

FOR OFFICE USE ONLY:

Date received: _____

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Cheryl Anby, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to cheryl.anby@darenc.com

Advisory Board or Committee interested in:

1st choice Dare County Tourism Board

2nd choice _____

3rd choice _____

Name Rob Mooney

Address 102 Pelican Way

City/State/Zip Duck NC 27949

Email Address rob.mooney@townofduck.com

Telephone Home: 646-489-4458

Business: _____

Resident of Dare County: yes no

Occupation: Retired

Business Address: N/A

Educational background:
Bachelor of Arts +

Business and civic experience and skills:
Duck Town Council

Other Boards/Committees/Commissions on which you presently serve:


NONE

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Mark Lesby</u>	<u>Architect</u>	<u>105 Bunting Lane, Duch</u>	<u>703-819-1915</u>
<u>Jeff Beaulieu</u>	<u>Retired</u>	<u>105 Oyster Catcher Lane, Duch</u>	<u>252-489-0970</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 10/22/2020 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: _____



Connecting People, Business & Community

October 28, 2020

Cheryl C. Anby
Clerk to the Board of Commissioners
P.O. Box 1000
Manteo, NC 27954

Dear Cheryl,

Thank you for the opportunity to submit applications for the Chamber's seat on the Tourism Board. Enclosed please find the applications for our three nominees. Following is the Chamber's Board of Directors suggested order of preference for filling this position.

- Pat Broom
- Bambos Charalambous
- Tim Beacham

If you need anything else from us, please feel free to contact me at (252) 441-8144.

Sincerely,

Karen S. Brown
President & CEO
Outer Banks Chamber of Commerce

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Advisory Board or Committee interested in:

1st choice Outer Banks Tourism Board (Chamber Liason)

2nd choice _____

3rd choice _____

Name Patricia Broom

Address 1313 Devonshire Rd

City/State/Zip Kill Devil Hills, NC 27948

Email Address pat@phoenixobx.com

Telephone Home: 252-619-3555 (cell)

Business: 252-480-1044

Resident of Dare County: yes no

Occupation: President and Owner, Phoenix Restoration

Business Address: PO Box 2408, Kill Devil Hills, NC 27948

Educational background:

see attached resume

Business and civic experience and skills:

see attached resume

Other Boards/Committees/Commissions on which you presently serve:

Outer Banks Chamber of Commerce

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Karen Brown,	Chamber of Commerce,	101 Town Hall Dr,	KDH 252-441-8144
Ronnie Sloan,	Outer Banks Hospital,	4800 S Croatan Hwy,	NH 252-449-4515
Bob Peele,	Wanchese Marine Industrial Park,	633 Harbor Rd,	Wanchese 252-473-5867

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 9/24/2020 Signature of applicant:



FOR OFFICE USE ONLY:

Date received: _____

PATRICIA L. BROOM

1313 Devonshire Rd
Kill Devil Hills, NC 27948
patbroom@gmail.com

(252) 619-3555 Mobile
(252) 480-1044 Office
pat@phoenixobx.com

PROFESSIONAL EXPERIENCE

PHOENIX RESTORATION, Kill Devil Hills, NC

2005-Present

President

Owner and operator of OBX Group, Inc., dba Phoenix Restoration, a NC licensed general contractor, specializing in insurance restoration (fire, water, smoke, odor) and remodeling.

PRW GROUP, LLC, Stamford, CT

2002-2004

Principal

Founder and principal of PRW Group, LLC, a consulting firm which specializes in operations and professional staffing. Recent clients include Dan Malloy for Governor (CT), Software Earning, Inc., All-Clad, Inc., Journée Software, Inc., Rite Aid Corporation, Concord Hospital, and Hubbard Memorial Hospital.

FITLINXX INC., Stamford, CT

2000-2001

***Vice President, Customer Support and Service
General Manager, Operations***

FitLinxx is a leading provider of business solutions to the fitness and healthcare industries. The FitLinxx system consists of integrated technology products and services. Responsible for the day-to-day operations of the company including manufacturing and distribution, installation and service, customer site construction management, network operations, customer support, and professional services.

CITY OF STAMFORD, Stamford, CT

1996-1999

Director of Operations

- Directed all municipal functions related to Public Works, Traffic, Parking, Planning, Zoning, Parks, Recreation, Environmental Protection, and Public School facilities. Oversaw an employee workforce of 500, with an annual operating budget of \$50 million. Supervised city and school construction projects (\$150 million). Made presentations to elected officials and City boards monthly. Negotiated grants and projects with State and Federal agencies.
- Restructured the organization resulting in cost savings of 10% in each year, while significantly expanding services. Implementation included negotiated changes to labor contracts for four bargaining units, revision of positions and management structure, redesign of program offerings, and institution of preventative maintenance and infrastructure life cycle management programs. Instituted activity-based costing and ROI analysis for project and service evaluations.
- Created a Citizens Service Center that reduced a backlog of outstanding service requests from several thousand to fewer than 200, with over 15,000 resolved per year. Received national recognition by US Conference of Mayors and our model is now used by municipalities throughout the country.
- Realigned service offerings to correspond with citizens' priorities, channeling City resources to areas where resident interest was highest. No citizen input mechanism had been in place previously in City government.

INTERNATIONAL BUSINESS MACHINES CORPORATION, Ryebrook, NY 1977-1986

<i>Manager of Financing</i>	<i>IBM Credit Corporation, Stamford CT, 1/1986-9/1986</i>
<i>Manager, Financial Operations</i>	<i>IBM Credit Corporation, Stamford CT, 3/1984 - 1/1986</i>
<i>Program Manager, Special Projects</i>	<i>IBM Credit Corporation, Greenwich CT, 5/1983 - 3/1984</i>
<i>Senior Financial Analyst</i>	<i>IBM Corporation, Armonk NY, 4/1981 - 5/1983</i>
<i>Financial Analyst</i>	<i>IBM Corporation, Tarrytown NY, 5/1979 - 4/1981</i>
<i>Economist</i>	<i>IBM Corporation, Armonk NY, 9/1977 - 4/1979</i>

MEDITERANEA SUR, SL. Fuengirola, Spain 1993-2004

Partner

Founded and managed a real estate, property management, and residential renovation company.

EDUCATION

M.Sc., Econometrics and Mathematical Economics, 1977

University of London, London School of Economics

One of 13 applicants accepted from a pool of over 1000

BA, Economics, 1975

Indiana University

3.94/4.0 GPA; Dean's List all semesters; Completed 4-year degree in 2 years

Magna Cum Laude

Phi Beta Kappa; Economics Honor Society

Diplôme de la Langue Française, Alliance Française, Paris, France 1973

Community Involvement

Outer Banks Chamber of Commerce, Board of Directors 2014 – Present; Chairman 2018-2019

Kill Devil Hills, Historic Landmarks Commission, Commissioner 2009-2012

Ferguson Library, Board of Trustees 1999-2004; Chairman 2004

Stamford Police Commission, Commissioner 2003-2004

Stamford Police Pension Board, Trustee 2003-2004

ACE Mentor Program of Connecticut, Board of Directors 1997-2004

Stamford Academy of Information Technology, Advisory Board 2000-2004

United States Selective Service, Board Member, Fairfield County 1998-2004

Stamford Partnership, Board of Directors, 1997-2001

Stamford Water Pollution Control Authority, Chairman, Board of Directors, 1996-2000

State of Connecticut Local Emergency Planning Committee, SW Region, 1996-2000

Stamford Symphony Orchestra, Board of Directors, 1999-2000

Stamford Board of Education, Member and Budget Committee Chair, 1993-1996

League of Women Voters of Stamford, Board of Directors, 1992-1994

Languages

Conversational knowledge of French and Spanish

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Advisory Board or Committee interested in:

1st choice Dare County Tourism Board

2nd choice _____

3rd choice _____

Name Charalambos A. Charalambous

Address 530 W. Aycok Street

City/State/Zip Kill Devil Hills, NC 27948

Email Address Cyprus 376@embarqmail.com

Telephone Home: cell: 419-376-5306

Business: _____

Resident of Dare County: yes no

Occupation: Retired

Business Address: _____

Educational background:

GC School of Careers, Nicosia, Cyprus

Horry-Georgetown Community College, Conway, SC

Business and civic experience and skills:

Have managed multi-million dollar restaurants for the past 35 years.

Have served in many community organizations at the board of directors level.

Other Boards/Committees/Commissions on which you presently serve:

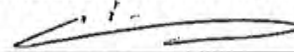
Outer Banks Chamber of Commerce, Outer Banks Seafood Festival,
Kill Devil Hills Community Appearance Commission

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Lee Nettles	Dare County Tourism Bureau	One Visitors Center Circle, Manteo	473-2138
Karen Brown	Outer Banks Chamber of Commerce	101 Town Hall Dr, Kill Devil Hills	441-8144
Bob Woodard	Chairman of Dare County Board of Commissioners	PO BOX 1000, Manteo	475-5000

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 10/7/20 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: _____

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Advisory Board or Committee interested in:

1st choice Dare County ^{UBA} Tourism Board ~~UBA~~

2nd choice _____

3rd choice _____

Name Tim Beacnam

Address 4136 Ivy Lane

City/State/Zip Kitty Hawk NC 27949

Email Address doctofthebay@comcast.net

Telephone Home: 252 261 4844

Business: 252 202 8568 cell

Resident of Dare County: yes no

Occupation: Business owner - Earth Resources, Dock of the Bay Marina

Business Address: PO Box 410

Educational background:

Associate degree - Accounting

Associate degree - Business Administration

Business and civic experience and skills:

Former Owner and Vice President of Outer Banks Contractors

Former trustee at Kitty Hawk United Methodist Church

Former Committee Chair of Boy Scout Troop 117, Kitty Hawk, N.C.

Former Cub Master of Cub Scout Troop 117, Kitty Hawk, N.C.

Member of PTA Boards and School Improvement Teams -

Kitty Hawk Elementary, F.F. Middle and F.F. High Schools

Other Boards/Committees/Commissions on which you presently serve:

Outer Banks Chamber of Commerce

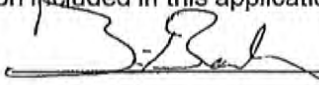
Town Bank

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Jimbo WARD</u>	<u>- Beach Realty</u>		<u>252-261-3815</u>
<u>Taylor Suggs</u>	<u>- Town Bank</u>		<u>252-255-4920</u>
<u>Robbie Parker</u>	<u>- RPC</u>		<u>252-261-3336</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 10-28-2020 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: _____



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

November 6, 2020

Cheryl C. Anby
Clerk to the Board of Commissioners
Dare County
PO Box 1000
Manteo, NC 27954

RE: *DARE COUNTY TOURISM BOARD APPOINTMENT*

Dear Cheryl Anby:

The Town of Southern Shores Council unanimously appointed Councilman Leo Holland to represent the Town of Southern Shores on the Dare County Tourism Board at its November 4, 2020 meeting. The Council also approved a second nominee of Mayor pro tem Elizabeth Morey, and third nominee of Council Member Jim Conners.

I have attached the applications for consideration by the Dare County Commissioners at their January meeting.

If you have any questions, please call me at 261-2394

Sincerely,

Sheila S. Kane, Town Clerk

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Advisory Board or Committee interested in:

1st choice TOURISM BOARD LEO L. HOLLAND

2nd choice _____

3rd choice _____

Name LEO L. HOLLAND

Address 23 SPINDRIFT TR

City/State/Zip SOUTHERN SHORES, NC 27949

Email Address lholland23@embarqmail.com

Telephone Home: 252-255-5780

CELL
Business: 252-256-2488

Resident of Dare County: yes no

Occupation: RETIRED

Business Address: NA

Educational background:

BS Degree in Agricultural Education and Economics
Certificator of Finance from Wharton School of Finance

Business and civic experience and skills:

39 Years with with Deere C&F Division and 16 Years
with James River Equipment. Seven years on SSCA Board
and three years on LPOA Board. Three years on Dare
County Tourism Board.

Other Boards/Committees/Commissions on which you presently serve:

Assistant Chair on Holy Redeemer Pastoral Council

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Charles Toney</u>	<u>Retired</u>	<u>343 Hillcrest Dr.</u>	<u>255-5105</u>
<u>Kevin McShane</u>	<u>Retired</u>	<u>318 Sea Oats Tr</u>	<u>261-7888</u>
<u>James Greff</u>		<u>1025 Dogwood Tr</u>	<u>715-3703</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: Nov 22, 2019 Signature of applicant: Leo L. Holland

FOR OFFICE USE ONLY:

Date received: _____

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Advisory Board or Committee interested in:

1st choice TOURISM BOARD

2nd choice _____

3rd choice _____

Name ELIZABETH MOREY

Address 59 GINGUITE TRL

City/State/Zip SOUTHERN SHORES NC 27949

Email Address azmoreyobx@gmail.com

Telephone Home: 252.256.1953

Business: _____

Resident of Dare County: yes _____ no

Occupation: small business owner - short-term rentals & campaign consultant

Business Address: home-based

Educational background:

BS - ~~UNC~~ CLEMSON UNIVERSITY

MS - NC STATE UNIVERSITY

Business and civic experience and skills:

VOLUNTEER FOR SEA TURTLE PROGRAM USF&WS; BEACH FOOD PANTRY

SMALL BUSINESS OWNER

Other Boards/Committees/Commissions on which you presently serve:

SOUTHERN SHORES PLANNING BOARD
SOUTHERN SHORES TOWN COUNCIL

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
TESS LUDGE	HOSPITALITY	4016 Ivy Ln, KH, NC,	252-216-6105
JANE WEBSTER	HOSPITALITY	3736 HERBERT PERCY RD, KH, NC	252-202-6443
ANDY NARD	HOME BUILDER	147 BAYBERRY, SS, NC	252-256-0853

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 11.22.19 Signature of applicant: Elisabeth Morey

FOR OFFICE USE ONLY:

Date received: _____

1

APPLICATION FOR APPOINTMENT TO
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Advisory Board or Committee Interested In:

1st choice DARE CO. TOURISM BD.

2nd choice _____

3rd choice _____

Name JAMES M. CONNERS

Address 83 DUCK WOODS DR.

City/State/Zip SOUTHERN SHORES, NC 27949

Email Address lafingul@gmail.com

Telephone Home: _____

Business: 252 202-~~4~~1508

Resident of Dare County: yes no

Occupation: LANDSCAPE ARCHITECT

Business Address: P.O. BOX 2609, KHALVK, NC 27949

Educational background:

UNIV. GEORGIA - GRADUATED 1985
BACHELORS DEGREE IN LANDSCAPE
ARCHITECTURE

Business and civic experience and skills:

33 YEARS LANDSCAPE ARCHITECT
PRES. SSHORES CIVIC ASSOC. (4 YRS ON THIS
BOARD, 1 YR AS PRES.)
2 YRS AS ALTERNATE ON PLANNING BOARD
HABITAT FOR HUMANITY (IN ATLANTA)
ROOM IN THE INN (@ ALL SAINTS CHURCH IN
SSHORES
MANY OTHER VOLUNTEER COMMITTEES

Other Boards/Committees/Commissions on which you presently serve:

COUNCIL MEMBER, SOUTHERN SHORES
ROOM IN THE INN - ALL SAINTS CHURCH

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	* Address	Telephone
TOM BENNET	MAYOR SSHORES		261-4850
CHIEF KOLE	POLICE CHIEF SSHORES		261-4850
PETER RASCOE	TOWN MANAGER SSHORES		261-4850

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: DEC. 4, 2018 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: _____

* 5375 N. VA. DARE TRAIL
SSHORES, NC 27949



Cheryl Anby <cheryl.anby@darenc.com>

Outer Banks Hotel/Motel Association DCTB Rep

1 message

Tonia Cohen - Ramada Plaza <tonia.cohen@ramadaplazaobx.com>

Thu, Dec 3, 2020 at 4:21 PM

To: cheryl.anby@darenc.com

Cc: Jamie Chisholm <Jamie.Chisholm@hilton.com>

Hi there,

This is Tonia Cohen the Secretary/Treasurer for the Outer Banks Hotel/Motel Association – sorry if you have emailed the official email because I am having an issue with it right now – but Jamie Chisholm (our current board rep) told me that I needed to email you about our delegate. My previous email was tonia@mindspring.com but I have left the Days Inns here to be the new GM of the Ramada so this is my new contact email if you wish to have this one.

Anyway, the Outer Banks Hotel/Motel Association will be choosing Jamie Chisholm (our President) to once again represent us on the Dare County Tourism Board. If you have any ?s please feel free to email or call my cell at 252-423-0019.

Thank you,

Tonia Cohen

Secretary/Treasurer – Outer Banks Hotel/Motel Association



Cheryl Anby <cheryl.anby@darenc.com>

Manteo Tourist Bureau Appointment

1 message

Becky Breiholz <bbreiholz@manteonc.gov>

Thu, Oct 8, 2020 at 9:15 AM

To: Cheryl Anby <cheryl.anby@darenc.com>

Cheryl,

Attached is the application from Mayor Bobby Owens our Board approved him at last night's meeting to be re-appointed.

--

Becky Breiholz, MMC, NCMC
Town Clerk Town of Manteo
252-473-2133

Email correspondence to and from this address is subject to the North Carolina

Public Records Law and may be disclosed to third parties.



TouristBureauAppointment.pdf

93K

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Advisory Board or Committee interested in:

1st choice Tourism Board

2nd choice _____

3rd choice _____

Name Donna L Peele

Address 57087 Kohler Rd

City/State/Zip Hatteras NC 27943

Email Address donnapeeleobx@gmail.com

Telephone Home: 252 996 0102

Business: 252 987 6060

Resident of Dare County: yes no

Occupation: Property Manager

Business Address: Flying R - Waves NC 27982

Educational background: (REAL WATERSPORTS)

Real Estate Brokers License

Business and civic experience and skills:

Hatteras Village Civic Association over 10 years
Hatteras Island Cancer Foundation founding member
secretary

Other Boards/Committees/Commissions on which you presently serve:

Property Manager for REAC watersports, Real estate sales
- Lands End - owner of Hotel/Motel - Atlantic View -
Hatteras Village

I have been involved in the Hospitality Industry on Hatteras Island since 1991. 30 years

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Trip Forman	REAC WATERSPORTS	WAVES	252 305 6596
Beth Midgett	Midgett Realty	Hatteras	252 996-0133
Joe Thompson	Koru	Axon	252 996 0565

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 11/24/2020 Signature of applicant: Donna Pele

FOR OFFICE USE ONLY:

Date received: _____

APPLICATION FOR APPOINTMENT TO
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Advisory Board or Committee interested in:

1st choice Outer Banks Tourism Board

2nd choice _____

3rd choice _____

Name Judy Y Banks

Address Post Office Box 367

City/State/Zip Hatteras, NC 27943

Email Address judybnks1948@gmail.com

Telephone Home: 252-996-0346

Business: _____

Resident of Dare County: yes no

Occupation: Retired from Outer Banks Family Medicine Avon, Retired Real Estate Broker in Property Management

Business Address: _____

Educational background: Graduate Atlantic Christian College, Barton

Business and civic experience and skills:

Owner Remco, Property Managment Company, Greenville, NC 1981-1993
~~Managing Broker Midgett Realty, Avon NC 1995-1998~~
Outer Banks Family Medicine Hatteras/Avon 1998-2017

Hatteras Island Water Association-Board Member during transition to Dare County taking over the Association
Hatteras Village Civic Association - Board Member 9 years
Hatteras Island Cancer Foundation-Founding member and President for 12 years.

Other Boards/Committees/Commissions on which you presently serve:

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Wally Overman,	Vice Chair Board of Commissioners Dare County	on file	
Bob Woodard,	Chairman Board of Commissioners Dare County	on file	
Dr. T. Bentley Crabtree,	MD	PO Box 975, Avon, NC 27915	995-3073

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 10/18/2019 Signature of applicant: _____

FOR OFFICE USE ONLY:

Date received: 10/18/19

APPLICATION FOR APPOINTMENT TO
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Advisory Board or Committee interested in:

1st choice Albemarle Commission

2nd choice Tourism Board

3rd choice Planning Board

Name Aida Doss Havel

Address P.O. Box 676

City/State/Zip Rodanthe, NC 27968

Email Address aidahavel@gmail.com

Telephone Home: 919-740-7031

Business: Same

Resident of Dare County: yes no

Occupation: Attorney

Business Address: (same as above)

Educational background:

BA, Davidson College, 1980; JD, UNC-Chapel Hill, 1984;

Masters in Conflict Resolution, UNC-G, 2015

Business and civic experience and skills:

- ① 30+ years in the legal system, first as a litigator, now as a mediator and peacemaker
- ② Extensive election administration experience, including 4 years on the Wake County Board of Elections, the last 2 as chair.
- ③ Extensive Board experience, including chair/president

of Friends of the Outer Banks History Center and
Unity Church of the Triangle.

④ Extensive board & committee service in multiple
legal organizations, including the Wake County Bar
Association and the NC Bar Association.
Other Boards/Committees/Commissions on which you presently serve:

Because I have just recently moved to Dare
County, I do not presently serve on any boards
or commissions but I would very much
like to get involved (which is why I am making
this application).

REFERENCES

List three persons who are not related to you and who have definite knowledge of your
qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Mr. Danny Couch	Commissioner/Realtor		252-475-4477
Mr. Gary Sims	Director, Wake County Board of Elections		919-856-6240
Ms. Tama Creaf	Archivist, Outer Banks History Center		252-473-2655

I understand this application will be kept on the active file for three years and I
hereby authorize Dare County to verify all information included in this application.

Date: 12/12/18 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 12-14-18

AIDA DOSS HAVEL

P.O. Box 676

Rodanthe, North Carolina 27968

(919) 740-7031

www.havellaw.com, aida@havellaw.com, aidahavel@gmail.com

EDUCATION

- B.A., Davidson College, Davidson, North Carolina, 1980
- Certificate, University of Denver Publishing Institute, Denver, Colorado, 1980
- J.D., UNC School of Law, Chapel Hill, North Carolina, 1984
- Master's Degree in Peace and Conflict Studies, UNC-G, Greensboro, North Carolina, 2015

LAW SCHOOL ACTIVITIES

- North Carolina Law Review
- Medical Conditions Supervisor, Prisoners' Rights Project
- International Moot Court participant

MEMBERSHIPS

- North Carolina State Bar (admitted 1985)
- North Carolina Bar Association (Family Law and Dispute Resolution sections; current Co-Chair of The Civil Collaborative Committee of the Dispute Resolution section)
- Wake County Bar Association
- International Academy of Collaborative Professionals
- Global Collaborative Law Council

EMPLOYMENT

- **Participating Attorney**, Just Us (a collaborative law practice group) November 2018 - present
- **Participating Attorney**, Separating Together (a collaborative law practice group) November 2010 - November 2018
- **Attorney at Law**, Law Offices of Aida Doss Havel, January 2006 - October 2010
- **Attorney & Senior Partner**, Doss & Willis, L.L.P., August 1992 - December 2005
- **Associate Attorney**, Stratas & Weathers, October 1989 - July 1992
- **Associate Attorney**, Faison & Brown, October 1988 - September 1989
- **Attorney at Law**, Law Offices of Aida Fayar Doss, January 1987 - September 1988
- **Staff Attorney**, North Carolina Court of Appeals, March 1985 - December 1986
- **Marketing Assistant**, Harper & Row Publishers, New York, NY, September 1980 - May 1981

LEGAL ACTIVITIES AND HONORS

- Presentation to ABA Dispute Resolution Section annual meeting (anticipated April 2019)
- Presentations to two national collaborative law organizations (GCLC and IACP), 2018
- Course Planner and presenter/trainer at 5+ CLE seminars across North Carolina, 2016-2018
- Board Member, **Wake County Bar Association**, 2016-2018
- With the Honorable Christine Walczyk, Wake County District Court Judge, created and implemented a new volunteer mediation program in Family Court, 2015

- Presentation on Collaborative Law to students, faculty, and attorneys at UNC-Charlotte School of Law, 2015
- With the Honorable Jennifer M. Green, Wake County District Court Judge, created and implemented a new court to mediate custody claims in domestic violence cases, 2013-2014
- Taught family law, collaborative law, and elections law to a visiting group of mediators from Belarus, April 2014
- Co-taught a 15-hour Basic Collaborative Law course, April 2014, April 2015, Spring 2017
- Taught mediation to a co-housing group, January 2014
- Authored "Ten Things You Probably Didn't Know About Collaborative Law" for the December 2013 issue of the NC Advocates for Justice' *Trial Briefs* magazine
- Participant in panel presentation on "The Paradigm Shift" at Campbell Law School Symposium on "The Virtuous Lawyer," 2013
- IACT Leadership Committee (www.iactprogram.com), July 2011 – present
- Team taught two multi-day seminars (3 days and 4 days) on Collaborative Law in the Health Care Context, 2011 and 2012
- Presentation on Collaborative Law to family law class at NC Central School of Law, 2010, 2011, and 2012
- Ongoing presentations about NC family law to mediators seeking certification as Family Financial Mediators, 2010-present
- Participant, NCBA's "4All" Day of Service call-in program, 2009, 2010, 2012, and 2014
- Presentation on "Financial Issues in Family Law" to Triangle Pastoral Counseling, 2009
- Presentation on "Starting Your Own Family Law Practice" to the NC Advocates for Justice (formerly Academy of Trial Lawyers), 2008
- Ongoing presentations to women in recovery at The Healing Place, 2008 - 2010
- Wake County Family Court Improvement Committee, 2007 – present
- Original Bench/Bar Transitional Family Court Committee, 2002
- Women's Center Legal Hotline, 1990 - 2003
- President, Wake County Family Lawyers, 1990 – 1991
- Outstanding Volunteer Lawyer Award, 1996
- Taught seminar on Family Law for attorneys, 1993
- Lectured to various paralegal classes on Family Law, early 1990s
- Lectured to State government employees on wills and other estate documents, early 1990s

ADVANCED LEGAL TRAINING

- Trained in Advanced Non-Violent Communication, 2010, 2012
- Trained in Advanced Collaborative Law, 2008
- Trained as a Parent Coordinator, 2007
- Trained in Non-Violent Communication, 2007
- Trained as a Family Financial Mediator, 2006
- Trained in Collaborative Law, 2005

CIVIC INVOLVEMENT

- **Dare County Board of Elections** precinct official, May 2018 – present
- **Wake County Board of Elections** Coordinator, July 2014 – November 2016
- Authored "A Handbook for New County Board of Elections Members in North Carolina," August 2013; presented copies to all 300 county Board of Elections' members
- Presentation on "County Board Members 101: What You Need to Know" at statewide training for 300 county board of elections members, August 2013
- Chair, Wake County Board of Elections, July 2011 – July 2013
- Secretary, Wake County Board of Elections, July 2009 – June 2011

- **Legislative Liaison**, Election Boards Association of North Carolina, July 2009 – July 2013
- **Chief Judge** in Precinct 11-02, August 2007 – July 2009
- **Wake County Board of Elections** precinct official in Precinct 11-02, 1994 – July 2009
- President, Board of Trustees, **Unity Church of the Triangle**, April 2011 – March 2012 (Vice-President, June 2010 – March 2011; member at large, March 2010 – June 2010, March 2012 – March 2013)
- Board Member, **Friends of the Outer Banks History Center**, November 2011 -- present
- Board Member, **Triangle Pastoral Counseling**, 2008 - 2011
- Board Member, **NC-GALA** (Gay and Lesbian Attorneys), 2007 - present
- Ongoing participation in **Capital Area Teen Court**, 2013 – 2015
- Participated in tutoring relocated Montagnard parents and children, February 2013 – December 2014
- Participated in remodeling a disabled child's bedroom with April's Angels in Pittsboro, North Carolina, May 2012
- Participated in a support circle for a local homeless family through Unity Church of the Triangle and Catholic Charities, 2010-2011
- Participated in rebuilding a Katrina-destroyed home with the St. Bernard Project in Chalmette, Louisiana, May 2009

POLITICAL ACTIVITIES

- Member, Dare County Democratic Party and Dare County Democratic Women, May 2018 – present
- Secretary, Wake County Democratic Party, January 2009 – April 2009 (resigned due to a statutory conflict)
- Member, Wake County Democratic Women, 2006 - 2009
- Member, Lillian's List, 2004 – 2009
- Member, ACLU, 2004 – 2009
- Member, League of Women Voters, 2004 – 2009

PERSONAL

- Married to John M. Havel; one stepson; two cats



Commissioners' Business & Manager's/Attorney's Business

Description

Remarks and items to be presented by Commissioners and the County Manager.

Board Action Requested

Consider items presented

Item Presenter

Robert Outten, County Manager