



Burke County
Board of Commissioners
Pre-Agenda Meeting
Virtual Zoom Meeting
Tuesday, May 5, 2020
3:00 PM

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. PRESENTATIONS

1. AS - Pet of the Month (Place Holder) - Presented by Kaitlin Settlemyre, Animal Services Director
2. TDA - Financial Update for the Period Ending March 31, 2020 (Place Holder) - Presented by Ed Phillips, TDA Director

4. SCHEDULED PUBLIC HEARINGS

1. BDI - Building Reuse Grant and Local Economic Development Grant for Project Refresh and Public Hearing - 6:00 PM - Presented by Alan Wood and/or Hope Hopkins, BDI

5. CONSENT AGENDA

1. BCPS - Presentation of Financial Data for the Period Ending March 31, 2020 - Presented by Keith Lawson, BCPS Finance Officer
2. WPCC – Presentation of Financial Data for the Period Ending March. 31, 2020 - Presented by Sandy Hoilman, WPCC Chief Financial Officer
3. BOC / PBHM - Amended Bylaws - Presented by Tara Conrad, PBHM
4. BOC - Resolution Regarding Rules of Procedure for Electronic Meetings During COVID-19 State of Emergency - Presented by Johnnie Carswell, Chairman
5. BOC - Resolution Regarding Surplus Real Property - Presented by Johnnie Carswell, Chairman
6. Clerk - East Burke Senior Center Advisory Committee - Reappointments / Removal - Presented by Kay Draughn, Clerk to the Board
7. Finance - Audit Contract for FY 19-20 - Presented by Margaret Pierce, Deputy Co. Mgr. / Finance Director
8. Finance - County Financial Report for the Period Ending March 31, 2020 - Presented by Margaret Pierce, Deputy Co. Mgr. / Finance Director
9. JCPC - Approval of County Plan for Burke County & Funding Allocation - Presented by AJ Coutu, JCPC Administrator and/or Rebecca McLeod, Health Director
10. Tax Dept. - Tax Collection Report for April 2020 (Place Holder) - Presented by Danny Isenhour, Tax Administrator
11. Tax Dept. - Release Refund Report for April 2020 (Place Holder) - Presented by Danny Isenhour, Tax Administrator

6. ITEMS FOR DECISION

1. Co. Mgr. - Presentation of Recommended Budget for FY 20-21 and Scheduling of Public Hearing - Presented by Bryan Steen, County Manager
2. HR - Creation of Animal Services Enforcement Positions - Presented by Rhonda Lee, HR Director

7. REPORTS

8. OTHER DISCUSSION ITEMS

9. ADJOURN

To participate in the Zoom virtual meeting, please contact Kay Draughn, Clerk to the Board, by 2 p.m. on May 5, 2020 at 828-764-9354 or kay.draughn@burkenc.org.

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



PRESENTATIONS

Subject Title: AS - Pet of the Month (Place Holder)

Presented By: Kaitlin Settlemyre

Summary of Information: Animal Services staff will present a dog and cat in need of its “forever” home at the regular meeting.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: None. Encourage citizens to adopt an animal from the Burke Co. Animal Services Center.

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



PRESENTATIONS

Subject Title: TDA - Financial Update for the Period Ending March 31, 2020 (Place Holder)

Presented By: Ed Phillips

Summary of Information: In accordance with Session Law 2007-265, HB 78, the Tourism Dev. Authority must report quarterly and at the close of the fiscal year to the Burke County Board of Commissioners on its receipts and expenditures for the preceding quarter and for the year in such detail as the board may require.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To accept the report as presented.

Note: The financial report was not available at the time of agenda distribution.

Burke County Tourism Development Authority
110 East Meeting Street
Morganton, NC 28655



Date: April 24, 2020

From: Burke County Tourism Development Authority

Operational Update #4

The Burke County Tourism Development Authority has implemented several plans to mitigate the impact of the COVID-19 virus and the impact on our ability to operate.

- NEW: The Burke TDA has created a “Burke Treasures” campaign on social media. These are posted every morning at 6:30 am, 7 days a week with inspiring stories about Burke County People and Places who represent the Tourism Economy here. The goal is to bring awareness to these special treasures and get people to think about activities they may consider once the travel restrictions are lifted. This campaign will continue for the foreseeable future. Other Advertising and marketing campaigns continue to be paused.
- Tourism Staff continue to answer calls from travel writers and publishers who are interested in Burke County stories for their publications. Staff have provided photos and other information for upcoming stories.
- The TDA is sharing information for hospitality and tourism workers in Burke County of which more than 2,000 may be unemployed due to restaurant closures and diminished hours. Hotels in Burke have also reduced staff to the bare minimums.
- All TDA non-essential spending has been cut to preserve our Fund Balance for operational costs and **Recovery Marketing** once this crisis is over.
- Staff- We continue to work shifts in the Burke Visitor Center and remotely whenever possible. Staff health and safety are of the utmost importance.
- The Burke Visitor Center is **Closed to Visitors**. We are answering phone calls and directing inquiries to the appropriate resources.

We will communicate weekly through this Operational Update unless an urgency occurs. Please feel free to contact me by email if you have any questions.

director@discoverburkecounty.com

Sincerely,

Ed Phillips

C.E.O., Burke County Tourism Development Authority

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



SCHEDULED PUBLIC HEARINGS

Subject Title: BDI - Building Reuse Grant and Local Economic Development Grant for Project Refresh and Public Hearing - 6:00 PM

Presented By: Alan Wood or Hope Hopkins

Summary of Information: Burke Development Inc. requests support for Project Refresh, a new industry relocating to Burke County (Morganton), through a Building Reuse grant, and a local economic development grant which will be the matching funds for a proposed One NC grant from the State of North Carolina.

A Building Reuse grant application for \$500,000 is being submitted to the State by the County. Burke County and the City of Morganton will provide the 5 percent local match of \$12,500 each or \$25,000 total. A grant administration contract with the WPCOG (Western Piedmont Council of Governments) is necessary if a grant award is received. The local match will cover the grant administration cost. The Company will create at least 151 new jobs by the end of 2022, approximately 226 new jobs over 5 years and invest approximately \$18.5 million in new additional tax base. The jobs will meet or exceed the average county wage and will include healthcare benefits.

A \$500,000 One NC grant application will be submitted to the State, which requires a 50% local match. Burke County's and the City of Morganton's proposed economic development grants, which consists of grants equivalent to 60% of the taxes paid on the new taxable investment for five (5) consecutive years beginning in FY 2022-23 will be used as the match. Based on the estimated investment of \$18.5M and the County's current tax rate of 69.5 cents, the County's portion would be \$77,145 annually for five (5) years or \$385,725 in total. Based on Morganton's current tax rate of 57 cents, their allotment would be \$63,270 annually or \$316,350 in total. (This is for demonstration purposes only based on investment approximation - actual incentive may vary.)

Budgetary Effect: The County's portion of the local match, \$12,500, would need to be appropriated in the FY 2020-21 budget. Based on an \$18,500,000 investment, the grant allocation would be approximately \$77,145 per year beginning in the 2022-2023 budget year.

County Manager's Recommendation: Approval is recommended.

Suggested Motions:

1. **Receive presentation.**
2. **Hold a public hearing.**
3. **To adopt Res. No. 2020-15.**

4. To approve the recommended local economic development grant equivalent to 60% of the taxes paid on the new taxable investment of approximately \$18.5 million for five (5) years and the creation of 151 new jobs by the end of 2022.
5. To approve a contract between Burke County & WPCOG for grant administration, subject to a grant award and authorize the County Manager to execute the contract on behalf of the Board.

Burke County, North Carolina
Authorizing Resolution
Rural Economic Development Division
North Carolina Department of Commerce
Building Reuse Program
2020 Project Refresh Building Reuse Application

WHEREAS, the North Carolina General Assembly authorized in 2013 funds to the North Carolina Department of Commerce Rural Economic Development Division to stimulate economic development and job creation. A portion of the funding authorized the making of grants to aid eligible units of government to stimulate the creation of jobs through the expansion and renovation of buildings that will spur economic activity; and

WHEREAS, Burke County desires to assist through grant funding the economic renovation of an existing building located in Morganton to assist Project Refresh with an expansion; and

WHEREAS, Burke County intends to request grant assistance from the NC Department of Commerce, Rural Economic Development Division, Building Reuse Program for the renovation of the facility:

NOW THEREFORE BE IT RESOLVED, BY THE BURKE COUNTY COMMISSIONERS:

That Burke County and the City of Morganton will provide the minimum 5 percent match (\$25,000 total; \$12,500 each) for an estimated \$500,000 grant request, if approved for a grant.

That Kenneth B. Steen, County Manager, and successors so titled, is hereby authorized to execute and file an application on behalf of Burke County with the NC Department of Commerce, Rural Economic Development Division for a grant to assist in the pre-development of the project described above.

That Kenneth B. Steen, County Manager, and successors so titled, is hereby authorized and directed to furnish such information as the NC Department of Commerce, Rural Economic Development Division may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That Burke County has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Adopted this 19st day of May 2020.

Johnnie W. Carswell, Chairman

Burke Co. Board of Commissioners

CERTIFICATE OF RECORDING OFFICER

The undersigned duly qualified Clerk to the Board of Commissioners, Kay Honeycutt Draughn, does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the NC Department Rural Economic Development Division, as adopted at a legally convened meeting of Burke County duly held on the 19st day of May 2020; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 19st day of May 2020.

Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board

**NOTICE OF VIRTUAL PUBLIC HEARING
ECONOMIC DEVELOPMENT INCENTIVE
PROJECT REFRESH
MAY 19, 2020 – 6:00 P.M.**

Notice is hereby given that the Burke County Board of Commissioners will hold a VIRTUAL public hearing at 6:00 p.m. (or as soon thereafter as persons may be heard) on Tuesday, May 19, 2020, to give consideration and approval of expending public funds to assist with rehabilitating the location of Project Refresh, which is located in Burke County (Morganton) via a Building Reuse grant and a local economic development grant which will be the matching funds for a proposed OneNC grant from the State of North Carolina. A Building Reuse grant application for \$500,000 is being submitted to the State by the County. Burke County and the City of Morganton will provide the 5 percent local match of \$12,500 each or \$25,000 total. The Company will create at least 151 new jobs by the end of 2022, approximately 226 new jobs over 5 years and invest approximately \$18.5 million in new additional tax base. The jobs will meet or exceed the average county wage and will include healthcare benefits. Also, BDI proposes a grant equivalent to 60% of the property taxes paid on the new tax base generated for a period of five (5) years. The Board of Commissioners and the Morganton City Council believe the project will stimulate economic activity, will result in the creation of new jobs, help stabilize and increase the tax base and create additional revenues for both entities. Citizens may express their opinion(s) during the virtual public hearing by joining the virtual meeting at 5:45 p.m. Please contact the Clerk for connection credentials prior to the meeting. Or citizens may submit a written statement to the Clerk by **4 p.m.** on Tuesday, **May 19, 2020** in one of the following ways:

- Email: kay.draughn@burkenc.org
- Hand-deliver: Burke County Governmental Offices, 200 Avery Avenue, (2nd Floor) in Morganton
- US Mail: Burke County, Attn: Kay Draughn, P.O. Box 219, Morganton, NC 28680.

Comments received by the deadline will be read aloud by the Clerk during the virtual public hearing.

AGREEMENT BETWEEN THE
WESTERN PIEDMONT COUNCIL OF GOVERNMENTS AND
BURKE COUNTY
FOR THE PROVISION OF
ADMINISTRATIVE ASSISTANCE
N.C. COMMERCE RURAL ECONOMIC DEVELOPMENT DIVISION
REUSE GRANT
JULY 28, 2020 – JUNE 18, 2021

This AGREEMENT, entered into on this the ____ day of July, 2020 by and between the Western Piedmont Council of Governments (hereinafter referred to as the "Planning Agency") and Burke County, North Carolina (hereinafter referred to as the "Local Government"); WITNESSETH THAT:

WHEREAS, the Planning Agency is empowered to provide technical assistance by the North Carolina General Statutes and by resolution passed by the Planning Agency on April 17, 1972. Technical assistance shall consist of the provision of services as described in Attachment A, which is herein made a part of this Contract;

WHEREAS, the Local Government has requested the Planning Agency to provide such technical assistance to the Local Government; and

WHEREAS, the Planning Agency desires to cooperate with the Local Government in every way possible to the end that the proposed activities are carried out in an efficient and professional manner;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Personnel.** That during the period of this Contract, the Planning Agency will furnish the necessary trained personnel to the Local Government.
2. **Travel/Printing.** The Local Government will pay for expenses related to conferences, conventions, seminars, local travel, etc. of the personnel when the Local Government requests or approves travel related to the Local Government's planning program, or if it is beneficial to both parties, the costs will be shared on an agreed-upon ratio. The Local Government will also pay for expenses related to printing of report(s), mailings to advisory boards, and other costs not related to normal travel and staffing costs associated with personnel furnished by the Planning Agency.
3. **Compensation.** The Local Government will pay the Planning Agency an amount of \$25,000 (twenty-five thousand dollars) for the satisfactory performance of all services related to administration of the project as defined in the attached Scope of Services. It is expressly understood and agreed that total compensation shall not exceed the sum specified without prior approval of both agencies.

4. **Termination/Modifications.** The Local Government may terminate this Contract by giving the Planning Agency a thirty-day written notice. Furthermore, if there is a need to amend the proposal outlined in Attachment A, either party may do so with the written approval of the other.
5. **Time of Performance.** The Planning Agency shall ensure that all service required herein should be completed and all required reports, maps, and documents submitted during the period beginning July 28, 2020 and ending June 18, 2021.
6. **Interest of Members, Officers, or Employees of the Planning Agency Members of the Local Government, or Other Public Officials.** No member, officer, or employee of the Planning Agency or its agents; no member of the governing body of the locality in which the program is situated; and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The Planning Agency shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.
7. **Nondiscrimination Clause.** No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination with any program or activity funded.
8. **Age Discrimination Act of 1975, as amended.** No qualified person shall on the basis of age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.
9. **Section 504, Rehabilitation Act of 1973, as amended.** No qualified disabled person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.
10. **Access to Records and Record Retainage.** All official project records and documents must be maintained during the operation of this project and for a period of three years following closeout.

- 11. **Liquidated Damages Clause.** If the project fails to be carried out within the time frame outlined in the administrative proposal due to activities attributed to the Planning Agency, the Local Government may assess the Planning Agency a sum in the amount of \$100 per week for any subsequent weeks until completion.
- 12. **Termination of Agreement for Cause.** If, through any cause, the Planning Agency shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or violate any of the covenants, conditions, or stipulations of this Agreement, the Local Government shall thereupon have the right to terminate this Agreement by giving written notice of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared under this Agreement shall, at the option of the Local Government, become its property, and the Planning Agency shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials in direct proportion to the extent of services actually completed.
- 13. **Grantee Assurances.** In the performance of this Agreement, the Planning Agency shall comply with all applicable federal rules and procedures outlined on the attached pages as E.O. 11246 Clause, the Section 3 Clause and Lobbying Clause (Attachments B, C and D).

IN WITNESS WHEREOF, the Planning Agency and the Local Government have executed this Agreement as of the date first above written.

LOCAL GOVERNMENT:
BURKE COUNTY

PLANNING AGENCY:
WESTERN PIEDMONT
COUNCIL OF GOV'TS.

By: _____
County Manager

By: _____
Executive Director

LOCAL GOVERNMENT:

PLANNING AGENCY:

By: _____
Chairman

By: _____
Chairman

Attachment: Burke County Project Refresh Matching Funds - WPCOG Contract_Redacted (2994 : Project Refresh)

Preaudit statement:

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

By: _____
Local Government Finance Officer

Attachment: Burke County Project Refresh Matching Funds - WPCOG Contract_Redacted (2994 : Project Refresh)

ATTACHMENT A
SCOPE OF SERVICES

BURKE COUNTY
NORTH CAROLINA RURAL CENTER
WORK PROGRAM/BUDGET
JULY 28, 2020 – JUNE 18, 2021

Introduction

The Western Piedmont Council of Governments (WPCOG) has worked with Burke County on the receipt of a NC Department of Commerce Building Reuse Grant for Project proposing to rehabilitate the property located at

The NC Department of Commerce is scheduled to award a \$500,000 Building Reuse Grant in June 2020 for the up fit of the building in order for to manufacture and distribute goods in Burke County and create 151 new, full-time positions within two years.

The Scope of Services proposal is intended to describe the various administrative activities the WPCOG will provide as related to the NC Commerce Rural Economic Development Division grant funds.

WPCOG Services

Paul Teague will serve as the Project Administrator and will provide the following specific activities:

- Assistance with development of Burke County's Award Package.
- Development and management of the overall project filing system.
- Preparation of all pay request recommendations for the County.
- Requisition of the grant funds.
- Preparation of all required reports during the project construction.
- Update Manager on status of project.

The County will be responsible for the following:

- Adequate office space including utilities.
- Direct payment of legal and audit services and general administrative costs.
- All administrative costs not specifically identified as WPCOG responsibilities.

Administrative Fee

The WPCOG proposes to provide the above-described services for a fee not to exceed contract of \$25,000.

Amendments and Termination

Burke County can terminate this contract by giving a one-month written notice. Should there be the need to amend this proposal during the term of the project, either party may do so with the approval of the other.

Assurances

Assurances are attached as a part of the Agreement

ASSURANCES OF COMPLIANCE

ATTACHMENT B

Executive Order 11246

During the performance of this Contract, the contractor agrees as follows:

- 1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, or national origin. Such action shall include, but not be limited to the following: recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin.
- 3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, notice advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- 5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies involved as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract

or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

ATTACHMENT C

Section 3 Clause

"Section 3" Compliance in the Provision of Training, Employment, and Business Opportunities

- a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
- b. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment and training.
- d. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice of knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors or assigns to those sanctions specified by the grant or loan agreement of contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

ATTACHMENT DLobbying Clause

No Federal appropriated funds have been paid or will be paid, by or on behalf of the Planning Agency or the Local Government, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative, agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Planning Agency and/or the Local Government shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



CONSENT AGENDA

Subject Title: BCPS - Presentation of Financial Data for the Period Ending March 31, 2020

Presented By: Keith Lawson

Summary of Information: In accordance with the Memorandum of Agreement approved by the County and the Board of Education, the Board of Education will provide to the County quarterly financial reports on the 2019-2020 budget year, showing the application of the County's local funding by the end of each fiscal quarter. These reports will be presented to the County's Board of Commissioners in November 2019, February 2020 and May 2020, respectively.

BCPS						
Estimated Revenues						
2019/2020						
	Annual		March YTD			% of Budget
	Previous	Current Fcst	Previous	Current	% Change	Received
State	80,597,443	80,600,000	60,494,881	60,269,393	-0.4%	74.8%
Federal	7,462,092	7,720,415	5,237,136	5,088,420	-2.8%	65.9%
Local	14,568,907	14,425,772	11,325,498	11,235,787	-0.8%	77.9%
School Nurses	718,403	998,140	563,099	650,259	15.5%	65.1%
Charter Schools	412,143	450,291	276,952	390,460	41.0%	86.7%
Fines & Forfeitures	430,149	380,000	259,995	266,833	2.6%	70.2%
Special Revenues	5,513,118	5,350,000	3,334,118	3,033,210	-9.0%	56.7%
Total	\$ 109,702,255	\$ 109,924,618	\$ 81,491,679	\$ 80,934,362	-0.7%	73.6%

BCPS										
Local Financials by Purpose & Function Level										
2019/2020										
Expenses		'16/17	'17/18	'18/19	'19/20					Total
					Budget	1st	2nd	3rd	4th	
5XXX	Regular Instructional Services	4,912,851	5,164,868	5,324,653	5,426,911	822,802	1,957,952	672,119		3,452,873
6XXX	Instructional Support	9,795,255	10,405,887	10,119,395	10,442,916	2,975,589	2,337,956	2,023,534		7,337,079
8XXX	Other Governmental Units	655,442	625,363	702,226	617,763	57,823	155,247	192,898		405,968
4XXX	Revenues Over/(Under)	430,881	(98,431)	37,872	(188,387)	93,890	(231,620)	1,137,813		1,000,083
XXXX	Grand Total	\$ 15,794,429	\$ 16,097,687	\$ 16,184,146	\$ 16,299,203	\$ 3,950,104	\$ 4,219,535	\$ 4,026,364	\$ -	\$ 12,196,003
	% of Annual Budget									74.8%
	Revenue									
4110	Burke County	14,264,035	14,599,358	14,448,211	14,416,272	3,745,262	3,745,263	3,745,262		11,235,787
4110	Timber Receipts	10,747	9,406	120,696	9,500	-	-	-		-
4110	Charter Schools	370,618	372,286	412,143	450,291	89,557	289,412	11,491		390,460
4410	Fines & Forfeitures	430,126	330,570	430,149	380,000	1,529	141,577	123,727		266,833
4490	School Nurses	653,750	726,095	718,403	998,140	70,933	94,022	485,304		650,259
4493	Schools' Receivables	65,153	59,972	54,544	45,000	42,823	(50,739)	(339,420)		(347,336)
44XX	Grand Total	\$ 15,794,429	\$ 16,097,687	\$ 16,184,146	\$ 16,299,203	\$ 3,950,104	\$ 4,219,535	\$ 4,026,364	\$ -	\$ 12,196,003
	LCE FB contributed \$38k for '18/'19, bringing total FB to \$2.7M, 16.6% of local budget									
	At this point in time have no forecast as to current FB impact due to COVID-19									

Budgetary Effect: NA

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To accept the report as presented.

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



CONSENT AGENDA

Subject Title: WPCC – Presentation of Financial Data for the Period Ending March. 31, 2020

Presented By: Sandy Hoilman

Summary of Information: An overview of the College's financial data will be presented for the period ending March 31, 2020

WESTERN PIEDMONT COMMUNITY COLLEGE
FY 2019-2020 SUMMARY AS OF MARCH 30, 2020

Summary of Revenues	STATE			COUNTY			INSTITUTIONAL		
	BUDGET	ACTUAL	REMAINING	PGLT	ACTUAL	REMAINING	BUDGET	ACTUAL	REMAINING
State Appropriations	13,957,487	10,703,317							
Add. Allocations (detail below)	859,200								
County Appropriations				2,560,155	1,920,116				
Rent & Interest Income				53,000	16,705				
Institutional Funds							5,416,497	4,954,480	
Total Budgeted Revenues	14,816,687	10,703,317	4,113,370	2,613,155	1,936,822	676,333	5,416,497	4,954,480	462,017
Summary of Expenditures									
Institutional Support	2,873,668	2,065,052	72%	258,380	214,759	83%	114,659	59,780	52%
Curriculum Instruction	6,750,780	5,025,051	74%				270,666	149,054	55%
Non Curriculum Instruction	1,900,058	1,149,991	61%				147,380	151,497	103%
Academic Support	1,433,149	1,048,912	73%				1,137	81	7%
Student Support	1,554,189	1,103,160	71%				370,000	275,533	74%
Plant Operations & Maint.				2,354,775	1,480,528	63%			
Proprietary / Other							988,202	772,826	78%
Student Aid							3,524,453	3,469,374	98%
Capital Outlay (excluding Capital Improvements)	304,843	185,909	61%						
Total Budgeted Expenditures	14,816,687	10,578,076	4,238,611	2,613,155	1,695,287	917,868	5,416,497	4,878,146	538,351
		71.4%	28.6%		64.9%	35.1%		90.1%	9.9%

ADDITIONAL FUNDING DESIGNATED FOR APPROVED PROJECTS	
Customized Training Projects	108,700
CTP Regional Trainer	128,614
Male Minority Grant - Aviso	45,130
Perkins Grant - Reserve Funds	25,386
Federal Portion - Basic Skills	195,805
NCWorks Career Coach	158,328
Professional Devel Grant	15,000
Carryforward	24,018
Longevity	158,219
Total Other	859,200

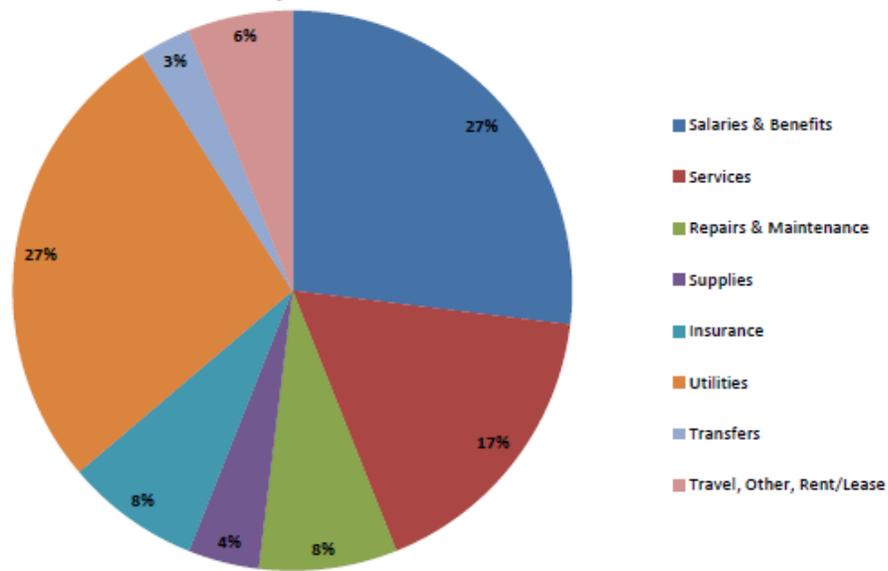
As of March 30, 2020		
Total College Budget	\$	22,846,339
Total Expenditures	\$	17,151,509
		<u>75.1%</u>

Fund Balance: County Funds	
Fund Balance, Beginning July 1, 2019	626,111
Current Operating Cash	241,534
Current Fund Balance	<u>867,645</u>
	34%

Western Piedmont Community College
County Expenditures by Category
FY 2020 - Actual Expenditures - July 1, 2019 thru March 30, 2020

Salaries & Benefits	456,627	26.9%
Services	288,378	17.0%
Repairs & Maintenance	135,599	8.0%
Supplies	69,231	4.1%
Insurance	131,870	7.8%
Utilities	460,934	27.2%
Transfers	49,941	2.9%
Travel, Other, Rent/Lease	102,707	6.1%
<hr/>		
1,695,287		100%

County Expenditures - FY 2020
July 1, 2019 - March 30, 2020



Budgetary Effect: NA

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To accept the report as presented.

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



CONSENT AGENDA

Subject Title: BOC / PBHM - Amended Bylaws

Presented By: Tara Conrad

Summary of Information: Partners Behavioral Health Management assures everyone who lives in Burke, Catawba, Cleveland, Gaston, Iredell, Lincoln, Rutherford, Surry, and Yadkin County and is covered by Medicaid or state health insurance or has no insurance at all receives the best possible services for mental health, substance use disorder, and intellectual and developmental disabilities and amended its bylaws on March 19, 2020, as recommended and to comply with NCGS 122C-118.1. The following amendments were approved:

The change to limit terms to two, three-year terms was required so that Partners' bylaws are aligned with the statute. The other change to remove the restriction to the number of seats per county, based on population was recommended to the PBHM Board to allow more flexibility to meet the thirteen representation requirements that are required in the statute.

It is the County's policy to approve bylaws and amended bylaws for its boards and committees and staff recommends approving these bylaws if only for awareness.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To approve the amended bylaws for Partners Behavioral Health Management as presented.

**PARTNERS BEHAVIORAL HEALTH MANAGEMENT
BOARD BY-LAWS**

ARTICLE I: PURPOSE

The purpose of Partners Behavioral Health Management is to be the Local Management Entity (LME) and Managed Care Organization (MCO) for community mental health services of the highest possible quality within the available resources to serve the populations of Burke, Catawba, Cleveland, Gaston, Iredell, Lincoln, Rutherford, Surry, and Yadkin Counties (“Partners Catchment Area”). Managed services shall include, but not be limited to, services for mental health disorders, intellectual/developmental disabilities, and substance use.

ARTICLE II: DESCRIPTION

Partners Behavioral Health Management is a public authority created effective July 1, 2012 by the combined Boards of Commissioners of Burke, Catawba, Cleveland, Gaston, Iredell, Lincoln, Surry, and Yadkin Counties and expanded effective July 1, 2019 to include Rutherford County. The commissioners, in collaboration with the North Carolina Department of Health and Human Services (DHHS), have established a partnership with the State for the delivery of community mental health services in Burke, Catawba, Cleveland, Gaston, Iredell, Lincoln, Rutherford, Surry, and Yadkin Counties. As a public authority, Partners Behavioral Health Management receives financial support from the following sources: federal government, state government, local government, grants, contracts, donations and other sources of revenue consistent with the above Purpose and any Statement of Mission and Vision.

ARTICLE III: BOARD COMPOSITION AND RESPONSIBILITIES

The membership of the Board shall comply with requirements for representation as specified by North Carolina Statutes.

A. Board Composition

The Board of Directors will consist of up to twenty-one (21) voting members along with the President of the MCO Provider Council or the President’s designee (non-voting) and an administrator of a hospital providing mental health, developmentally disabled and substance abuse emergency services (non-voting) for a total Board of twenty-three (23) members. The two (2) non-voting members shall also participate only in Board activities open to the public.

Three (3) of the twenty-one (21) voting members will be filled by the recommendation of the local Consumer/Family Advisory Committee (CFAC) as follows: (1) the chair of CFAC or the chair’s designee; (2) one family member of the local CFAC (*family member means an individual who is either (a) a relative by blood/marriage, (b) representative/guardian of an individual with disabilities or (c) lives in the same household as the individual with disabilities and has a substantial interest in the well-being of the individual*); and (3) one openly declared consumer member of the local CFAC. Of these three (3) members, the recommendations of the local CFAC and the appointing commissioners shall ensure that there is at least one member representing the interests of each of the following: (a) individuals with mental illness; (b) individuals

Partners BHM Board By-Laws

in recovery from addiction; or (c) individuals with intellectual or other developmental disabilities.

The remaining eighteen (18) members will be comprised of one County Commissioner or designee from each county in the catchment area not to exceed nine (9) members. The remainder of the members will fulfill the requirements set forth in NCGS § 122C-118.1 utilizing the suggestions of the Board’s Nominating Committee.

In all instances, there shall be a minimum of one Board member from each county in the catchment area. There shall also be a maximum number of members from each county as listed below in order to reflect approximately a proportional population composition of the Board. There shall be an examination of the distribution every ten (10) years to coincide with the Census commencing in 2020.

Burke	2
Catawba	3
Cleveland	2
Gaston	4 (5 thru 6/30/19)
Iredell	4
Lincoln	2
Rutherford	1 (effective 7/1/19)
Surry	2
Yadkin	1
	21

The appointments of the three (3) Board members filled by the recommendation of the local CFAC shall be counted as part of the maximum numbers per county as delineated above. If a board member’s occupation or county residency changes, it will be brought to the attention of the appointing commissioner(s) by that board member and/or the Clerk to the Board.

B. **Appointment**

Members of the Partners Behavioral Health Management Board will be appointed by the nine (9) Boards of County Commissioners, with each Board of Commissioners responsible for appointing the allotted number of Board members to represent their respective counties. Board members may fill concurrently no more than two categories of membership if the member has the qualifications or attributes of the two categories of membership. The County Commissioners serving on the Partners Behavioral Health Management Board will have voting privileges. Each member of the Partners Behavioral Health Management Board shall serve at the pleasure of the appointing Boards of County Commissioners. The Nominating Committee of the Board will meet throughout the year and compile names of potential appointees that possess the qualifications needed as specified by statute and as needed for the Board. These names and

Commented [TP1]: This section included by the board at 19-20 board meeting.

Partners BHM Board By-Laws

biographies of the potential nominees shall be shared with the appointing Boards of Commissioners for consideration for positions as such positions become available.

Should a Board member choose to resign, the Board member will do so by letter to the appointing commissioners with copies to the Board Chair and Chief Executive Officer.

C. **Term of Office**

Any member of the Partners Behavioral Health Management Board who is a County Commissioner shall be deemed to be serving on the Board in an ex-officio capacity to his/her public office. The terms of commissioners are concurrent with their respective terms as public officials unless the Board of Commissioners reassigns a representative. The term of the CFAC representatives shall be concurrent with their respective term on the Advisory Committee. Terms of the other members on the Board shall be for three (3) years, with members eligible for reappointment for an additional three (3) years. Members appointed to fill an unexpired term shall serve the remainder of the original term and be eligible for reappointment for two (2) additional three (3) year terms. A one (1) year lapse in Board membership must occur before an individual is eligible for subsequent appointments to the Board.

For the initial formation of the Board, one-third of the members will be appointed for a one-year term (Class I); one-third for a two-year term (Class II); and all remaining members for a three-year term (Class III) to ensure that all terms do not expire at once. Thereafter, all Board members shall hold office for a term of three (3) years, whether or not initially appointed to Class I, Class II or Class III terms and shall serve for such term until the appointment and qualification of a successor, or until such Board member's death, resignation or removal. If for any reason the terms of the Board cease to be staggered by thirds as hereby intended, one or more terms of sitting Board members may be adjusted by up to one year by affirmative vote of a two-thirds majority of those members present at a single Board meeting, provided a copy of the proposed change in term(s) shall have been sent to each Board member before the meeting took place.

D. **Officers**

1. A Chair, Vice Chair, and Treasurer shall be elected by the Board. The terms of office shall be for one (1) year. The Board Chair need not always rotate counties. The Chair shall preside at all meetings of the Board and perform such other duties as may be directed by the Board. The Chair is authorized to sign all legal documents on behalf of the Board after the documents have been approved by resolution of the Board. The Chair shall appoint all committees and the Chair of each, except the Finance Committee. The Chair shall chair the Executive Committee and serve as an ex-officio member of all standing committees with no voting privileges except at the Board, Executive Committee, and standing committees-of-the-whole meetings. In the event the Chair is absent, without notice, for two consecutive meetings, submits

Partners BHM Board By-Laws

a resignation, or is removed from the Board, the Board will elect a new Chair.

The Vice Chair shall serve in the absence of the Chair and perform such other duties as may be directed by the Board. The Vice Chair also serves on the Executive Committee.

The Board Treasurer will serve as Chair of the Finance Committee.

The Board Secretary will be either the Chief Executive Officer or the Clerk to the Board and has no voting privileges.

2. **Installation and Term of Office**

The Nominating Committee shall present a slate of nominees at the May meeting for action at the June meeting. Additional nominations can be made from the floor, provided the consent of the nominee to serve, if elected, has been secured. Officers shall be elected and installed at the June meeting to serve for a term of one (1) year. Terms of the officers shall begin at the close of the meeting at which they are elected. No officer may serve in the same office for more than two (2) consecutive terms.

3. **Vacancies**

An officer vacancy shall be filled through nomination and election of the replacement at the next regularly scheduled meeting of the Board provided that the agenda will include that the vacancy exists. The Nominating Committee shall recommend potential Board members to County Commissioners, for appointment to the Board, when Board vacancies occur.

E. **Committees**

1. There shall be five (5) standing committees of the Board:

- Executive Committee
- Finance Committee
- Nominating Committee
- Human Rights Committee
- Regulatory Compliance Committee

Duties of each committee are outlined in the committee description, as adopted by the Board, as amended from time to time.

2. **Ad Hoc Committees**

Ad Hoc Committees will be appointed by the Chair from time to time.

3. **Committee Membership**

The Chair and a majority of each committee shall be Partners Behavioral Health Management Board members except Human Rights which shall be as defined in

Partners BHM Board By-Laws

10A North Carolina Administrative Code 27G .0504 (f).

4. **Executive Committee**

The membership of the Executive Committee will be the current Board Chair, current Vice Chair, current Treasurer, Immediate Past Chair, and two (2) other Board members appointed by the Chair, provided that no county shall have more than two representatives on the Executive Committee. The Executive Committee will be responsible for hearing personnel matters of the Area Authority, meeting and acting for the full Board in the months the full Board does not convene and for handling other significant events needing decisions prior to the meeting of the full Board.

5. **Quorum**

A majority of appointed Committee members shall constitute a quorum.

F. **County Commissioner Advisory Board**

Pursuant to N.C. Gen. Stat. § 122C-118.2, LME/MCOs have an advisory board to ensure advice is available to LME/MCO board and chief executive officer (CEO) from all boards of commission for the counties of that LME/MCO. Partners has a county commissioner, or designee, from all boards of commission of the counties in Partners Catchment Area represented on the Board. To efficiently comply with the statute, every regularly scheduled meeting of Partners' Board shall include an opportunity for each county commissioner or their designee on the Board to report and advise on matters relevant to its county and Partners.

G. **Board Meetings**

Regular meetings shall be held at least six (6) times per year at a location and time designated by the Board Chair. Notice of the date, place, and time of the meeting shall be sent to each Board member in the form of an agenda. Information concerning Board meetings shall also be made available to the local news media. Each Board member is responsible for contacting the Clerk to the Board in the event of their unavailability for a meeting.

H. **Special Meetings**

Special meetings may be called by the Chair of the Board or by three (3) or more members of the Board after notifying the Board Chair in writing. Notice of the date, place, and time of the called meeting shall be sent to each Board member and the local news media in the form of an agenda, as well as a special telephone call to the Board members prior to the date of the meeting.

I. **Conduct of Meetings**

Conduct of business at Board meetings shall, in general, follow procedures outlined in the current edition of Roberts Rules of Order except where specified otherwise in these

Partners BHM Board By-Laws

by-laws.

J. **Minutes**

A complete and accurate record of Board meetings shall be maintained in the form of minutes. These minutes shall be made available for inspection upon request of members of the community and employees of Partners Behavioral Health Management. Copies of the minutes shall be sent each month to the Boards of Commissioners via the County Managers.

K. **Quorum**

A majority of appointed Board members shall constitute a quorum.

L. **Majority for Action**

Any action of the Board requires a vote of greater than 50% of those voting. Participation in a Board meeting shall be allowed via conference call. Proxy voting will not be allowed at any meetings of this body.

M. **Attendance**

The Area Board may declare vacant the office of an appointed member who does not attend three (3) consecutive scheduled meetings without justifiable excuse. The Chair of the Area Board shall notify the appropriate appointing authority of any vacancy. Vacancies on the Board shall be filled by the initial appointing authority before the end of the term of the vacated seat or within ninety (90) days of the vacancy, whichever occurs first, and the appointments shall be for the remainder of the unexpired term.

ARTICLE IV: CHIEF EXECUTIVE OFFICER (CEO)

The Chief Executive Officer is an employee of the Board and shall serve at the pleasure of the Board. Duties of the Chief Executive Officer are as described in the job description for the Chief Executive Officer, as adopted by the Board, as amended from time to time.

ARTICLE V: AMENDMENTS

These by-laws may be amended after having been approved at one (1) Board meeting by affirmative vote of a two-thirds majority of those members present, provided a copy of the proposed amendment shall have been sent to each Board member before the meeting took place.

ARTICLE VI: ADOPTION

The Partners Behavioral Health Management By-Laws, as contained herein, were reviewed and adopted by the Partners Behavioral Health Management Board in regular session on July 2, 2012 with a quorum present, and as prescribed by Article III (Majority for Action); and properly amended from time to time as reflected below.

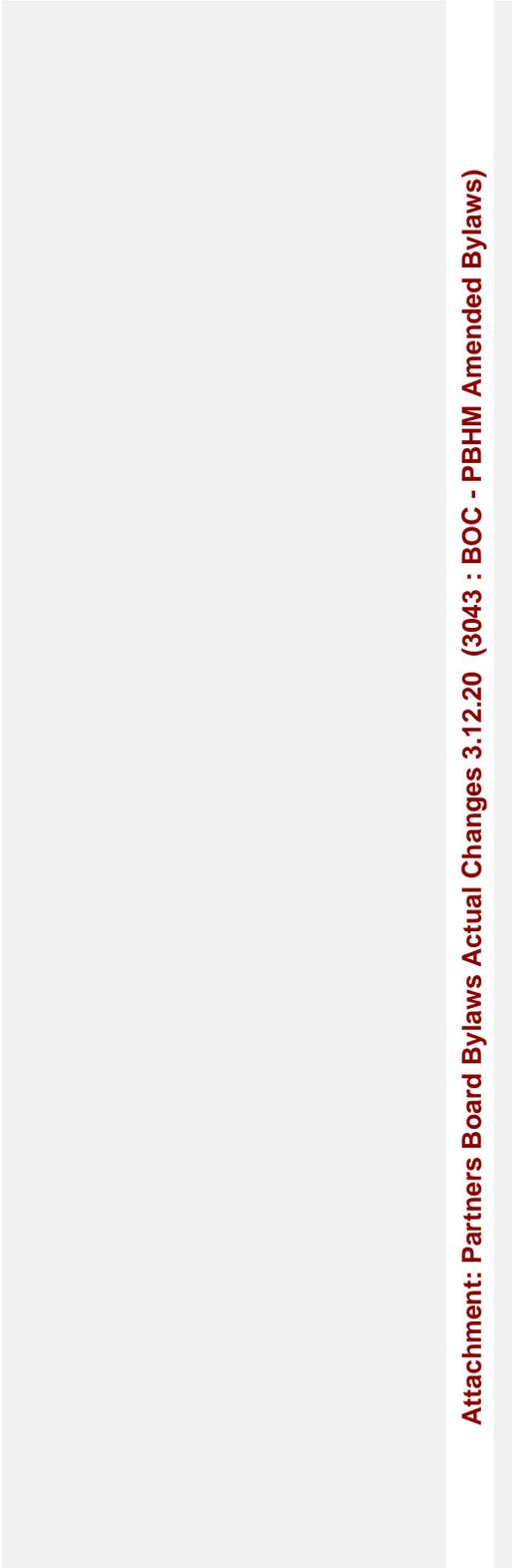
Partners BHM Board By-Laws

Partners Behavioral Health Management Board Chair

Date

Clerk to the Board

Date



Attachment: Partners Board Bylaws Actual Changes 3.12.20 (3043 : BOC - PBHM Amended Bylaws)

Partners BHM Board By-Laws

AMENDMENTS

AMENDED-August 16, 2012

Reference: Article III, Section E.5. (Committee quorum requirement change)

AMENDED-November 15, 2012

Reference: Article III, Section E.1. (Audit Committee and Finance Committee combined into one committee – Finance Committee)

AMENDED-February 21, 2013

Reference: Article III, Sections A and B was revised to reflect the changes in board composition and requirements as specified by *NCGS § 122C-118:1 Structure of Area Board*.

AMENDED-March 21, 2013

Reference: Article III, Section L *Attendance* was revised to reflect that the Area Board may declare vacant the office of an appointed member who does not attend three consecutive scheduled meetings without justifiable excuse, as stated in *NCGS § 122C-118:1 Structure of Area Board*.

AMENDED – August 15, 2013

Reference: Article III. Section A *Board Composition*, second paragraph was revised to provide definition of “a family Member.”

AMENDED – November 16, 2017

Reference: Article I updated to reflect Partners is both an LME and MCO; to alphabetize the counties; and to reflect modern parlance for intellectual/developmental disabilities and substance use. Article III updated to reflect Board Chair may vote in committees of the whole; to memorialize the creation in March 2017 of a Regulatory Compliance Committee required by new law and contract; to change “job description” to “committee description”; and to ensure statutory compliance as to an established county commissioner advisory board.

AMENDED – April 18, 2019

Reference: Updated to include Rutherford County effective July 1, 2019, and to adjust Board composition accordingly. Minor typographical and format changes. Deleted language unique to the initial creation of the Board and no longer necessary. Added language to ensure the Board member terms remain staggered by thirds over time, including the addition of Rutherford County.

**PARTNERS BEHAVIORAL HEALTH MANAGEMENT
BOARD BY-LAWS**

ARTICLE I: PURPOSE

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The membership of the Board shall comply with requirements for representation as specified by North Carolina Statutes.

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in recovery from addiction; or (c) individuals with intellectual or other developmental disabilities.

The remaining eighteen (18) members will be comprised of one County Commissioner or designee from each county in the catchment area not to exceed nine (9) members. The remainder of the members will fulfill the requirements set forth in NCGS § 122C-118.1 utilizing the suggestions of the Board's Nominating Committee.

In all instances, there shall be a minimum of one Board member from each county in the catchment area.

B. Appointment

Members of the Partners Behavioral Health Management Board will be appointed by the nine (9) Boards of County Commissioners. Board members may fill concurrently no more than two categories of membership if the member has the qualifications or attributes of the two categories of membership. The County Commissioners serving on the Partners Behavioral Health Management Board will have voting privileges. Each member of the Partners Behavioral Health Management Board shall serve at the pleasure of the appointing Boards of County Commissioners. The Nominating Committee of the Board will meet throughout the year and compile names of potential appointees that possess the qualifications needed as specified by statute and as needed for the Board. These names and biographies of the potential nominees shall be shared with the appointing Boards of Commissioners for consideration for positions as such positions become available.

Should a Board member choose to resign, the Board member will do so by letter to the appointing commissioners with copies to the Board Chair and Chief Executive Officer.

C. Term of Office

Any member of the Partners Behavioral Health Management Board who is a County Commissioner shall be deemed to be serving on the Board in an ex-officio capacity to his/her public office. Terms of the members on the Board shall be for three (3) years, with members eligible for reappointment for an additional three (3) years. Members appointed to fill an unexpired term shall serve the remainder of the original term and be eligible for reappointment for two (2) additional three (3) year terms. A one (1) year lapse in Board membership must occur before an individual is eligible for subsequent appointments to the Board.

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until the appointment and qualification of a successor, or until such Board member's death, resignation or removal. If for any reason the terms of the Board cease to be staggered by thirds as hereby intended, one or more terms of sitting Board members may be adjusted by up to one year by affirmative vote of a two-thirds majority of those members present at a single Board meeting, provided a copy of the proposed change in term(s) shall have been sent to each Board member before the meeting took place.

D. Officers

1. A Chair, Vice Chair, and Treasurer shall be elected by the Board. The terms of office shall be for one (1) year. The Board Chair need not always rotate counties. The Chair shall preside at all meetings of the Board and perform such other duties as may be directed by the Board. The Chair is authorized to sign all legal documents on behalf of the Board after the documents have been approved by resolution of the Board. The Chair shall appoint all committees and the Chair of each, except the Finance Committee. The Chair shall chair the Executive Committee and serve as an ex-officio member of all standing committees with no voting privileges except at the Board, Executive Committee, and standing committees-of-the-whole meetings. In the event the Chair is absent, without notice, for two consecutive meetings, submits a resignation, or is removed from the Board, the Board will elect a new Chair.

The Vice Chair shall serve in the absence of the Chair and perform such other duties as may be directed by the Board. The Vice Chair also serves on the Executive Committee.

The Board Treasurer will serve as Chair of the Finance Committee.

The Board Secretary will be either the Chief Executive Officer or the Clerk to the Board and has no voting privileges.

2. Installation and Term of Office

The Nominating Committee shall present a slate of nominees at the May meeting for action at the June meeting. Additional nominations can be made from the floor, provided the consent of the nominee to serve, if elected, has been secured. Officers shall be elected and installed at the June meeting to serve for a term of one (1) year. Terms of the officers shall begin at the close of the meeting at which they are elected. No officer may serve in the same office for more than two (2) consecutive terms.

3. Vacancies

An officer vacancy shall be filled through nomination and election of the replacement at the next regularly scheduled meeting of the Board provided that the agenda will include that the vacancy exists. The Nominating Committee shall

Partners BHM Board By-Laws

recommend potential Board members to County Commissioners, for appointment to the Board, when Board vacancies occur.

E. Committees

1. There shall be five (5) standing committees of the Board:

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- Finance Committee
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- Regulatory Compliance Committee

Duties of each committee are outlined in the committee description, as adopted by the Board, as amended from time to time.

2. **Ad Hoc Committees**

Ad Hoc Committees will be appointed by the Chair from time to time.

3. **Committee Membership**

The Chair and a majority of each committee shall be Partners Behavioral Health Management Board members except Human Rights which shall be as defined in 10A North Carolina Administrative Code 27G .0504 (f).

4. **Executive Committee**

The membership of the Executive Committee will be the current Board Chair, current Vice Chair, current Treasurer, Immediate Past Chair, and two (2) other Board members appointed by the Chair, provided that no county shall have more than two representatives on the Executive Committee. The Executive Committee will be responsible for hearing personnel matters of the Area Authority, meeting and acting for the full Board in the months the full Board does not convene and for handling other significant events needing decisions prior to the meeting of the full Board.

5. **Quorum**

A majority of appointed Committee members shall constitute a quorum.

F. County Commissioner Advisory Board

Pursuant to N.C. Gen. Stat. § 122C-118.2, LME/MCOs have an advisory board to ensure advice is available to LME/MCO board and chief executive officer (CEO) from all boards of commission for the counties of that LME/MCO. Partners has a county commissioner, or designee, from all boards of commission of the counties in Partners Catchment Area represented on the Board. To efficiently comply with the statute, every regularly scheduled meeting of Partners' Board shall include an opportunity for each county commissioner or their designee on the Board to report and advise on matters relevant to its county and Partners.

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G. **Board Meetings**

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H. **Special Meetings**

Special meetings may be called by the Chair of the Board or by three (3) or more members of the Board after notifying the Board Chair in writing. Notice of the date, place, and time of the called meeting shall be sent to each Board member and the local news media in the form of an agenda, as well as a special telephone call to the Board members prior to the date of the meeting.

I. **Conduct of Meetings**

Conduct of business at Board meetings shall, in general, follow procedures outlined in the current edition of Roberts Rules of Order except where specified otherwise in these by-laws.

J. **Minutes**

A complete and accurate record of Board meetings shall be maintained in the form of minutes. These minutes shall be made available for inspection upon request of members of the community and employees of Partners Behavioral Health Management. Copies of the minutes shall be sent each month to the Boards of Commissioners via the County Managers.

K. **Quorum**

A majority of appointed Board members shall constitute a quorum.

L. **Majority for Action**

Any action of the Board requires a vote of greater than 50% of those voting. Participation in a Board meeting shall be allowed via conference call. Proxy voting will not be allowed at any meetings of this body.

M. **Attendance**

The Area Board may declare vacant the office of an appointed member who does not attend three (3) consecutive scheduled meetings without justifiable excuse. The Chair of the Area Board shall notify the appropriate appointing authority of any vacancy. Vacancies on the Board shall be filled by the initial appointing authority before the end of the term of the vacated seat or within ninety (90) days of the vacancy, whichever occurs first, and the appointments shall be for the remainder of the unexpired term.

Partners BHM Board By-Laws

ARTICLE IV: CHIEF EXECUTIVE OFFICER (CEO)

The Chief Executive Officer is an employee of the Board and shall serve at the pleasure of the Board. Duties of the Chief Executive Officer are as described in the job description for the Chief Executive Officer, as adopted by the Board, as amended from time to time.

ARTICLE V: AMENDMENTS

These by-laws may be amended after having been approved at one (1) Board meeting by affirmative vote of a two-thirds majority of those members present, provided a copy of the proposed amendment shall have been sent to each Board member before the meeting took place.

ARTICLE VI: ADOPTION

The Partners Behavioral Health Management By-Laws, as contained herein, were reviewed and adopted by the Partners Behavioral Health Management Board in regular session on July 2, 2012 with a quorum present, and as prescribed by Article III (Majority for Action); and properly amended from time to time as reflected below.

Partners BHM Board By-Laws

ARTICLE VI

ADOPTION

The Partners Behavioral Health Management By-Laws, as contained herein, were reviewed and adopted by the Partners Behavioral Health Management Board in regular session on July 2, 2012 with a quorum present, and as prescribed by Article III (Majority for Action).

Pamela B. Poteat

Partners Behavioral Health Management Board Chair

7/6/12

Date

Anita B. Lenzfelt

Clerk to the Board

7/6/12

Date

Attachment: Partners Board Bylaws Amended 3-19-2020 Final (3043 : BOC - PBHM Amended Bylaws)

Partners BHM Board By-Laws

AMENDMENTS

AMENDED-August 16, 2012

Reference: Article III, Section E.5. (Committee quorum requirement change)

AMENDED-November 15, 2012

Reference: Article III, Section E.1. (Audit Committee and Finance Committee combined into one committee – Finance Committee)

AMENDED-February 21, 2013

Reference: Article III, Sections A and B was revised to reflect the changes in board composition and requirements as specified by *NCGS § 122C-118:1 Structure of Area Board*.

AMENDED-March 21, 2013

Reference: Article III, Section L *Attendance* was revised to reflect that the Area Board may declare vacant the office of an appointed member who does not attend three consecutive scheduled meetings without justifiable excuse, as stated in *NCGS § 122C-118:1 Structure of Area Board*.

AMENDED – August 15, 2013

Reference: Article III. Section A *Board Composition*, second paragraph was revised to provide definition of “a family Member.”

AMENDED – November 16, 2017

Reference: Article I updated to reflect Partners is both an LME and MCO; to alphabetize the counties; and to reflect modern parlance for intellectual/developmental disabilities and substance use. Article III updated to reflect Board Chair may vote in committees of the whole; to memorialize the creation in March 2017 of a Regulatory Compliance Committee required by new law and contract; to change “job description” to “committee description”; and to ensure statutory compliance as to an established county commissioner advisory board.

AMENDED - April 18, 2019

Reference: Updated to include Rutherford County effective July 1, 2019, and to adjust Board composition accordingly. Minor typographical and format changes. Deleted language unique to the initial creation of the Board and no longer necessary. Added language to ensure the Board member terms remain staggered by thirds over time, including the addition of Rutherford County.

AMENDED – March 19, 2020

Reference: Article III – Section A, *Board Composition*, fourth paragraph, deleted language pertaining to proportional population composition of the Board and reference thereof at the end of the first sentence in Section B, *Appointment*. Article III – Section C, *Term of Office*,

Partners BHM Board By-Laws

deleted the language defining terms of commissioners as concurrent with their respective terms as public officials to assure statutory compliance as specified by *NCGS § 122C-118:1 Structure of Area Board*, with compliance to the Amended Section C by July 1, 2020.

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



CONSENT AGENDA

Subject Title: BOC - Resolution Regarding Rules of Procedure for Electronic Meetings During COVID-19 State of Emergency

Presented By: Johnnie W. Carswell

Summary of Information: The following resolution establishes the rules of procedure for electronic meetings during the COVID-19 State of Emergency. The Board may wish to consider approving the use of these rules of procedures for any other global, national, state or local event that may occur in the future.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion:

1. **To adopt Resolution No. 2020-13.**
2. **To approve the rules of procedure for use during any other global, national, state or local event that may occur in the future.**

RESOLUTION CONCERNING ADOPTION OF RULES OF PROCEDURE FOR ELECTRONIC MEETINGS DURING COVID-19 STATE OF EMERGENCY

WHEREAS, Burke County, along with other municipalities therein, is operating under a declared State of Emergency in response to the spread of the COVID-19 virus as of 12:34 p.m. on March 20, 2020; and

WHEREAS, the Burke County Commissioners recognizes the importance of maintaining public attendance and input, to the extent possible, at all official meetings of the Board of Commissioners, even during this time of unprecedented emergency due to the spread of COVID-19 in our County, State and Nation; and

WHEREAS, continuing and evolving conditions, including the continued spread and forecasted increase in the number of persons in the community who are infected with the COVID-19 virus with resultant threat to the general public health of the community, and further including limits on the number of persons in public places by the Governor of the State of North Carolina, particularly including Executive Order No. 121 that imposed a "stay-at-home or place-of-residence" Order except incident to performance of Essential Services and limiting the number of persons that may be in a single room or single space to no more than ten (10) persons, a modification of Section 1(a) of Executive Orders Nos. 117 and 120; and

WHEREAS, Burke County wishes to remain consistent with the following guidance received from State and Federal authorities:

1. The U.S. Centers of Disease Control guidelines on "social distancing" during this emergency that recommend a minimum buffer of six (6) feet between persons.
2. Executive Order 117, as amended by Executive Order No. 121, of Governor Roy Cooper, limits mass gatherings of the public in a single room or single space at the same time to 10 people or less, including Commissioners and County staff, but that such a maximum number is subject to space availability in light of the social distancing requirements of Executive Order No. 121 that requires the public at all times and as much as reasonably possible to maintain social distancing of at least six feet (6') from other persons with the exception of family or household members; and

WHEREAS, the Governor has issued Executive Order No. 125 authorizing and encouraging remote shareholder meetings and permitting boards of directors of corporations organized, existing and acting pursuant to the laws of the State of North Carolina, in their sole discretion, to determine that all or any part of the shareholders meeting may be held solely by means of remote communication, subject to compliance

with certain conditions as set forth in Executive Order No. 125, and that such Executive Order is guidance as to the need for flexibility in permitting reasonable accommodation to allow continuation of business activities to the extent possible during the current public health crisis caused by the COVID-19 virus; and

WHEREAS, N.C.G.S. 143.318.10 states that an "Official Meeting" of a public body such as the Board of Commissioners of Burke County means a meeting, assembly or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purposes of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body; and

WHEREAS, N.C.G.S. 143-318.13(a) permits a public body to hold an official meeting by use of conference telephone or other electronic means provided the public body provides a location and means whereby members of the public may listen to the meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE BURKE COUNTY BOARD OF COMMISSIONERS:

1. That effective immediately the Burke County Board of Commissioners will limit the total number of persons allowed within Commissioners' Chambers during official meetings of the Board of Commissioners to ten (10) persons to comply with social distancing and mass gathering requirements as set forth in Executive Order No. 117 as amended by Executive Order 121 as recited above.
2. Further, to ensure the greatest possibility of public participation, County Department Heads, County staff and employees and volunteers, including boards and committees, will only be present on an as-needed basis for presentation to Commission and will otherwise be excused from Commission meeting participation. To the extent possible, presentations by Department Heads, County staff and employees and volunteers or representatives of County boards and committees may be accomplished by remote presentation by videoconference, audio telephonic, or other electronic means whereby the remote participant is able to hear and be heard in accordance with N.C.G.S. 143-318.13(a).
3. That the Burke County Board of Commissioners adopts the following "Rules of Procedure for Electronic Meetings of the Burke County Board of Commissioners" during the COVID-19 State of Emergency as declared by the Governor of the State of North Carolina. These Rules of Procedure for Electronic Meetings are

supplemental to Rules of Procedure as previously adopted by the Board of Commissioners for its meetings.

**RULES OF PROCEDURE FOR ELECTRONIC MEETINGS
OF THE BURKE COUNTY BOARD OF COMMISSIONERS**

A. Meetings to Which These Rules Apply.

These Rules of Procedure for Electronic Meetings (“Electronic Rules”) shall apply to any regular, special or emergency meeting of the Burke County Board of Commissioners, subject to the conditions set forth the herein governing Electronic Meetings.

B. Definition of an Electronic Meeting.

An Electronic Meeting is any meeting where more than three (3) members of the Board of Commissioners participate in the meeting through telephone, videoconference, or other electronic telecommunications application which allows simultaneous communication by multiple parties, or other similar means that allow the members of the Board of Commissioners to hold a meeting without all members of the Board of Commissioners being physically present in the same room.

C. Notice of Electronic Meeting.

If an electronic meeting is necessary, a public notice of the electronic meeting shall be sent as part of any notice required by N.C.G.S. 143-318.12. This public notice, in addition to the information required by N.C.G.S. 143.318.12 shall provide:

The location where a member of the public, member of the media, or others, may listen to the Electronic Meeting in accordance with N.C.G.S. 143-318.13; provided that this public notice shall prominently state that attendance at said location will be limited to ten (10) persons pursuant to Executive Order No. 117, as amended by Executive Order.

The notice shall be provided in the manner required by Article 33C of Chapter 143 of the North Carolina General Statues. If the Electronic Meeting is being used for any part of a regular meeting on the meeting schedule adopted by the Board of Commissioners, then the information required above shall be provided in a separate notice to be published in accordance with N.C.G.S. 143-318.12(b)(2), and shall be posted on Burke County’s website and social media accounts, if possible. If livestreaming of the meeting on social media is

anticipated, the notice shall contain information as to how to access the livestreaming on social media of the meeting.

D. Quorum.

Commission members present in person or electronically shall be included in the calculation for determining whether a quorum exists. If a Commission member who is participating electronically withdraws or disconnects, or is disconnected, then the rest of the meeting may be completed provided there remains a quorum of the Commission members present either in person or electronically. Any Commission member who withdraws or is disconnected from the meeting shall no longer be included for purposes of quorum calculation until he or she is re-connected to the meeting. Upon re-connection to the meeting, such Commission member shall again be counted for purposes of determining whether a quorum exists.

E. Process of Opening Meeting.

Immediately prior to opening the meeting, the Chairman, Vice Chairman, or other presiding officer shall communicate with the Commission members who are participating electronically and ensure that he/she is prepared to go forward. The electronic attendance of Commission members at the meeting shall be verified by roll call of the Commission by the presiding officer of the meeting, Chairman or Vice Chairman, or other presiding officer and verification by the Clerk, or in the absence of the Clerk, by the County Manager or County Attorney, at the commencement of the meeting. Verification shall be by voice identification of each Commission member attending electronically by the presiding officer and verified by the Clerk, or in the absence of the Clerk, by the County Manager or County Attorney in that order. Following verification of attendance until adjournment of the meeting, the communication line or application shall be kept open.

F. Public Comment.

Reasonable accommodation for one period of public comment per month at a regular meeting of the Board of Commissioners is required in accordance with N.C.G.S. 160A-81.1. The Board of Commissioners is permitted to adopt reasonable rules governing the conduct of the public comment period. Given the limitations on mass gatherings of the public in a single room or single space as set forth in the above-referenced Executive Orders of the Governor of North Carolina, public comments by the public at the meeting pursuant to N.C.G.S. 160A-81.1, and comments by the public at any duly noticed public hearing shall be made by one or more of the following methods:

- (1) By comments delivered personally or by electronic mail to the County and received not later than two (2) hours prior to the noticed time of the meeting; or
- (2) By written comments made upon the social media livestream of the electronic meeting that the commenter specifically requests, during the public comments or public hearing period, to be read into and made a part of the record of public comments or comments at a duly noticed public hearing, as the case may be.

In the cases whereby the comments are received pursuant to subsections 3.F.(2) or 3.F.(3) above, the comments shall be read aloud by the Chairman, Clerk or designee of either, as designated to monitor receipt of such comments.

G. Voting and Discussion.

Commission members physically present or present for the meeting through electronic means are eligible to vote for all items considered by the Board of Commissioners during the meeting, except voting on any quasi-judicial matters coming before the Commission. Voting shall be by individual roll call upon each question presented and shall be a response of "yes," "no," "yea," "nay," or "abstain" (in circumstances where abstention is permitted) such that the Clerk or his/her designee may record the vote. Prior to taking a vote upon any issue or question, the Chairman or presiding officer shall inquire of the Commission members attending remotely by electronic means whether he/she has been able to adequately monitor the discussion, including comments from the public, if any, and shall allow those Commission members to make any comments he or she desires. It shall be the responsibility of Commission members attending the meeting via electronic means to gain the attention of the Chairman or other presiding officer in order to be recognized for discussion. A Commission member attending through electronic means that withdraws or is disconnected from the meeting without being excused from further attendance shall not be considered an affirmative or negative vote on any issue or question before the Commission.

H. Minutes.

The minutes of the meeting shall designate the name of each Commission member or staff member who participated physically or electronically and shall identify the nature or means of the electronic communication. The duration of participation in the meeting by any Commission member who

withdraws from or is disconnected from the meeting, as well as the time of re-connection to the meeting, shall be noted in the minutes.

I. Recording.

Where reasonably possible, except for closed sessions conducted in accordance with N.C.G.S. 143-318.1, there shall be a livestream simulcast broadcast of the electronic meeting upon social media of the County. This livestream broadcast shall be preserved for so long as reasonably possible for later public viewing upon social media to the extent available. In addition, to the extent reasonably possible by media platforms used for purposes of participation by electronic videoconferencing, the electronic meeting, excluding closed session conducted pursuant to N.C.G.S. 143-318.11, shall be recorded and preserved as a public record of the County.

J. Closed Sessions.

Except as modified by this subsection, the foregoing rules for electronic meetings shall apply to Closed Sessions of the Commission wherein there is electronic participation by one or more Commission members. As an exception to the foregoing rules, electronic participation by a Commission member in a Closed Session is permitted only if the electronic participant verifies to the Commission that he or she is alone in the location from which he/she is electronically attending the Closed Session, and that the electronic communication is reasonably secure insofar as being a private communication to which no one else is privy. The rules regarding quorum as set forth in 3.D. above shall apply to Closed Session.

4. This resolution shall be in effect for all future meetings of the Burke County Board of Commissioners until rescinded upon cessation of the State of Emergency or further modification by duly adopted resolution of the Commission.

Adopted this 19th day of May 2020.

 Johnnie W. Carswell, Chairman
 Burke Co. Board of Commissioners

Attest:

Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



CONSENT AGENDA

Subject Title: BOC - Resolution Regarding Surplus Real Property

Presented By: Johnnie W. Carswell

Summary of Information: The following resolution and exhibit shows various school property that the Board of Education has determined can be declared surplus and sold, pending the County declining to purchase any of it.

- | | |
|-----------------------------|-------------|
| 1) 0 Independence Blvd | REID #39733 |
| 2) 510 South College Street | REID #38130 |
| 3) 2142 Pax Hill Road | REID #38263 |
| 4) 0 Liberty Street | REID #38629 |
| 5) 170 Honeycutt Drive | REID #38620 |
| 6) 0 Liberty Street | REID #38621 |
| 7) 0 Honeycutt Drive | REID #38618 |

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To adopt Resolution No. 2020-14.

**BURKE COUNTY
RESOLUTION REGARDING SURPLUS PROPERTY**

WHEREAS, the Burke County Board of Education (the "Board") owns certain real property, the same being shown on the Burke County tax map attached hereto as Exhibit A (the "Property") and further being the following parcels by address and Real Estate Identification (REID) number, to-wit:

- | | |
|-----------------------------|-------------|
| 1) 0 Independence Blvd | REID #39733 |
| 2) 510 South College Street | REID #38130 |
| 3) 2142 Pax Hill Road | REID #38263 |
| 4) 0 Liberty Street | REID #38629 |
| 5) 170 Honeycutt Drive | REID #38620 |
| 6) 0 Liberty Street | REID #38621 |
| 7) 0 Honeycutt Drive | REID #38618 |

WHEREAS, the Board has resolved by formal resolution that was adopted on March 27, 2020 that such property is no longer needed for school purposes and should be sold as surplus property subject to the resolution herein to decline such property;

WHEREAS, by statute (NCGS §115C-518) it is necessary, before such surplus property can be sold, that it must be offered for sale to the Burke County Board of Commissioners;

WHEREAS, such property may hereafter be sold at public sale by the Board upon rejection by this resolution by the Burke County Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED that the County of Burke, State of North Carolina, by and through the Board of Commissioners, hereby formally declines to receive from or purchase from the Board the parcels described above in this resolution.

Adopted this 19th day of May 2020.

Johnnie W. Carswell, Chairman
Burke County Board of Commissioners

Attest:

Kay Honeycutt Draughn, CMC, NCMCC

Clerk to the Board



December 4, 2019

Sliver Across from FHS

Owner: BURKE COUNTY BOARD OF EDUCATION
PO DRAWER 989

Property Address: 0 INDEPENDENCE BLVD
MORGANTON, NC 28655
PROPERTY_DESC

PIN: 1793274521
PIN EXT: 000
REID: 39733
Property Value: \$17,189
Acreage: 1.2
Deed Book: 000000
Deed Page: 00000
Deed Date: 1/1/1900 1:00:00 AM



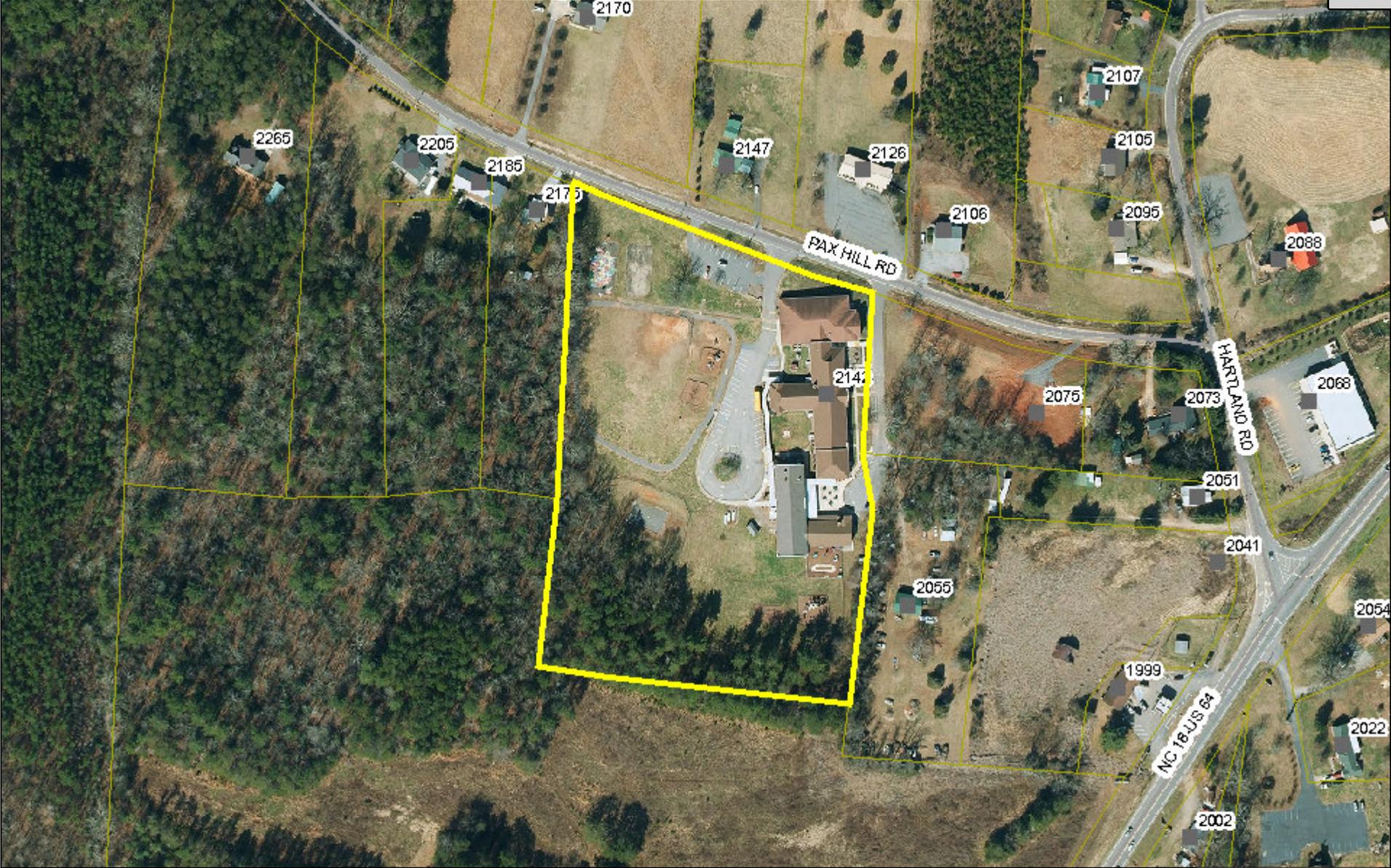
1:2,787

1 inch = 232 feet



Disclaimer: The information contained on this page is taken from aerial mapping, tax mapping, and public records and is NOT to be considered a legal description. Only a licensed professional land surveyor can determine precise locations, elevations, length and direction.

Attachment: Exhibit A (3044 : BOC - Resolution Regarding Surplus Real Property)



Attachment: Exhibit A (3044 : BOC - Resolution Regarding Surplus Real Property)

February 26, 2020

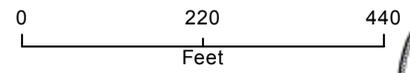
Owner: BURKE COUNTY PUBLIC SCHOOL BOE
P O BOX 989

MORGANTON, NC 28655

Property Address: 2142 PAX HILL RD
MORGANTON 28655
PROPERTY_DESC

Land CES

PIN: 2716001579
PIN EXT: 000
REID: 38263
Property Value: \$6,958,253
Acreage: 9.51
Deed Book: 001955
Deed Page: 00471
Deed Date: 3/29/2011 1:00:00 AM



1:2,787

1 inch = 232 feet



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February 26, 2020

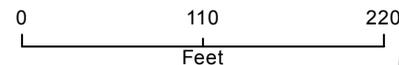
Land College Street

Owner: MORGANTON GRADE SCHOOL
P O BOX 989

MORGANTON, NC 28655

Property Address: 510 S COLLEGE ST
MORGANTON 28655
PROPERTY_DESC

PIN: 2703341875
PIN EXT: 000
REID: 38130
Property Value: \$1,383,976
Acreage: 2.14
Deed Book: 000005
Deed Page: 00520
Deed Date: 8/11/1926 1:00:00 AM



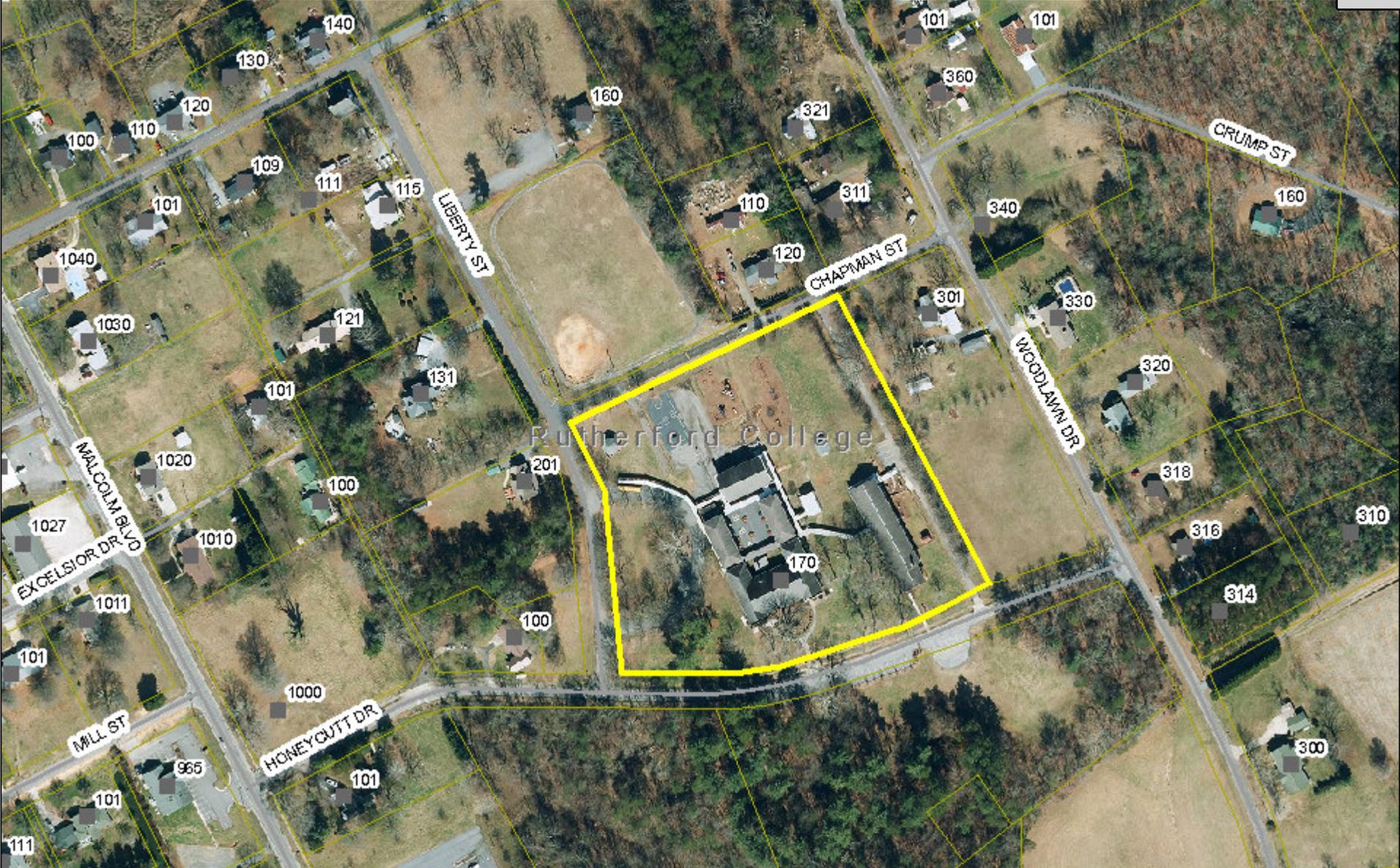
1:1,394

1 inch = 116 feet



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Attachment: Exhibit A (3044 : BOC - Resolution Regarding Surplus Real Property)



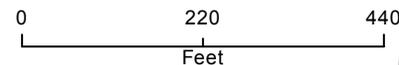
Attachment: Exhibit A (3044 : BOC - Resolution Regarding Surplus Real Property)

February 26, 2020

RCES Main Campus

Owner: BURKE COUNTY BOARD OF EDUCATION
 PO DRAWER 989
 MORGANTON, NC 28680

PIN: 2753193037
PIN EXT: 000
REID: 38620
Property Value: \$1,639,771
Acreage: 6.38
Deed Book: 000000
Deed Page: 00000
Deed Date: 1/1/1900 1:00:00 AM



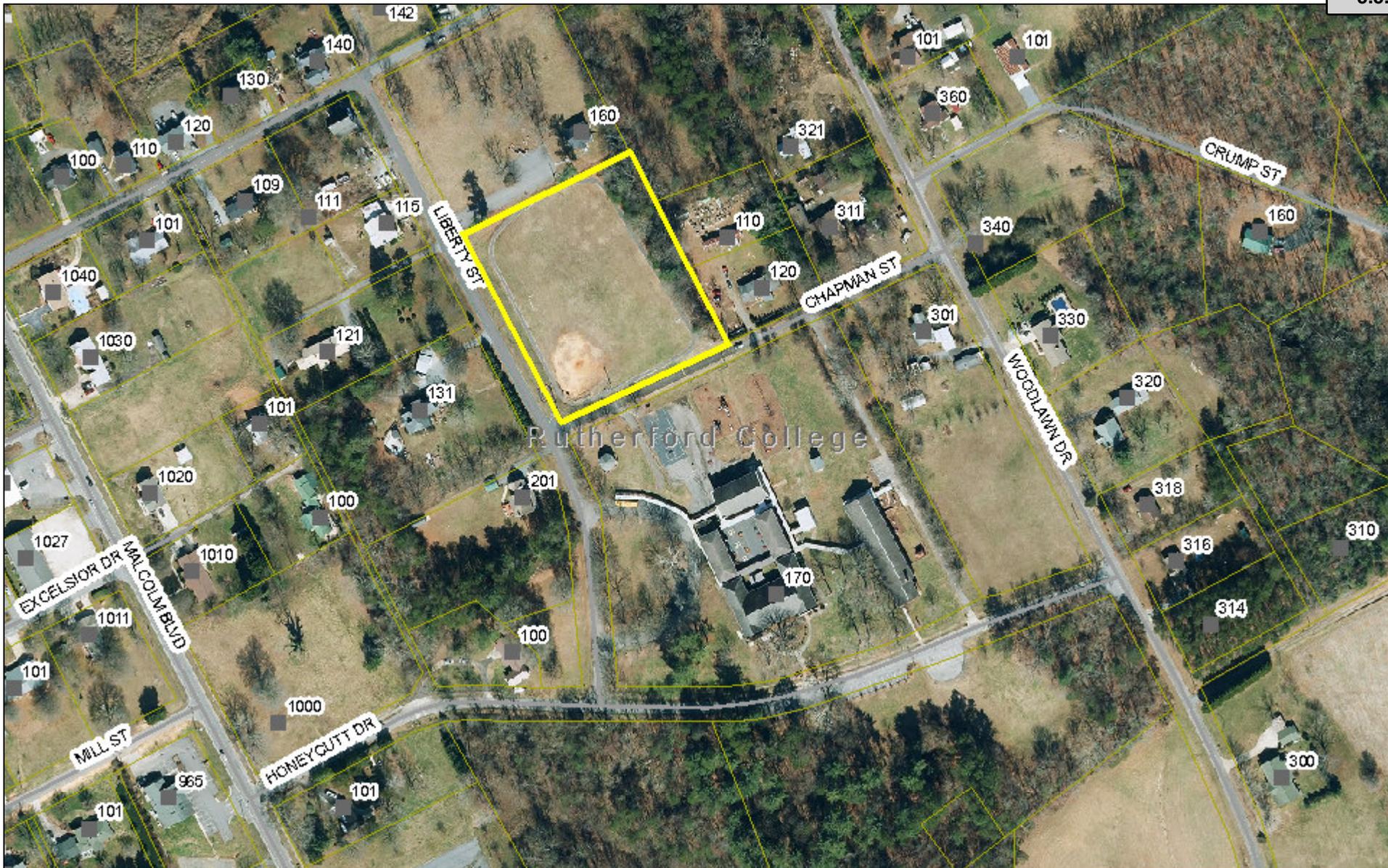
1:2,787

1 inch = 232 feet



Property Address: 170 HONEYCUTT DR
 CONNELLY SPRINGS 28612
 PROPERTY_DESC

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February 26, 2020

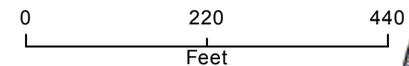
RCES Parcel 2

Owner: BURKE COUNTY BOARD OF EDUCATION
PO DRAWER 989

MORGANTON, NC 28680

Property Address: 0 LIBERTY ST
CONNELLY SPRINGS 28612
PROPERTY_DESC

PIN: 2753190477
PIN EXT: 000
REID: 38629
Property Value: \$76,500
Acreage: 1.7
Deed Book: 000000
Deed Page: 00000
Deed Date: 1/1/1900 1:00:00 AM

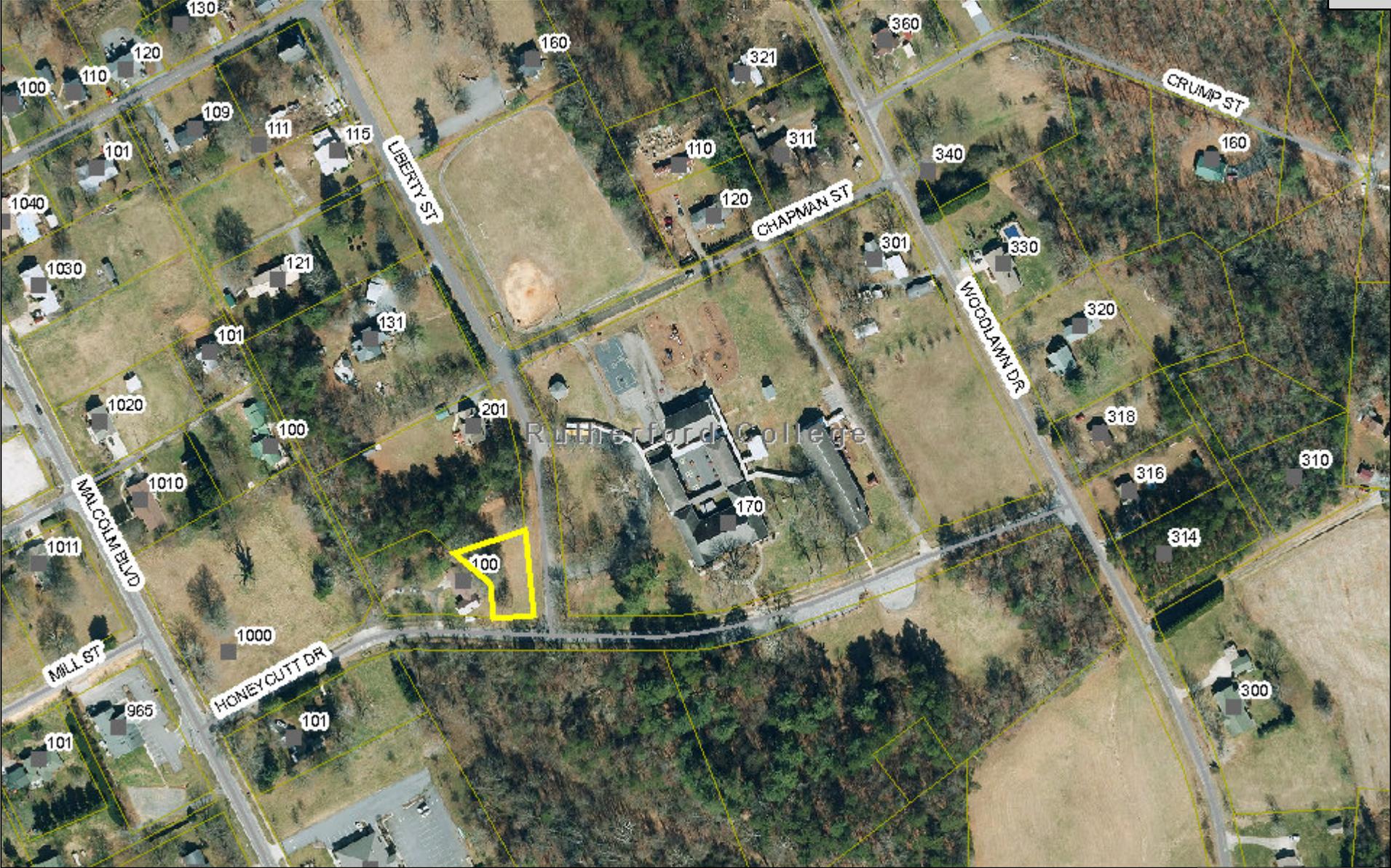


1:2,787

1 inch = 232 feet



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February 26, 2020

RCES Parcel 3

Owner: BURKE COUNTY BOARD OF EDUCATION
 PO DRAWER 989
 MORGANTON, NC 28680

PIN: 2753180827
PIN EXT: 000
REID: 38621
Property Value: \$40,550
Acreage: 0.9
Deed Book: 000550
Deed Page: 00523
Deed Date: 6/28/1978 1:00:00 AM



1:2,787

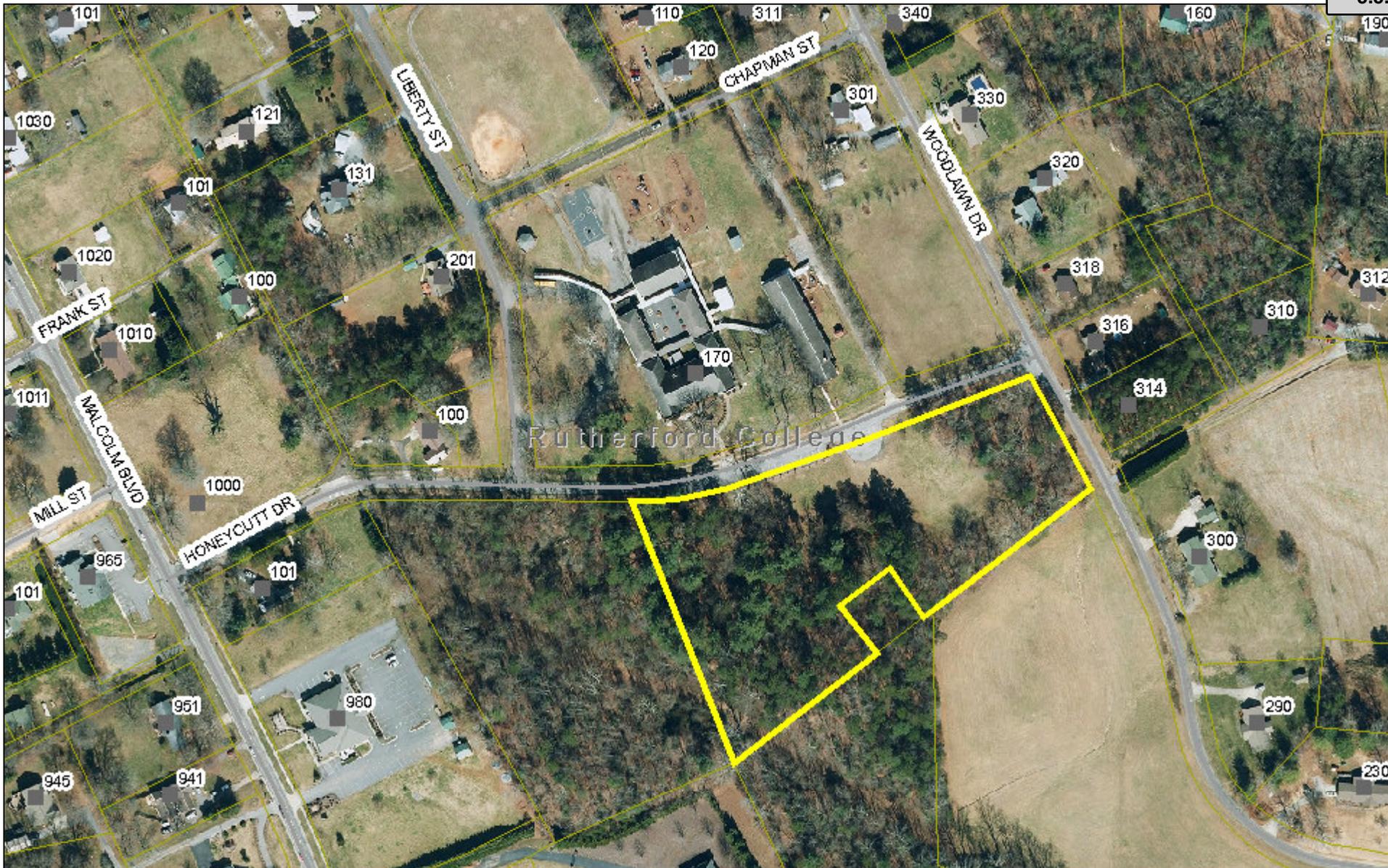
1 inch = 232 feet



Property Address: 0 LIBERTY ST
 CONNELLY SPRINGS 28612
 PROPERTY_DESC

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Attachment: Exhibit A (3044 : BOC - Resolution Regarding Surplus Real Property)



Attachment: Exhibit A (3044 : BOC - Resolution Regarding Surplus Real Property)

February 26, 2020

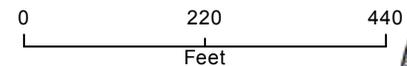
RCES Parcel 4

Owner: BURKE COUNTY BOARD OF EDUCATION
PO DRAWER 989

MORGANTON, NC 28680

Property Address: 0 HONEYCUTT DR
CONNELLY SPRINGS 28612
PROPERTY_DESC

PIN: 2753186686
PIN EXT: 000
REID: 38618
Property Value: \$151,655
Acreage: 5.03
Deed Book: 0000R4
Deed Page: 00187
Deed Date: 1/1/1900 1:00:00 AM



1:2,787

1 inch = 232 feet



Disclaimer: The information contained on this page is taken from aerial mapping, tax mapping, and public records and is NOT to be considered a legal description. Only a licensed professional land surveyor can determine precise locations, elevations, length and direction.

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



CONSENT AGENDA

Subject Title: Clerk - East Burke Senior Center Advisory Committee - Reappointments / Removal

Presented By: Kay Draughn

Summary of Information: The terms of appointment for Norma Cline (Seat 1), Karen Robinson (Seat 4) and Gale Fullbright (Seat 7) on the East Burke Senior Center Advisory Committee end May 31st. Ms. Cline and Ms. Robinson are willing to serve another term. Ms. Fullbright does not wish to be considered for reappointment. The term is for three (3) years.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To reappoint Norma Cline (Seat 1) and Karen Robinson (Seat 4) to the East Burke Senior Center Advisory Committee for 3-year terms ending May 31, 2023.

To remove Gale Fullbright (Seat 7) and thank her for her service to the community.

East Burke Senior Center
7 Members
3-Year Terms
4 Term Maximum (1984 Ord.)

Seat No.	Position	Name-Address	Term	
1	At-Large +55	Norma Cline* 4199 Countryside Drive Hickory NC 28602	A	5/4/2010
			R	1/24/2017
			R	7/18/2017
			TE	5/31/2020
2	At-Large +55	Larry Abernathy 8538 Old NC 10 Hickory, NC 28602	A	1/24/2017
			R	5/15/2018
			TE	5/31/2021
3	At-Large +55	Virginia Whisnant 2935 Shell Avenue Valdese NC 28690	A-UT	7/16/2019
			TE	5/31/2022
4	At-Large +55	Karen Robinson P.O. Box 1787 Hildebran, NC 28637	A	1/24/2017
			R	7/18/2017
			TE	5/31/2020
5	At-Large +55	Col. Thomas Taylor 106 La Colline Avenue Morganton, NC 28655	A	4/19/2011
			R	1/24/2017
			R	5/15/2018
			TE	5/31/2021
6	At-Large +55	Sharon Thornton 3451 River Road Morganton NC 28655	A-UT	7/16/2019
			R	
			TE	5/31/2022
7	At-Large +55	Gale Fulbright P.O. Box 728	R	1/24/2017

Attachment: EBSC Roster (3048 : Clerk - East Burke Senior Center Advisory Committee - Reappointments / Removal)

		Hildebran NC 28637	R	7/18/2017
			TE	5/31/2020

8	At-Large +55	Paula Huffman 6906 Huffman Hill Road Connelly Springs NC 28612	A-UT TE	7/16/2019 5/31/2021
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9	At-Large +55	Marie Speagle 4825 Laurel Creek Street Connelly Springs NC 28612	A TE	5/15/2018 5/31/2021
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Senior Ctr. Rebecah Bova
Site Mgr.

*President

A=Appointment
R=Reappointment
A-UT=Appointed to Complete Unexpired Term
TE=Term Expires

Attachment: EBSC Roster (3048 : Clerk - East Burke Senior Center Advisory Committee - Reappointments / Removal)

**BURKE COUNTY
APPLICATION
APPOINTMENT TO BOARDS AND COMMITTEES**



Name: Norma Cline Date: 1-15-2020

Address: 4199 Countryside Dr

City: Hickory State: N.C. Zip: 28602

Telephone: Home: 828-397-7148 Business: _____

Cell: _____ Email: _____

Occupation: Retired

Retired from: Burke County Schools

How did you hear about this opportunity? Presently serving

Are you currently serving on a Burke County board or committee? Yes No

If so, please identify the board or committee: East Burke Advisory Council

Community interest and activities:

Volunteering

Do you reside in the extraterritorial area of a municipality? Yes No

List in order of preference the board and/or committee(s) on which you would like to serve.

1. ~~Council On Aging~~
- ② East Burke Advisory Council
3. _____

Most board or committee seats have no special requirement other than being a citizen of Burke County. Do you have special criteria that you would like to be considered for this appointment?

No

Attachment: Cline and Robinson Apps (3048 : Clerk - East Burke Senior Center Advisory Committee - Reappointments / Removal)

**BURKE COUNTY
APPLICATION
APPOINTMENT TO BOARDS AND COMMITTEES**



Describe why you are interested in serving on a board or committee. What goals and objectives do you have?

Currently serving on board
To enhance our local board

Are you willing to attend board or committee meetings on a regular basis? Yes No

Please disclose any business or personal relationships that may be considered a conflict of interest, if selected to serve on a board or committee: Volunteer on

Tuesdays

Are you willing to abide by the Burke County Code of Ethics? Yes No

Remarks: _____
(OPTIONAL)

Signature: Norma Cline
(ORIGINAL SIGNATURE REQUIRED)

Return form to: Burke County
Attn: Clerk to the Board
P.O. Box 219
Morganton NC 28680
Email: kay.draughn@burkenc.org
Phone: 828-764-9354 Fax: 828-764-9352

Attachment: Cline and Robinson Apps (3048 : Clerk - East Burke Senior Center Advisory Committee - Reappointments / Removal)



**BURKE COUNTY
APPOINTMENT APPLICATION
BOARDS AND COMMITTEES**

Name: Karen C. Robinson Date: 1/16/20

Address: P. O. Box 1787

City: Hildebran State: NC Zip: 28637

Telephone: Home: 828-322-2845 Business: N/A

Cell: 828-381-2187 Email: kjcr@charter.net

Occupation: Retired

Retired from: Burke County Schools

How did you hear about this opportunity? Serving on council now

Are you currently serving on a county board or committee? Yes No

If so, please identify the board or committee: EBCSAC

Community interest and activities:

Burke County Delegate to the STHL

Friends of the Burke County Library Board Member

Do you reside in the extraterritorial area of a municipality? Yes No

List in order of preference the board and/or committee(s) on which you would like to serve.

1. East Burke Senior Center Advisory Council
2. _____
3. _____

Most board or committee seats have no special requirement other than being a citizen of Burke County. Do you have special criteria that you would like to be considered for this appointment?

I presently serve a chair of this council. I am the past chair of Burke County Council on Aging. I currently sever of the RACC committee.

Describe why you are interested in serving on a board or committee. What goals and objectives do you have?

I have supported the senior center in the past and would like to continue to serve the seniors of Burke County.

Are you willing to attend board or committee meetings on a regular basis? Yes No

Please disclose any business or personal relationships that may be considered a conflict of interest, if selected to serve on a board or committee:

None

Remarks: _____
(OPTIONAL)

Signature: Karen C. Robinson
(ORIGINAL SIGNATURE REQUIRED)
(SIGNING INDICATES AGREEMENT TO ABIDE BY THE BURKE COUNTY CODE OF ETHICS.)

Return to: Burke County
Attn: Clerk to the Board
P.O. Box 219
Morganton NC 28680
Email: kay.draughn@burkenc.org
Phone: 828-764-9354 Fax: 828-764-9352

Attachment: Cline and Robinson Apps (3048 : Clerk - East Burke Senior Center Advisory Committee - Reappointments / Removal)

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



CONSENT AGENDA

Subject Title: Finance - Audit Contract for FY 19-20

Presented By: Margaret Pierce

Summary of Information: North Carolina General Statute 159-34 requires the County to have its accounts audited annually by a certified public accountant. The County's current audit firm, Lowdermilk Church & Co., L.L.P. has submitted a proposal to do the work for \$41,700. The cost for Fiscal Year 18-19 audit work was \$44,700, so a \$3,000 decrease is requested.

Budgetary Effect: None. Funding for the audit will be included in the FY 20-21 budget.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To award the contract for the Fiscal Year 2019-20 audit to Lowdermilk Church and Co., L.L.P. in the amount of \$41,700.

The	Governing Board Board of Commissioners
of	Primary Government Unit (or charter holder) Burke County
and	Discretely Presented Component Unit (DPCU) (if applicable)

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Lowdermilk Church & Co., LLP
	Auditor Address 121 North Sterling Street, Morganton, North Carolina 28655

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/20	Audit Report Due Date 10/31/20
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Must be within four months of FYE

hereby agree as follows:

- The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
- At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.
14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.
23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
Margaret Pierce	Deputy County Manager/Finance	margaret.pierce@burkenc.org

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

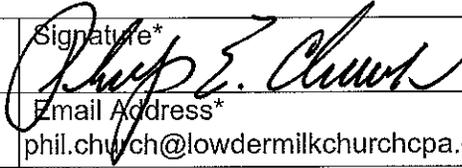
Primary Government Unit	Burke County
Audit Fee	\$ 41,700
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 31,275.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Lowdermilk Church & Co., LLP	
Authorized Firm Representative (typed or printed)* Phillip E Church	Signature* 
Date* 4-2-20	Email Address* phil.church@lowdermilkchurchcpa.com

GOVERNMENTAL UNIT

Governmental Unit* Burke County	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)* Johnnie Carswell, Board Chair	Signature*
Date	Email Address johnnie.carswell@burkenc.org

Chair of Audit Committee (typed or printed, or "NA") NA	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

Primary Governmental Unit Finance Officer* (typed or printed) Margaret Pierce	Signature*
Date of Pre-Audit Certificate*	Email Address* margaret.pierce@burkenc.org

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT

Lowdermilk Church & Co., L.L.P.
Certified Public Accountants

121 N. Sterling Street
 Morganton, North Carolina 28655
 Phone: (828) 433-1226
 Fax: (828) 433-1230

To the Board of Commissioners
 Burke County
 Morganton, N. C. 28655

March 31, 2020

We are pleased to confirm our understanding of the services we are to provide for Burke County for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Burke County as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement Burke County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Burke County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Information.
- 3) Law Enforcement Officers' Special Separation Allowance Schedules of Changes in Total Pension Liability and Total Pension Liability as a Percentage of Covered Payroll.
- 4) Local Government Employees' Retirement System Schedule of the Proportionate Share of Net Pension Liability (Asset) and Schedule of Contributions.
- 5) Register of Deeds' Retirement System Schedule of the Proportionate Share of Net Pension Liability (Asset) and Schedule of Contributions.
- 6) Other Post Employment Benefits Schedule of Changes in the Total Liability and Related Ratios.

We have also been engaged to report on supplementary information other than RSI that accompanies Burke County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements, and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements, or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal and State Awards.
- 2) Combining and Individual Fund Financial Statements.
- 3) Budgetary Schedules.
- 4) Other Schedules.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control over compliance related to major programs and an opinion (or a disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The Government Auditing Standards report on internal control over financial reporting, and on compliance and other matters, will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance, and the results of that testing, based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners of Burke County. We will make reference to the Component Auditor's audit of Burke County Tourism Development Authority in our report on your financial statements. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets which, in our professional judgement, prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or any misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. Our procedures will also include (1) an overview of the type of work to be performed on the financial information of components, including the basis for a decision to make reference to a component auditor in the auditor's report and (2) an overview of the engagement team's planned involvement in the work of component auditors on the financial information of significant components. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; the schedule of expenditures of federal and State awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Burke County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

The Uniform Guidance also requires that we plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of Burke County's major programs. The purpose of these procedures will be to express an opinion on Burke County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also prepare the following based on information provided by you: Data Collection Form and Unit Data Input Worksheet. These nonaudit services do not constitute an audit under Government Auditing Standards, and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, the Schedule of Expenditures of Federal and State awards, and the related notes services previously defined. We, in our sole judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and State awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management is reliable and the financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, the schedule of expenditures of federal and State awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information, of which you are aware, that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud, or suspected fraud, affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and State awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal and State awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and State awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and State awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, the schedule of expenditures of federal and State awards, and the related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal and State awards and the related notes, and that you have reviewed and approved the financial statements, the schedule of expenditures of federal and State awards, and the related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; to evaluate the adequacy and results of those services; and to accept responsibility for them.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for the interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including the financial statements, the schedule of expenditures of federal and State awards, the summary schedule of prior audit findings, the auditors' reports, and the corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lowdermilk Church & Co., L.L.P. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request, and in a timely manner, to the Local Government Commission or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lowdermilk Church & Co., L.L.P. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Local Government Commission. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Phillip E. Church is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

To ensure that Lowdermilk Church & Co., L.L.P.'s independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will be at our standard hourly rates, plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$41,700. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. We are required to inform you that we charge interest at a rate of 18% per annum on all invoices over 30 days old.

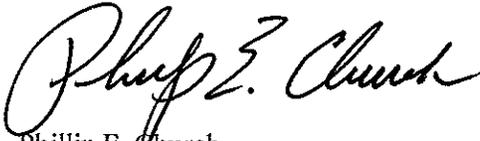
You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We are providing you with a copy of our 2018 external peer review report which accompanies this letter.

We appreciate the opportunity to be of service to Burke County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Phillip E. Church
Partner

RESPONSE:

This letter correctly sets forth the understanding of Burke County.

Management signature: _____

Title: _____

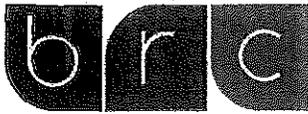
Date: _____

Governance signature: _____

Title: _____

Date: _____

Attachment: Burke County Audit Contract 2020 (3034 : Audit Contract for FY 19-20)



Bernard Robinson & Company, L.L.P.

Report on the Firm's System of Quality Control

October 30, 2018

To the Partners of Lowdermilk Church & Co., L.L.P.
and the Peer Review Committee of the North Carolina
Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Lowdermilk Church & Co., L.L.P. (the firm) in effect for the year ended May 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

1501 Highwoods Blvd., Ste. 300 (27410)
P.O. Box 19608 | Greensboro, NC 27419
P: 336-294-4494 • F: 336-294-4495

brccpa.com

Lowdermilk Church & Co., L.L.P.
October 30, 2018
Page 2

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Lowdermilk Church & Co., L.L.P. in effect for the year ended May 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lowdermilk Church & Co., L.L.P. has received a peer review rating of *pass*.

Bernard Robinson & Company, L.L.P.

BERNARD ROBINSON & COMPANY, L.L.P.

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



CONSENT AGENDA

Subject Title: Finance - County Financial Report for the Period Ending March 31, 2020

Presented By: Margaret Pierce

Summary of Information: The County's Finance Director will provide a brief overview of the County's financial status at the pre-agenda meeting for informational purposes only.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To accept the report as presented.

GENERAL FUND AS OF MARCH 31, 2020

PERCENT 5.8.a

RECEIVED /
EXPENDED

REVENUES:

	BUDGET	ACTUAL	BALANCE	PERCENT RECEIVED / EXPENDED
Property Taxes, Interest, & Penalties	\$48,970,000	47,650,484	\$1,319,516	97.31%
Sales Tax	\$7,400,000	3,965,202	\$3,434,798	53.58%
Other taxes	\$1,266,000	887,828	\$378,172	70.13%
Intergovernmental	\$19,073,422	12,532,337	\$6,541,085	65.71%
Sales/Services	\$4,021,800	2,561,476	\$1,460,324	63.69%
Permit/Fees	\$1,404,140	1,124,687	\$279,453	80.10%
Misc Revenues	\$816,950	957,149	(\$140,199)	117.16%
Transfer from other Funds	\$6,681,410	3,340,705	\$3,340,705	50.00%
Fund Balance	\$4,387,363	0	\$4,387,363	0.00%

TOTAL **\$94,021,085** **73,019,868** **\$21,001,217** **77.66%**

EXPENDITURES:

Animal Services	\$228,035	158,050	\$69,985	69.31%
Burke County Schools	\$15,874,203	11,899,232	\$3,974,971	74.96%
Community Dev/Building Inspections	\$874,345	663,869	\$210,476	75.93%
Cooperative Extension	\$390,855	264,162	\$126,693	67.59%
Debt Service	\$8,398,330	8,396,707	\$1,623	99.98%
DSS	\$17,625,664	11,663,220	\$5,962,444	66.17%
Economic Development	\$2,801,344	1,650,663	\$1,150,681	58.92%
Elections	\$1,106,047	820,659	\$285,388	74.20%
Emergency Services	\$8,921,126	6,605,005	\$2,316,121	74.04%
General Government	\$7,077,762	4,350,928	\$2,726,834	61.47%
Health	\$3,387,226	2,491,788	\$895,438	73.56%
Library	\$1,928,922	1,463,463	\$465,459	75.87%
Maintenance & Operation	\$3,200,037	1,752,705	\$1,447,332	54.77%
Mental Health	\$265,000	265,000	\$0	100.00%
Recreation	\$735,925	481,959	\$253,966	65.49%
Register of Deeds	\$490,435	316,904	\$173,531	64.62%
Senior Services/Veteran Services	\$661,428	398,441	\$262,987	60.24%
Sheriff, Jail and Animal Control	\$13,071,601	8,708,794	\$4,362,807	66.62%
Soil & Water	\$130,125	97,149	\$32,976	74.66%
Tax	\$1,580,935	1,150,289	\$430,646	72.76%
Western Piedmont Community College	\$2,895,740	2,022,226	\$873,514	69.83%
Transfers to other Funds	\$2,376,000	1,322,379	\$1,053,621	55.66%

TOTAL **\$94,021,085** **\$66,943,592** **\$27,077,493** **71.20%**

REVENUE OVER / (UNDER) EXPENDITURES

\$6,076,276

SALES TAX SUMMARY BY ARTICLE

7 months reporting

Sales Tax - Article 39	\$5,000,000	3,085,125	\$1,914,875	61.70%
Sales Tax - Article 40	\$5,837,850	3,234,771	\$2,603,079	55.41%
Sales Tax - Article 42	\$2,800,000	2,047,786	\$752,214	73.14%
Sales Tax - Article 44	\$1,562,150	966,337	\$595,813	61.86%
TOTAL	\$15,200,000	9,334,019	\$5,865,981	61.41%

ENTERPRISE FUNDS AS OF MARCH 31, 2020

	BUDGET	ACTUAL	BALANCE	PERCENT RECEIVED / EXPENDED
WATER & SEWER:				
Revenues	\$1,854,510	1,160,932	\$693,578	62.6%
Expenditures	\$1,854,510	880,653	\$973,857	47.5%
FUND BALANCE INCREASE / (DECREASE)		\$280,279		
SOLID WASTE:				
Revenues	\$5,822,799	4,546,066	\$1,276,733	78.1%
Expenditures	\$5,822,799	3,907,769	\$1,915,030	67.1%
FUND BALANCE INCREASE / (DECREASE)		\$638,297		

Attachment: Budget Report For Board of Commissioners - MARCH 31 2020 (3035 : Finance - County Financial Report for the Period Ending

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



CONSENT AGENDA

Subject Title: JCPC - Approval of County Plan for Burke County & Funding Allocation

Presented By: AJ Coutu or Rebecca McLeod

Summary of Information: The Juvenile Crime Prevention Council (JCPC) plans for the needs of adjudicated and at-risk youth and assesses the need for delinquency treatment and prevention services in Burke County. The funding from the state Department of Public Safety Division of Juvenile Justice (DJJ) for the programs, \$287,074, requires a 44% match which is provided by the programs themselves either by cash or in-kind donations. Therefore, **no county funding is necessary.**

The Annual Plan describes and documents each step of the state mandated process required to make decisions on the allocation of funds provided to Burke County by the Division of Juvenile Justice. The plan also documents the required membership of the council and meeting dates and attendance. Most importantly, it lists the programs chosen for funding and the amounts allocated. This plan must be approved by the Burke County Board of Commissioners prior to acceptance and funding by DJJ.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To approve the JCPC FY 20-21 County Plan for Burke County as presented and the JCPC FY 20-21 annual Funding Allocation. Further, authorize the County Manager and/or the County Finance Director to process revisions to the JCPC FY 20-21 Plan administratively and to authorize the Chairman to execute the Allocation on behalf of the Board.



NC Department of Public Safety
Juvenile Crime Prevention Council Certification

Fiscal Year: 2020 - 2021

County: BURKE Date: 4/8/2020

CERTIFICATION STANDARDS

STANDARD #1 - Membership

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? Yes
B. Is the membership list attached? Yes
C. Are members appointed for two year terms and are those terms staggered? Yes
D. Is membership reflective of social-economic and racial diversity of the community? Yes
E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? No

If not, which positions are vacant and why?

One Student under 18 has applied to Commissioners for appointment. Recruitment is ongoing for a non-profit representative and a District Attorney representative.

STANDARD #2 - Organization

- A. Does the JCPC have written Bylaws? Yes
B. Bylaws are [] attached or [X] on file (Select one.)
C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. Yes
D. Does the JCPC have written policies and procedures for funding and review? Yes
E. These policies and procedures [] attached or [] on file. (Select one.)
F. Does the JCPC have officers and are they elected annually? Yes
JCPC has: [X] Chair; [X] Vice-Chair; [] Secretary; [X] Treasurer.

STANDARD #3 - Meetings

- A. JCPC meetings are considered open and public notice of meetings is provided. Yes
B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? Yes
C. Does the JCPC meet bi-monthly at a minimum? Yes
D. Are minutes taken at all official meetings? Yes
E. Are minutes distributed prior to or during subsequent meetings? Yes

STANDARD #4 - Planning

- A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? Yes
B. Is this Annual Plan presented to the Board of County Commissioners and to DPS? Yes
C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? Yes

Attachment: Signed 20 21 Annual Certification (3045 : JCPC Annual Plan FY 21)

STANDARD #5 - Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? (RFP, distribution list, and article attached) Yes _____
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? Yes _____

STANDARD #6 – No Overdue Tax Debt

- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level? Yes _____

Briefly outline the plan for correcting any areas of standards non-compliance.

Vacancies for membership are being addressed.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. *Form JCPC/OP 002 (b) JCPC Certification Budget Pages* detailing the expenditure budget must be attached to this certification.

The JCPC Certification **must be received by June 30, 2020.**

**JCPC Administrative Funds
SOURCES OF REVENUE**

DPS JCPC	
Only list requested funds for JCPC Administrative Budget.	\$14,500
Local	_____
Other	_____
Total	\$14,500

Rebecca McLeod 4/8/2020
 JCPC Chairperson Date

 Chairman, Board of County Commissioners Date

 DPS Designated Official Date

Attachment: Signed 20 21 Annual Certification (3045 : JCPC Annual Plan FY 21)

Juvenile Crime Prevention Council Certification (cont'd)

5.9.a

Burke

County

FY 2020/21

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Mike Swan	Community Liaison	<input checked="" type="checkbox"/>	W	M
2) Chief of Police	Ryan Lander	MDPS	<input checked="" type="checkbox"/>	W	M
3) Local Sheriff or designee	Steve Whisenant	BCSD	<input type="checkbox"/>	W	M
4) District Attorney or designee			<input type="checkbox"/>		
5) Chief Court Counselor or designee	Ronn Abernathy	Chief Court Counselor	<input type="checkbox"/>	W	M
6) Director, AMH/DD/SA, or designee	Tara Conrad	Community Engagement Dir	<input checked="" type="checkbox"/>	W	F
7) Director DSS or designee	Hillary Biggerstaff	DSS Supervisor	<input checked="" type="checkbox"/>	W	F
8) County Manager or designee	Jennifer Forney	County Planner	<input checked="" type="checkbox"/>	B	F
9) Substance Abuse Professional	Joseph Martinez	FIRST Exec Dir		H	M
10) Member of Faith Community	Jasper Hemphill	Minister		B	M
11) County Commissioner	Maynard Taylor	Commissioner		W	M
12) Two Persons under age 18 (State Youth Council Representative, if available)	Willow Conrad	Student		W	F
13) Juvenile Defense Attorney	Brooke Mills	Attorney		W	F
14) Chief District Judge or designee	Clifton Smith	Dist. Court Judge	<input checked="" type="checkbox"/>	W	M
15) Member of Business Community	Doug Hartjes	Consultant		W	M
16) Local Health Director or designee	Rebecca McLeod	Director BCPH	<input type="checkbox"/>	W	F
17) Rep. United Way/other non-profit					
18) Representative/Parks and Rec.	Doug Knight	Director		W	M
19) County Commissioner appointee	Steven Moody	Assistant Principal		W	M
20) County Commissioner appointee					
21) County Commissioner appointee	David Bridges	Minister		W	M
22) County Commissioner appointee	Nicki Carpenter	Agricultural Extension Serv.		W	F
23) County Commissioner appointee	Dorian Palmer	Community Rep.		B	M
24) County Commissioner appointee	Brandon Collins	Juvenile Court Supervisor		W	M

Attachment: Signed 20 21 Annual Certification (3045 : JCPC Annual Plan FY 21)

Juvenile Crime Prevention Council Certification (cont'd)

5.9.a

23) County Commissioner appointee					
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Attachment: Signed 20 21 Annual Certification (3045 : JCPC Annual Plan FY 21)

Juvenile Crime Prevention Council Annual Plan for Burke County

FY 2020-2021

Table of Contents

- A. Executive Summary
- B. County Funding Plan
- C. Juvenile Crime Prevention Council Organization
- D. Risk and Needs Assessment Summary
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- F. RFP for Raise the Age and FY 2020/21
- G. Funding Decision Summary
- H. Funded Program Descriptions
- I. Program Enhancement Plans

The Burke County Juvenile Crime Prevention Council (JCPC), in fulfillment of the duties and responsibilities as set forth in the General Statutes of the State of North Carolina, has completed the activities required to develop this County Plan for FY 2020/21

The JCPC has identified the issues and factors which have an influence and impact upon delinquent youth, at-risk youth and their families in Burke County. Further, the JCPC has identified the strategies and services most likely to reduce/prevent delinquent behavior.

Priorities for Funding: Through a risk & needs assessment and a resource assessment, the JCPC has determined that the following services are needed to reduce/prevent delinquency in Burke County.

- 1) Sex Offender Treatment
- 2) Substance Abuse Treatment
- 3) Restitution / Community Service
- 4) Interpersonal Skill Building
- 5) Mediation
- 6) Teen Court
- 7) Group Home
- 8) Psychological Assessments
- 9) Mentoring
- 10) Counseling
- 11) Vocational Skill Building
- 12) Parent Family Skill Building
- 13) Experiential Skill Building
- 14) Temporary Foster Care
- 15) Specialized Foster Care
- 16) Temporary Shelter

Monitoring and Evaluation: Each program funded in the past year by the JCPC has been monitored by members of the Council’s Governance Committee. The monitoring results and program outcomes evaluations were considered in making funding allocation decisions.

Funding Recommendations: Having published a Request for Proposals (RFP) for these needed services for a minimum of thirty (30) days, the JCPC has screened the submitted proposals and determined which proposals complied with the requirements of the RFP and best met the advertised needed services. As required by statute, the JCPC recommends allocation of the NC Department of Public Safety, Division of Juvenile Justice (DJJ) funds in the amount of \$287,074 to the following Programs in the amounts specified below for FY2020/2021 (See JCPC Funding Allocations page for details of the 30% match):

Burke Council on Alcoholism and Chemical Dependency - \$25,663; Conflict Resolution Center - \$55,915; Project Challenge - \$67,241; Repay, Psychological Services - \$11,589; Repay, Just Girls - \$24,892; Repay, SAIS - \$43,676; and Kids at Work - \$43,598.

The JCPC further recommends that the following amount be allocated from the NC DJJ funds for the administrative costs of the Council for FY 2020/21: *\$14,500.*

The Burke County JCPC respectfully requests the following recommendations be considered by the Commissioners of the County of Burke:

- That our Commissioners continue to petition our legislators to increase JCPC funding to alternative court disposition programs for youth, in particular to assist in addressing the changes in the law which require additional local interventions for youth under the supervision of the Burke County Juvenile Court Counselors.
- That our Commissioners petition our legislators to leave authority for distribution of JCPC dollars with the individual counties rather than individuals or departments in Raleigh.

Attachment: A2 of 2) Signed 20 21 Executive Summary (3045 : JCPC Annual Plan FY 21)

The Burke County JCPC makes the following additional recommendations to NC Department of Public Safety, Division of Adult Correction and Juvenile Justice:

- That the Division of Adult Correction and Juvenile Justice initiate a change in the reimbursement process. The State of North Carolina has long encouraged programs to be sustainable via blended funding models. Programs using a blended model of funding that includes fee for service revenue from state and federal sources cannot accurately predict fee for service revenues because not all Juvenile Court youth are eligible for fee for service reimbursement. Therefore, JCPC funds should not be considered “last dollars in” but rather should be paid irrespective of a program’s excess or deficit. If this is allowed, local Councils can adjust funding levels based on a program’s long-term history of fee for service reimbursements.
- That the Division of Adult Correction and Juvenile Justice support in the legislature, the continued funding of Juvenile Court Services at the highest feasible rate, regardless of caseload fluctuations. The justification is the recent shift in age of onset for delinquency to younger youth; the increase in female delinquency; the legislation which raises the age of those considered youth and the substantial increase in the risk and needs level of the youth being served. As these issues create a new paradigm in the field of youth services it will require a similar increase in services and resources to address this population of progressively more endangered youth.

The Burke County JCPC also asks for the following assistance from the NC Department of Public Safety, Division of Adult Correction and Juvenile Justice as well as the Commissioners of the County of Burke:

- Any assistance possible in creating a robust *substance abuse continuum of care* to meet the needs of identified youth in Burke County.
- Any assistance possible in creating programs to educate parents and juveniles to limit technological access to pornography which has resulted in an alarming rise in sex offenses. This service to parents and juveniles could be instrumental in reducing and preventing delinquent behavior in our county.



Rebecca McLeod, Board Chair,
Burke County Juvenile Crime Prevention Council

Date: April 08, 2020

Juvenile Crime Prevention Council Organization

Current Fiscal Year: 2019/2020

	Name	Organization	Title
Chairperson	Rebecca McLeod	Burke County Health Department	Health Director
Vice-Chairperson	Jasper Hemphill	Olive Hill Economic Development	Director of Operations
Secretary			
Treasurer	Joseph Martinez	FIRST	Executive Director
Assessment Committee Chairperson	Jennifer Forney	County of Burke	Outreach Chair
Funding Committee Chairperson	Joseph Martinez	FIRST	Executive Director

Number of members: 1 as of 04/1/2020

List meeting dates during the current fiscal year and identify the number of JCPC members in attendance for each.

Meeting Date	Number of Members in Attendance	Quorum Present? Yes/No
2019/20		
July 10	11 of 19	YES
September 11	17 of 20	YES
November 13	13 of 21	YES
December 11	15 of 21	YES
January 8	18 of 21	YES
February 12	14 of 21	YES
March 11	16 of 21	YES
April 8		
May 13		

BURKE COUNTY FY 18/19 ELEVATED RISK ASSESSMENT OBSERVATION SUMMARY**FOR FY 2020/21 ALLOCATION DECISIONS**

[Items numbered in red were not deemed sufficiently elevated to address]

Overall Risk Level - 94% of assessed youth have a risk level of 3-5 of future delinquent behavior. This is a decrease from the previous year. 56% have a risk level for future delinquent behavior range from 4 to 5 (3 years increase trend and higher than the state's rate the past 4 years).

R1. Age for First Delinquent Offense Alleged in a Complaint - 27% of assessed youth are under the age of 12 for their first Delinquent Offense (2-year increase trend and higher than the state's rate the past 2 years).

R2. Number of Undisciplined or Delinquent Referrals at Intake - 54% of assessed youth have no Undisciplined or Delinquent Referrals at Intake. This is an increase from the previous year's rate, but lower than the state's rate. 26% of the assessed youth have one prior referral. (3 years increase trend and higher than the state's rate). 14% of the assessed youth have 2 or 3 prior referrals. (Decrease from previous year's rate, but higher than the state's rate).

R3. Most Serious Prior Adjudication - 51% of assessed youth have no prior adjudications. This is a decrease from the previous year's rate, and it is lower than the state's rate. 11% of the assessed youth have prior undisciplined adjudications. This is a decrease from the previous year's rate, but it is higher than the state's rate. 28% of the assessed youth have prior class 1-3 misdemeanors. This is the same rate as the previous year's rate, but it is higher than the state's rate for the past 4 years.

R4. Prior Assaults – 20% of the assessed youth have prior assaults. This is a decrease from the previous year's rate, but higher than the state's rate for the past 4 years. 78% of the assessed youth have no assaults. This is an increase from the previous year's rate, but lower than the state's rate.

R5. Runaway from Home or Placement - 91% of the assessed youth did not run away from home or placement. This is an increase from the previous year's rate and is higher than the state's rate. 9% of the assessed youth have ran away from home or placement. This is a decrease from the previous year's rate and is lower than the state's rate.

R6. Known Use – Alcohol, Illegal Drugs (prior 12 months) - ***25% of the assessed youth have known use of alcohol, illegal drugs and need further assessment or treatment. This is an increase from the previous year's rate but is lower than the state's rate.

R7. School Behavior Problems (prior 12 months) - 86% of the assessed youth have moderate to serious school behavior problems. This is a 2-year increase trend and is higher than the state's rate.

R8. Relationships with Peers - 49% of the assessed youth have relationships with peers that are good support and influence. This is a 3-year increase trend and is higher than the state's rate for the past 4 years.

R9. Parental Supervision - 6% of the assessed youth have parents and/or guardians that are willing but unable to supervise. This is an increase from the previous year's rate, but lower than the state's rate. 92% of the assessed youth have parents and/or guardians that are willing and able to supervise. This is a decrease from the previous year's rate, but higher than the state's rate.

BURKE COUNTY FY 18/19 ELEVATED NEEDS ASSESSMENT OBSERVATIONS SUMMARY
FOR FY 2020/21 ALLOCATION DECISIONS

[Items numbered in red were not deemed sufficiently elevated to address]

Y0. Overall Needs Level - 43% of the assessed youth have medium to high needs. This is the same as the previous year's rate, but higher than the state's rate for the past 4 years. 57% of the assessed youth have low needs. This is the same as the previous year's rate, and lower than the state's rate for the past 4 years.

Y1. Peer Relationships - 40% of the assessed youth have some to regular association with delinquent peers. This is an increase from the previous year's rate, and the same as the state's rate. 48% of the assessed youth have positive peer relationships. This is a 3-year increase trend and is higher than the state's rate.

Y2. School Behavior/Adjustment - 87% of the assessed youth have moderate to serious school behavior problems. This is a 3-year increase trend, and it is higher than the state's rate for the past 3 years.

Y3. Academic Functioning - 96% of the assessed youth are at grade level. This is an increase from the previous year's rate and is higher than the state's rate for the past 4 years.

Y4. Substance Abuse Within Past 12 Months - 74% of the assessed youth have no known substance abuse. This is a decrease from the previous year's rate, but it is higher than the state's rate.

Y5. Juvenile Parental Status - 99% of the youth assessed are not in parental status. This is an increase from the previous year's rate and is the same as the state's rate.

Y6. Abuse/Neglect History - 66% of the assessed youth have no evidence of abuse/neglect. This is the same as the previous year's rate and is lower than the state's rate.

Y7. Sexual Behaviors During Past 12 Months - 81% of the assessed youth have no sexual behavior problems. This is an increase from the previous year's rate but is lower than the state's rate.

Y8. Mental Health Needs - 27% of the assessed youth have mental health needs that are addressed. This is a decrease from the previous year's rate, and lower than the state's rate. 46% of the youth assessed need more mental health assessment. This is an increase from the previous year's rate (3-year increase trend) and is higher than the state's rate for the past 4 years.

Y9. Basic Physical Needs/Independent Living - 92% of the youth assessed are living with a parent/guardian and their needs are being met. This is an increase from the previous year's rate and is higher than the state's rate.

Y10. Health & Hygiene (Exclude Mental Health Conditions) - 98% of the assessed youth have no health or hygiene problem. This is an increase from the previous year's rate and is higher than the state's rate for the past 3 years.

F1. Conflict in the Home Within Past 12 Months - 13% of the assessed youth have domestic discord in the home. This is a year 2 year decrease and is lower than the state's rate. 7% of the assessed youth have domestic violence in the home. This is an increase from the previous year's rate and is higher than the state's rate.

F2. Family Supervision Skills - 54% of the assessed youth had adequate family supervision skills. This is an increase from the previous year's rate and is higher than the state's rate.

F3. Disability of Parent/Guardian - 86% of the assessed youth had a parent/guardian with no disabilities. This is a decrease from the previous year's rate and is lower than the state's rate.

F4. Family Substance Abuse Within Past 3 Years By Household Member - 78% of the assessed youth have no alcohol/drug abuse in the family. This is the same as the previous year's rate. 22% of the assessed youth have a household family member with an alcohol/drug abuse issue. This is the same as last year's rate and is higher than the state's rate.

F5. Family Criminality - 21% of the assessed youth have a family member with active court supervision or gang involvement. This is an increase from the previous year's rate and is higher than the state's rate for the past 4 years.

Instructions: Adjust arrows to cover target populations

-  1) JCPC funded
-  2) Available in Community
-  3) Needed - not available
-  4) Available-difficult to access
-  5) Services need to be expanded
-  6) Available - Funded by DPS

Comprehensive Strategy

Prevention

Graduated Sanctions

Target Populations

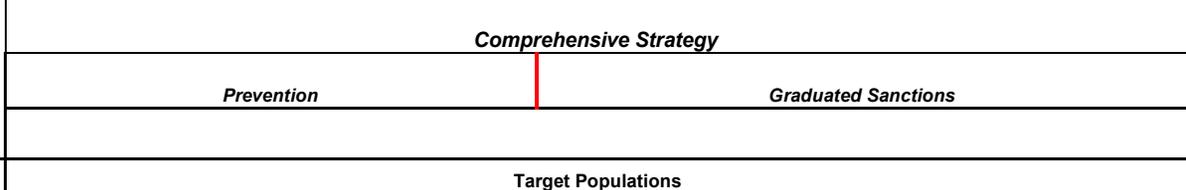
Program Services & Structures Categories	Programs	All Youth	Youth at Greatest Risk	Pre-Adjudicated Youth	Delinquent- Level I / Prot. Supervision	Delinquent- Level II Youth	Delinquent- Level III Youth	Post Release Youth
		Structured Activities						
	Mentoring							
	Big Brothers & Big Sisters							
	TOC - Mentoring							
	Parent/Family Skills							
	Futures							
	ACP/Childrens Hope Alliance - PPP Online							
	Interpersonal Skills							
	Boys & Girls Scouts							
	ROTC							
	Recreational Programs							
	Kids at Work							
	Experiential Skills							
	Burke 4-H							
	ROTCJ							
	Boys & Girls Scouts							
	Tutoring/Academic Enhancement							
	Burke Literacy Council							
	Fresh Start - Outreach Center							
	BCPS ELL							
	Vocational Skills							
	Vocational Rehab							
Restorative Services								
	Mediation							
	Conflict Resolution Center							
	Restitution							
	Project Challenge							
	Teen Court							

Attachment: E) CONTINUUM OF SERVICES FY 19 20 (3045 : JCPC Annual Plan FY 21)

BURKE COUNTY: Continuum of Services - At a Glance FY 2019/20 Process for FY 2020/21

Instructions: Adjust arrows to cover target populations

-  1) JPCPC funded
-  2) Available in Community
-  3) Needed - not available
-  4) Available-difficult to access
-  5) Services need to be expanded
-  6) Available - Funded by DPS



Program Services & Structures Categories	Programs	All Youth	Youth at Greatest Risk	Pre-Adjudicated Youth	Delinquent- Level I / Prot. Supervision	Delinquent- Level II Youth	Delinquent- Level III Youth	Post Release Youth
Community Day Programming	Structured Day							
	FOCUS -Day Treatment							
	Hallyburton Academy							
	BATS - BCPS							
Assessment Services	Assessment							
	Repay Sex Offender							
	Repay Psych Evaluation							
	BCOA Substance Abuse Eval							
	Private Providers							
Clinical Treatment	Counseling							
	Repay /Just Girls/Group							
	Private Providers							
	Alexander Youth Network							
	Home Base Family Counseling							
	SPARC/Family Centered Counseling							
	Barium Springs/Home Remedies							
	AMIKIDS/FFT							
	Private Providers (FOCUS/Caring Alt.,etc)							
	Burke Intergrated Care							
	Mobile Crisis Services							
	Substance Abuse Treatment							
	Burke Council on Alcoholism							
	Sexual Offender Treatment							
	Repay SAIS							
Residential	Group Home							
	Short Term Female/West Care Residential							
	Male Short Term/Eckerd Residential							
	Buncombe Crisis & Assessment Multi-Purpose							
	Group Home - Local							
	Temporary Shelter							
	Local Temporary Shelter -							
	Rapid Response Beds							
	Runaway Shelter							
	Trinity Place							
	Specialized Foster Care							
	Therapeutic Foster Care / Sex Offender Treatment							
Temporary Foster Care								
Alexander Youth Network								

Attachment: E) CONTINUUM OF SERVICES FY 19 20 (3045 : JCPC Annual Plan FY 21)

**County Juvenile Crime Prevention Council
Request for Proposals 2020/21**

\$287,074	30%	December 27, 2019															
Anticipated County Allocation	Required Local Match Rate	Date Advertised															
<p>The Juvenile Crime Prevention Council (JCPC) has studied the risk factors and needs of Juvenile Court involved youth in this county and hereby publishes this Request for Proposals. The JCPC anticipates funds from the Division of Adult Correction & Juvenile Justice (DACJJ) in the amount stated above to fund the program types specified below. Such programs will serve delinquent and at-risk youth for the fiscal year 2020-2021 beginning on, or after, July 1, 2020. The use of DACJJ funds in this county requires a local match in the amount specified above.</p>																	
<p>The JCPC will consider proposals for the following needed Programs:</p> <table border="0"> <tr> <td>1) Sexual Offender Treatment</td> <td>7) Group Homes</td> <td>12) Parent/Family Skill Building</td> </tr> <tr> <td>2) Substance Abuse Treatment</td> <td>8) Psychological Assessments</td> <td>13) Experiential Skill Building</td> </tr> <tr> <td>3) Restitution/Community Service</td> <td>9) Mentoring</td> <td>14) Temporary Foster Care</td> </tr> <tr> <td>4) Interpersonal Skill Building</td> <td>10) Counseling</td> <td>15) Specialized Foster Care</td> </tr> <tr> <td></td> <td>11) Vocational Skill</td> <td>16) Temporary Shelter</td> </tr> </table>			1) Sexual Offender Treatment	7) Group Homes	12) Parent/Family Skill Building	2) Substance Abuse Treatment	8) Psychological Assessments	13) Experiential Skill Building	3) Restitution/Community Service	9) Mentoring	14) Temporary Foster Care	4) Interpersonal Skill Building	10) Counseling	15) Specialized Foster Care		11) Vocational Skill	16) Temporary Shelter
1) Sexual Offender Treatment	7) Group Homes	12) Parent/Family Skill Building															
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4) Interpersonal Skill Building	10) Counseling	15) Specialized Foster Care															
	11) Vocational Skill	16) Temporary Shelter															
<p>Proposed Program Services should target the following Risk Factors for Delinquency or Repeat Delinquency: *Age at First Offense Alleged in a Complaint * Number of Undisciplined or Delinquent Referrals at Intake * Most Serious Prior Adjudication * Prior Assaults *Known use of alcohol or illegal drugs * Serious school behavior problems *History of Abuse or Neglect *Sexual behavior problems *Mental Health Needs *Youth who have parents who are unwilling or unable to supervise * Family criminality or Conflict in the home</p>																	
<p>Programs should address the following concerns as reported in the Needs Assessments for Adjudicated Youth:</p> <p>Peer Domain:</p> <p>Individual Domain: Known use of alcohol/illegal drugs; known substance abuse issues; or in need of sex offender or mental health assessment & treatment.</p> <p>Family Domain: Parents with marginal to inadequate supervision skills, family members with alcohol or drug issues, criminality or conflict in the home.</p> <p>School Domain: Serious school behavior problems.</p>																	
<p>Applicants are being sought that are able to address the legislatively mandated items below:</p> <ol style="list-style-type: none"> Program services compatible with research that is shown to be effective with juvenile offenders. Program services are outcome-based. The program has an evaluation component. Program services detect gang participation and divert individuals from gang participation. Programs that can have a demonstrable impact on the following success factors: a. reduce the use of alcohol or controlled substances; b. reduce subsequent complaints; c. reduce violation of terms of community supervision; d. reduce convictions from subsequent offenses; e. fulfill restitution to victims; and f. increase parental accountability. 																	
<p>Local public agencies, 501(c)(3) non-profit corporations and local housing authorities are invited to submit applications (Program Agreements) for programs addressing the above elements. Application processing and other necessary information may be obtained from:</p> <p align="center">A. J. Coutu, Designee at 828-403-1427 JCPC Chairperson or Designee Telephone #</p>																	
<p>To apply for FY 2019-2020 JCPC funding, you must complete and submit your application online by accessing NC-ALLIES. Please read and follow all instructions at the following link: http://cp.ncdjjdp.org/CP. After submitting the application electronically, print copies as indicated below. Private non-profits are also required to submit No Over Due Tax forms, Conflict of Interest Disclosure Statement, proof of 501(c)(3) status, Board of Directors list. Programs not funded at the time of the RFP deadline are required to submit three letters of support from outside their agency and an annual audit or financial statement. APPLICANTS MUST ALSO ATTEND: MONDAY, JANUARY 27, 2020 STATE PROGRAM ORIENTATION at the Foothills Higher Education Center, Room 131. REGISTRATION REQUIRED by 12 Noon Thursday, January 23: RSVP to jcpcbcc@gmail.com or call A.J. Coutu: 828-403-1427.</p>																	
<p>NOTE: For further information, technical assistance, or inquiring about mandatory program orientation workshops in your area, contact the DPS/DACJJ/Community Program Western Area Office by calling Megan Webster, Area Consultant at 828-296-4744</p>																	
<p>Deadline for Application is: Enter into NCALLIES: 02/19/2019 BY 5:00 P.M.</p>																	
Mail or deliver applications to:	<p><u>Hardcopies to: Nicki Carpenter</u> <u>Burke Co. Agricultural Center, 130 Ammons Drive, Suite 2, Morganton, NC 28655</u> BY 5:00 P.M. on Wednesday, February 19, 2020</p>																
	Number of copies to submit: <u>2 originals 5 copies</u>	Telephone: 828-764-9480															

REQUEST FOR PROPOSALS FY 2020/2021:

Burke County Juvenile Crime Prevention Council (JCPC) & N.C. Dept. of Public Safety Division of Adult Correction and Juvenile Justice (DACJJ)

Burke County JCPC requests from local non-profits, proposals to serve delinquent and at risk youth, ages 6 to 18. Programs must have a SREP service type, an "evidence based" model or a service requested by the DACJJ. Programs must have an evaluation component which can demonstrate impact on the risk factors below. Approximately \$287,074 will be available [dependent on availability of funds] for July 1-June 30, Fiscal Year 2020/21. Local match of 30% required. **Deadline for applications: Wednesday, February 19, 2020 - 5:00 P.M.**

Burke Co. priority risk and needs factors compatible with legislative mandates:

- Age for First Delinquent Offense Alleged in a Complaint
- Number of Undisciplined or Delinquent Referrals at Intake
- Most Serious Prior Adjudication
- Prior Assaults
- Known use of Alcohol or Illegal Drugs by Youth or Family
- Serious School Behavior Problems
- Sexual Behavior Problems
- Mental Health Needs
- Youth who have Parents Willing but Unable to Supervise
- Family Criminality or Conflict in the Home.

Funding priority will go to following service types: 1) Sex Offender Treatment 2) Substance Abuse Treatment 3) Restitution / Community Service 4) Interpersonal Skill Building 5) Mediation 6) Teen Court 7) Group Home 8) Psychological Assessments 9) Mentoring 10) Counseling 11) Vocational Skill Building 12) Parent Family Skill Building 13) Experiential Skill Building 14) Temporary Foster Care 15) Specialized Foster Care 16) Temporary Shelter

Programs are required to submit two copies of the following application attachments:

- Management letter with a form stating "No Overdue Taxes are Due"
- Conflict of Interest Statements
- Proof of 501(c)(3) status
- Current list of Board of Directors and
- Programs not funded at the time of the RFP deadline are required to submit three letters of support from outside their agency and their most recent annual audit or financial statement.

To apply, complete the online application by accessing NCALLIES through an NCID registration. Follow instructions at: <http://cp.ncdjjdp.org/CP> for the program agreement application. New programs will need to complete NCID registration first.

After submitting the NCALLIES application, print, sign and deliver 2 complete hard copy packets of the entire proposal packet and 5 modified hard copy packets of the NCALLIES application (without Section V or attachments) to: Nicki Carpenter at the Burke Co.

Agricultural Center, 130 Ammons Drive SE Suite 2, Morganton, NC 28655; phone (828) 764-9480.

Also Required: State Mandatory Program Orientation for New Programs – (Registration required by Thursday January 23rd at 12:00 Noon). Orientation will be held on Monday, January 27, 2020 from 9:00 A.M. to 12:00 Noon at the Foothills Higher Education Center, 2128 South Sterling Street, Morganton, NC Room 131. **Mandatory Attendance for All Programs** is required at the Burke JCPC Funding Allocation meeting: Wednesday, February 26, 2020 at the Collett Street Recreation Center, Morganton, NC. For further information contact Megan Webster at the DACJJ Area Office: 828-296-4744 e-mail: megan.webster@ncdps.gov or Burke JCPC Administrator, A.J. Coutu at jcpcbcc@gmail.com Phone: 828-403-1427. Or visit: <http://www.burkenc.org/2295/Juvenile-Crime-Prevention-Council>.

Burke County Juvenile Crime Prevention Council Request for Proposals - RTA Expansion Funds

\$36,505**0%****November 15, 2019**Anticipated County Allocation for
Expansion Funds

Required Local Match Rate

Date Advertised

The **Juvenile Crime Prevention Council (JCPC)** has studied the risk factors and needs of Juvenile Court involved youth in this county and hereby publishes this Request for Proposals. The JCPC anticipates Raise the Age Expansion funds from the NC Department of Public Safety, Division of Adult Correction and Juvenile Justice, Community Programs section, in the amount stated above to fund and/or expand the program types specified below. Such programs will serve delinquent and at-risk youth for the state during **fiscal year 2019-2020** beginning on, or after, **July 1, 2019**. The use of these Raise the Age Expansion funds in this county do not require a **local match for the first year ONLY**. These expansion funds are an addition to the funds previously allocated in the amount of \$230,294.

The JCPC will consider proposals for the following needed programs:

- | | | |
|------------------------------------|----------------------|----------------------------------|
| 1) Psychological Assessments | 6) Mediation | 11) Counseling |
| 2) Sex Offender Treatment | 7) Teen Court | 12) Temporary Foster Care |
| 3) Substance Abuse Treatment | 8) Group Homes | 13) Specialized Foster Care |
| 4) Restitution / Community Service | 9) Temporary Shelter | 14) Parent/Family Skill Building |
| 5) Interpersonal Skills | 10) Mentoring | 15) Experiential Skill Building |

Proposed Program Services should target the following Risk Factors for Delinquency or Repeat Delinquency:

- | | |
|--|--|
| *Age at First Offense Alleged in a Complaint | *Number of Undisciplined or Delinquent Referrals |
| *Most Serious Prior Adjudication | * Prior Assaults |
| * Serious School Behavior Problems | * Known use of Alcohol or Illegal Drugs by Youth or Family |
| * Sexual Behavior Problems | * Association with Delinquent Peers |
| * Mental Health Needs | *History of Abuse or Neglect |
| * Youth with Parents Willing but Unable to Supervise | * Family Criminality |

Programs should address the following concerns as reported in the Needs Assessments for adjudicated youth:

- Peer Domain: Regular association with delinquent youth.
- Individual Domain: Known use of alcohol or illegal drugs; or in need of sexual offender or mental health assessment & treatment.
- Family Domain: Parents with marginal to inadequate supervision skills; family members with drug issues or criminality.
- School Domain: Serious school behavior problems.

Applicants are being sought that are able to address items below:

1. Program services compatible with research that are shown to be effective with juvenile offenders.
2. Program services are outcome-based.
3. The program has an evaluation component.
4. Program services detect gang participation and divert individual, if applicable.

Local public agencies, 501(c)(3) non-profit corporations and local housing authorities are invited to submit applications to provide services addressing the above elements.

A. J. Coutu, Designee

at

828-403-1427

JCPC Chairperson or Designee

Telephone #

In order to apply for FY 2019-2020 JCPC funding, you must complete and submit your application online by accessing NCALLIES.

Please read and follow all instructions at the following link (directions accessible prior to logging in):

<https://cp.ncdjdp.org/CP>

After submitting the application electronically, print and submit hard copies as indicated below. Private non-profits are also required to submit No Over Due Tax forms, Conflict of Interest Statements, and, if requested, proof of 501(c)(3) status.

NOTE: For further information, or technical assistance about applying for JCPC funds in this county, contact your Area Consultant, Megan Webster at 828-296-4744.

Deadline for Application is: Monday, December 16, 2019 by 5:00 P.M.

Mail or deliver applications to: Nicki Carpenter c/o Burke County Agricultural Center
130 Ammons Drive, Suite 2
Morganton, NC 28655

Number of original copies to submit: 2+5Copy

Telephone: 828-403-1427

**REQUEST FOR PROPOSALS for Raise the Age Legislation from the
Burke County Juvenile Crime Prevention Council (JCPC) & N.C. Dept. of Public Safety
Division of Adult Correction and Juvenile Justice (DACJJ)**

Burke County JCPC requests from local non-profits, proposals to serve delinquent and at risk youth, ages 6 up to 18. Programs must have a SPEP service type, an "evidence based" model or a service requested by the DACJJ. Programs must have an evaluation component which can demonstrate impact on the risk factors below. For FY 2019/20 approximately \$36,505 will be available, dependent on availability of state funds. Local match is not required for Raise the Age expansion funds for the first year only. **Deadline for applications: Monday, December 16, 2019 - 5:00 P.M.**

Burke Co. priority risk and needs factors FY2019/2020 compatible with legislative mandates:

- Age for First Offense Alleged in a Complaint
- Number of Undisciplined or Delinquent Referrals at Intake
- Most Serious Prior Adjudication
- Prior Assaults
- Known use of Alcohol or Illegal Drugs by Youth or Family
- Serious School Behavior Problems
- Association with Delinquent Peers
- Sexual Behavior Problems
- Mental Health Needs
- Youth who have Parents Willing but Unable to Supervise
- Family Criminality.

Funding priority will go to following service types: 1) Psychological Assessments 2) Sexual Offender Treatment 3) Substance Abuse Treatment 4) Restitution/ Community Service 5) Interpersonal Skill Building 6) Mediation 7) Teen Court 8) Group Homes 9) Temporary Shelter 10) Mentoring 11) Counseling 12) Temporary Foster Care 13) Specialized Foster Care 14) Parent/Family Skill Building 15) Experiential Skill Building.

Programs not currently funded are required to submit two copies of the following application attachments:

- Management letter with a form stating "No Overdue Taxes are Due"
- Conflict of Interest Statements
- Proof of 501(c)(3) status
- Current list of Board of Directors
- Three letters of support from outside their agency and their most recent annual audit or financial statement.

To apply, complete the online application by accessing NCALLIES through an NCID registration. Follow instructions at: <http://cp.ncdjidp.org/CP> for the **program agreement application**. New programs will need to complete NCID registration first. After submitting the NCALLIES application, programs not currently funded must print, sign and deliver 2 complete hard copy packets of the entire proposal packet and 5 modified hard copy packets of the NCALLIES application (without Section V or attachments) to: Nicki Carpenter at the Burke Co. Agricultural Center, 130 Ammons Drive SE Suite 2, Morganton, NC 28655; phone 828-764-9480. Currently funded programs should provide 7 printouts of the NCALLIES application without Section V or any attachments previously provided.

Also required is a **Mandatory State Program Orientation** for new programs only. For an appointment contact Megan Webster, DJJ State Consultant. **Mandatory attendance** is also required at the Burke JCPC Funding Allocation and Council meeting: Wednesday, January 8, 2020 at the Collett Street Recreation Center, Morganton, NC at 8:10 A.M. [Snow date: Friday, January 10th]. For further information contact Megan Webster at the DACJJ Area Office: 828-296-4744 or Burke JCPC Administrator, A.J. Coutu at jcpcbcc@gmail.com, Phone: 828-403-1427. Or visit: <https://www.burkenc.org/2295/Juvenile-Crime-Prevention-Council>.

Juvenile Crime Prevention Council Funding Decisions Summary

Program Funded	Reason for Funding (Check all that apply)
2020/21 Burke Recovery	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input checked="" type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Conflict Resolution Center	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input checked="" type="checkbox"/> Addresses use of alcohol/controlled substances <input checked="" type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Kids at Work	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Project Challenge	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input checked="" type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Repay - Just Girls	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input checked="" type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input checked="" type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Repay - Psychological Assessments	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Repay - SAIS	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
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	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available
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Attachment: G) Decisions Summary 02 26 2020 (3045 : JCPC Annual Plan FY 21)

Juvenile Crime Prevention Council Funding Decisions Summary

	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available
	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available
	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available
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Program Not Funded	Reason for Not Funding (Check all that apply)
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other Less Demand for Service <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input type="checkbox"/> Other
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	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input type="checkbox"/> Other

Attachment: G) Decisions Summary 02 26 2020 (3045 : JCPC Annual Plan FY 21)

BURKE COUNTY JCPC FUNDED PROGRAM DESCRIPTIONS

FY 2020 / 2021

Burke Recovery - Assessment: The Adolescent Assessment Services provides a comprehensive clinical assessment for youths between the ages of 12 and 17 who are considered at risk for involvement in alcohol or other drug use. The assessment process is to identify the level of risk for a substance use disorder and make appropriate referrals which may include education-prevention, substance abuse treatment and/or behavioral health interventions. Priority is given to youth involved with the juvenile justice system.

Burke Recovery – Treatment: The treatment component of this program serves youth between the ages of twelve to seventeen who have received a substance use assessment and have been recommended to complete a low intensity outpatient treatment program. Adolescents served will meet criteria for a substance use disorder according to DSM-V. They will also have met ASAM program placement criteria for Level One outpatient treatment.

Conflict Resolution Center – Juvenile Mediation: Program provides School Resource Officers and School Administrators with victim-offender mediation services that allows youth to discuss issues that are leading to their delinquency. Goals are to increase effective communication, collaborative problem solving and implementing an agreement between two or more parties.

Conflict Resolution Center - CRC Education - Program provides victim-offender mediation services-allows youth to discuss issues that are leading to their delinquency. Goals: increase of effective communication/collaborative problem solving/implementing an agreement between 2 plus parties. Classes build skills by identifying problematic attitudes/beliefs/thinking patterns leading to delinquency. Contextual instruction/related experience focusing on pro-social decision making/anger management techniques/conflict resolution interpersonal skills.

Conflict Resolution Center – Restorative Sentencing Circles: Sentencing Circles encompasses the 3 main ideas of restorative justice; to repair, encounter and transform by involving everyone that was most harmed by the criminal activity. In the Circle process, participants discuss the circumstances and impacts that the offense has had on the community, offender and victim. Parties try to come to a complete consensus as to the best way to resolve the conflicts that have been created because of the crime, leading to transformations of the offender and victim.

Kids at Work: Kids At Work is an interpersonal skills development program based around the culinary arts. Youth are a part of the program for 16 weeks and meet for three hours once a week for instruction. The curriculum consists of 24 hands-on lessons that are designed to meet the clients' unique learning styles and help them apply the skills in a work environment. Youth ages 15-17 also receive ServSafe food safety training leading to a nationally recognized certification sought by employers.

Project Challenge: Project Challenge is a dispositional option to juvenile court allowing participants to repay or give back to their community. Participants are given the opportunity to fulfill their obligation to the courts by completing community service and provide victims repayment of monetary loss. Project Challenge's Mission Statement is: To help youth become confident, productive members of their community through the offering of their time and talents and through challenging recreational activities.

Repay, Inc – Just Girls: The Just Girls program provides a safe, gender specific, group counseling environment where at risk girls can learn self-esteem, build positive relationships with peers, adults, and the community. The goals of the program are to increase self-management and awareness, positive bonding and relationship skills, and reduce risk behaviors.

Repay, Inc. - Psychological Services: This component provides comprehensive psychological and diagnostic assessments for court involved youth in order to provide risk data and treatment recommendations.

Repay, Inc. – SAIS Evaluation and Assessment: Sex offender specific evaluation and assessment for children with sexually reactive behavior, youth displaying sexually aggressive behavior or who have been charged with a sex offense in order to evaluate risk and make treatment recommendations.

Repay, Inc. – SAIS Treatment: Sex offender specific treatment for children and youth displaying sexually aggressive behavior, inappropriate sexual conduct or who have been charged with a sex offense. The treatment balances accountability, rehabilitation and community safety.

Program Enhancement Plan (PEP)

Program/Component: Adolescent Substance Abuse (SA) Treatment

Brief Description: The Adolescent SA Treatment component serves youth between the ages of 12 and 17 who have received an SA assessment and been recommended to complete a low-intensity outpatient treatment program. Adolescents served will meet criteria for a substance use disorder according to DSM-V. They will also have met ASAM program placement criteria for Level One treatment.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report : Describe progress made, include date, what has been completed, in process or no progress
Primary Service	25				
Qualifying Supplemental Service	5				
Quality of Service Delivery	16	Protocol, Staff Training, Program Evaluation	Protocol: Continue to revise protocol manual to meet the highest standards; Staff Training: Improve staff training plan and policy to include expected benefits to JCPC programs; Program Evaluation: Improve program evaluation to include expected benchmarks and client improvement.	Program Manager and Clinical Staff	In process of revising the policy and procedures manual for JCPC which includes the "protocol" and "staff training" improvements previously noted. In addition, the program evaluation is also being revised by the clinical team.
Amount of Service: Duration and Contact Hours	2				
	2				
Risk Level of Youth	23				
Total SPEP Score	73				
POP	77%				



This Plan is approved by: _____ 12/2/2019

Attachment: I) PEP signed 2020 21 Annual Plan (3045 : JCPC Annual Plan FY 21)

(Above) Kim James
Program Manager Signature

Date

Rebecca McLeck
JCPC Chair Signature

Date

2/11/2020

Program Enhancement Plan (PEP)

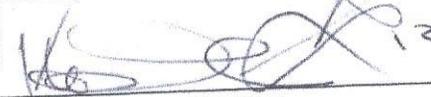
Program/Component:
Brief Description:

Kids at Work-Burke County 2018-2019

Kids At Work is an interpersonal skills development program based around the culinary arts. Youth are a part of the program for 16 weeks and meet for three hours once a week for instruction. The curriculum consists of 24 hands-on lessons that are designed to meet the clients unique learning styles and help them apply the skills in a work environment.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service	15				Maximum Points received
Qualifying Supplemental Service	5				
Quality of Service Delivery	12	Staff Retention Area.	1. To assess the reasons and factors regarding staff turnover. 2. Develop a plan based on the assessment. 3. Implement the plan. 4. Evaluate outcomes. 5. Developing a Continuity plan for filling vacancies.	District Leader	
Amount of Service: Duration and Contact Hours	10		These factors are out of the programs control.		
Risk Level of Youth	25		Program is serving appropriate level of risk score for the type of service.		
Total SPEP Score	67				
POP	79%				

This Plan is approved by:


12/12/18

12/5/18

Program Manager Signature
Date
JCPD Chair Signature
Date

Attachment: I) PEP signed 2020 21 Annual Plan (3045 : JCPC Annual Plan FY 21)

Program Enhancement Plan (PEP)

Program/Component: Project Challenge-Burke

Brief Description: Project Challenge is a dispositional option to juvenile court allowing participants to repay or give back to their community as part of their probation requirements. Participants are given the opportunity to fulfill their obligation to the courts by completing community service and provide victims repayment of monetary loss.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service	10				
Qualifying Supplemental Service	5				
Quality of Service Delivery	17		1-Protocol Manual needs to include a dailey flow and client flow of activities. 2- Staff training individualized training plan for positions. 3-Program Evaluation, Monitoring and Corrective Action - Needs description on how to improve or inform staff.	1-2-3 Project Challenge Program Manager	1-Continue to follow added summary to Program Manual. 2-Continue to follow added summary to Program Manual. 3-Continue to follow added summary to Program Manual.
Amount of Service: Duration and Contact Hours	16	Improve % of juvenile receiving optimal duration	1. Schedule participants for 12 weeks in all possible cases adhering to frequency requirements in JCPC policy. 2. Communicate change and rationale to referral sources, clients, and families	1. Project Challenge Program Coordinator 2. Project Challenge Program Coordinator	1-Continue monitoring that length of stay extends the 12 weeks and frequency requirements are met. 2-Continue open communication with all involved.
Risk Level of Youth	23				
Total SPEP Score	71				
POP	89%				

This Plan is approved by: Charles C. Rensler 12-23-2019 Rebecca McLeavel 1/8/2020

Program Manager Signature
Date
JCPC Chair Signature
Date

Attachment: I) PEP signed 2020 21 Annual Plan (3045 : JCPC Annual Plan FY 21)

Program Enhancement Plan (PEP)

Program/Component: Just Girls

Brief Description: The Just Girls program provides a safe, gender specific, group counseling environment where at risk girls can learn self-esteem, build positive relationships with peers, adults, and the community. The goals of the program are to increase self management and awareness, positive bonding and relationship skills, and reduce risk behaviors.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service	15				
Qualifying Supplemental Service	0				No enhancements needed.
Quality of Service Delivery	17	Staff Evaluation and Protocol Manual	Add additional information to the protocol manual including staff qualifications service delivery, treatment benchmarks and additional information. Increase staff training and evaluations with complete documentation; Staff development plans for each staff member	Executive Director	The manual needs to be expanded to include these areas as well as evaluation tools put into place for the program. We are still developing the schedule and tools. Expected date of completion is June 2020.
Amount of Service: Duration and Contact Hours	4				Some of the terminations reflected were unsuccessful which affected this number.
Risk Level of Youth	25				Just Girls has no control over the risk level.
Total SPEP Score	61				
POP	72%				

This Plan is approved by:


12/10/19
Rebecca McDev
12/11/19
 Program Manager Signature Date JCPC Chair Signature Date

Attachment: I) PEP signed 2020 21 Annual Plan (3045 : JCPC Annual Plan FY 21)

Program Enhancement Plan

Program:

Psychological Services- Burke

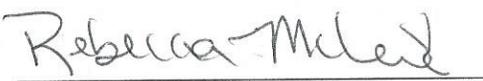
Brief Description:

This component provides comprehensive psychological and diagnostic assessments for court involved youth in order to provide risk data and treatment recommendations.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services					Does not have a SPEP
Quality of Service Delivery	16	Expanding current Protocol Manual	Add additional information to the protocol manual to reflect the use of contractors, qualifications and additional information.	Executive Director	Protocol manual is still being expanded. Estimated date of completion is June 2020
Amount of Service: Duration and Contact Hours					
Risk Level of Youth					
Total	16				

Attachment: I) PEP signed 2020 21 Annual Plan (3045 : JCPC Annual Plan FY 21)

This Plan is approved by:  Renee Lewis 12/10/20
 Program Manager Name & Signature Date

 Rebecca McLeod 12/16/19
 JCPC Chair Name & Signature Date

Program Enhancement Plan (PEP)

Program/Component:

Sex Offender Evaluation- Burke

Brief Description:

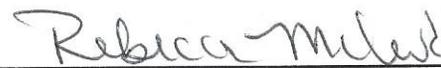
Sex offender specific evaluation and assessment for youth displaying sexually aggressive behavior or who have been charged with a sex offense in order to evaluate risk and make treatment recommendations.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service					
Qualifying Supplemental Service					
Quality of Service Delivery	18	Expanding current Protocol Manual	Add additional information to the protocol manual including staff qualifications service delivery, treatment benchmarks and additional information.	Executive Director	We have not completed the Protocol manual expansion at this time. Estimated date of completion is June 2020.
Amount of Service: Duration and Contact Hours					
Risk Level of Youth					
Total SPEP Score	18				
POP					

This Plan is approved by:


Program Manager Signature

12/10/19
Date


JCPC Chair Signature

12/11/19
Date

Attachment: I) PEP signed 2020 21 Annual Plan (3045 : JCPC Annual Plan FY 21)

Program Enhancement Plan (PEP)

Program/Component: Sex Offender Treatment- Burke

Brief Description: Sex offender specific treatment for youth displaying sexually aggressive behavior, inappropriate sexual conduct or who have been charged with a sex offense. The treatment balances accountability, rehabilitation and community safety.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service	15				
Qualifying Supplemental Service	0				
Quality of Service Delivery	18	Expanding current Protocol Manual to include more program evaluation.	Add additional information to the protocol manual including staff qualifications, service delivery, treatment benchmarks and additional information.	Executive Director	We have not completed the Protocol manual expansion at this time. Estimated date of completion is June 2020.
Amount of Service: Duration and Contact Hours	18				No enhancements needed.
Risk Level of Youth	0				Most sex offenders have a low risk score because of the nature of the offense
Total SPEP Score	51				
POP	60%				

This Plan is approved by:


12/16/19
Rebecca Meluk
12/11/19
 Program Manager Signature Date JCPD Chair Signature Date

Attachment: I) PEP signed 2020 21 Annual Plan (3045 : JCPC Annual Plan FY 21)

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



CONSENT AGENDA

Subject Title: Tax Dept. - Tax Collection Report for April 2020 (Place Holder)

Presented By: Danny Isenhour

Summary of Information: The Board of Commissioners is presented with the Tax Collection Report for the period between July 1, 2019 and April 30, 2020. It reflects the status of collections by the Burke County Tax Collection's Staff. Included is the status comparing Collections to Levy and comparing Collections to Budget. Levy information is for Property Tax only and does not include the Vehicle Tax.

The information below is comparing Tax Collections to the Tax Levy. Tax Levy is the total taxable property value times the tax rate. The levy changes monthly with the addition of discoveries, other changes or corrections and when Public Utility values are added.

Category	Tax Levy	Amount Collected YTD	Balance to Collect	% Collected
Property Tax	\$44,881,650.00	\$	\$	%

The information below is comparing Tax Collections for Property Tax and Motor Vehicle Tax to the Annual Budget. This information is a supplement to the Annual Settlement Report.

Category	Annual Budget	Amount Collected YTD	Balance to Collect	% Collected
Current Year Taxes	\$48,070,000.00	\$	\$	%
Delinquent Taxes	\$650,000.00	\$	NONE	%
Late List Penalty	\$250,000.00	\$	NONE	%

These two items below make up the current year taxes above.

Category	Annual Budget	Amount Collected YTD	Balance to Collect	% Collected
Property Tax	\$43,470,000.00	\$	\$	%
Motor Vehicle Tax	\$4,600,000.00	\$	\$	%

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To accept the Tax Collection Report for April 2020 as presented.

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



CONSENT AGENDA

Subject Title: Tax Dept. - Release Refund Report for April 2020 (Place Holder)

Presented By: Danny Isenhour

Summary of Information: Releases in value and/or refunds of taxes typically occur when:

- Taxpayers submit information that creates a reduction in value.
- Situs is corrected between counties and/or municipalities.
- Valuation appeals reduce the value for real or personal property.
- The postmark reveals a payment was timely sent.

The Board of Commissioners is presented with the following list of releases and refunds for consideration. The Net Release is a result of the Report Amount minus the Rebilled Amount.

Tax System Refunds and Releases				
	Report Amount	Rebilled Amount	Net Release	Refund Amount
Releases (TR-304)	\$	\$	\$	\$

VTS Refunds Over \$100	
	Refund Amount
VTS Adjustments	\$

*Note: The net loss amount is a result of the report amount minus the rebilled amount.

Budgetary Effect: None.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To approve the Tax Releases and Refunds for April 2020 as presented.

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



ITEMS FOR DECISION

Subject Title: Co. Mgr. - Presentation of Recommended Budget for FY 20-21 and Scheduling of Public Hearing

Presented By: Bryan Steen

Summary of Information: The County Manager will present the recommended budget for FY 2020-21 to the Board of Commissioners on Tuesday, May 19, 2020. A copy of the recommended budget will be filed in the office of the Clerk to the Board that day and be available for public inspection at the Burke County Governmental Offices during regular business hours. The recommended budget will also be posted to the County's website at: <http://www.burkenc.org/2265/Budget-Documents> .

G.S. 159-11 (b) - The budget, together with a budget message, shall be submitted to the governing board not later than June 1. The budget and budget message should, but need not, be submitted at a formal meeting of the board. The budget message should contain a concise explanation of the governmental goals fixed by the budget for the budget year, should explain important features of the activities anticipated in the budget, should set forth the reasons for stated changes from the previous year in program goals, programs, and appropriation levels, and should explain any major changes in fiscal policy.

Assuming social gathering restrictions associated with the global pandemic have been lifted by then, the budget workshop meetings will be held in the Commissioners' Meeting Room, Burke County Services Building, 110 N. Green Street, Morganton, NC, on the following dates:

May 22	2:00 p.m.
May 28	2:00 p.m.
June 4	2:00 p.m. (if needed)

If the social gathering restrictions have not been lifted by then, the budget meetings will be held electronically.

A public hearing on the recommended budget is required and citizens are encouraged to present written or oral comments. Adoption of the recommended budget is anticipated to occur on June 16, 2020.

Budgetary Effect: N/A

County Manager's Recommendation: Approval is recommended.

Suggested Motions:

1. To acknowledge receipt of the Manager's recommended budget for FY 20-21.
2. To schedule a public hearing for Tuesday, June 16, 2020 at 6 p.m. or as soon thereafter as persons may be heard.

Burke County, North Carolina
Agenda Abstract
Meeting Date: May 5, 2020



ITEMS FOR DECISION

Subject Title: HR - Creation of Animal Services Enforcement Positions

Presented By: Rhonda Lee

Summary of Information: Upon the request of Sheriff Steve Whisenant that the responsibility of Burke County Animal Control be placed under the County Manager's Office, three (3) new full-time positions will need to be created. These positions will include one (1) Animal Services Enforcement Supervisor and two (2) Animal Services Enforcement Officers. The actual cost of these positions will be outlined in the County Manager's FY 20-21 recommended budget. To ensure a smooth transition from the Sheriff's Office to the Animal Services Department, it is requested that these positions be approved so they can be advertised and recruited so the selected candidates can begin employment on July 1, 2020.

Budgetary Effect: The actual cost of these positions will be outlined in the County Manager's FY 20-21 recommended budget.

County Manager's Recommendation: Approval is recommended.

Suggested Motion: To authorize the creation of one (1) Animal Services Enforcement Supervisor and two (2) Animal Services Enforcement Officer positions and to authorize the Burke County Human Resources Department to begin advertising and recruiting for these positions so the selected candidates can begin employment with the County on July 1, 2020.



Burke County Government Class Specification

CLASS TITLE:	ANIMAL SERVICES ENFORCEMENT SUPERVISOR	CLASS CODE:
DEPARTMENT:	Animal Services	FLSA STATUS: Non-exempt
REPORTS TO:	Animal Services Director	ESTABLISHED: April, 2020
CATEGORY:		REVISED: April, 2020
PAY GRADE:	22	

GENERAL STATEMENT OF DUTIES:

Performs specialized work for the County in the administration and enforcement of ordinances and statutes related to the control of animals.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for:

- directing the activities of the animal control program and the supervision and training of animal services enforcement staff
- sharing responsibilities for reception and kennel work, as needed
- receiving and responding to citizen requests for service, which includes capturing and/or confining diseased, bothersome, unlicensed or apparently dangerous animals
- assisting in the maintenance of an online animal database of currently impounded animals
- escorting visitors through the kennel and helping potential adopters find a good match within the kennel population
- implementing and administering educational programs, low-cost spay/neuter programs, and fundraising programs.

Work is performed in accordance with related County and State laws. Employee is subject to the common risks of animal control enforcement and care. Work is performed under the general supervision of the Animal Services Director and is evaluated in terms of program effectiveness. Will be placed on an after-hours on-call schedule with other employees.

DUTIES AND RESPONSIBILITIES:

- Responds to citizen requests for services and captures stray, diseased, and bothersome animals.
- Investigates cases of reported animal bites and cruelty to animals.
- Trains, supervises and directs Animal Services Enforcement Officers
- Teaches humane animal collection, care and disposal methods.
- Picks up injured animals and assures proper care.
- Maintains records of locations where animals were picked up.
- Checks dog licenses and issues citations for violations of State/County ordinances.
- Testifies in court against owners who disregard ordinance violations.
- Takes injured animals or animals in violation of applicable regulations to the Animal Services facility.
- Explains County and State laws and ordinances to the general public.
- Conducts tours of the Animal Services facility.
- Participates in public educational programs.
- Informs the Animal Services Director of needed supplies.
- Prepares and maintains accurate records and reports.
- Assists with the preparation and monitoring of the budget.
- Sets schedules for Animal Services Enforcement Officers to ensure adequate coverage.

- Maintains cleaning/disinfection, vaccination and deworming protocols.
- Operates County vehicles in carrying out enforcement duties.
- Schedules animals for low-cost spay/neuter program
- Educates the public on the importance of spay/neuter and pet overpopulation.
- Escorts visitors through cattery and kennel.
- Monitors work and reports of Animal Services Enforcement Officers under their supervision.
- Maintains communication with Animal Services Director.
- Works in cooperation with rescue organizations.
- Performs related duties as assigned.

RECRUITMENT AND SELECTION GUIDELINES

KNOWLEDGE, SKILLS AND ABILITIES:

- Tact and courtesy in explaining animal control regulations to animal owners and the general public
- Independent judgment and initiative in application of the law
- Working knowledge of laws and ordinances related to animal control
- Working knowledge of laws of animal collection, care, and disposal
- Working knowledge of, or the ability to learn, the geography of Burke County
- Adequate knowledge of safety practices concerning the handling of animals
- Ability to use the equipment and physical means necessary for the purpose of capturing and caring for animals
- Ability to maintain accurate records concerning daily activities, calls and investigations
- Ability to explain and enforces State and local regulations pertaining to animal control operations
- Ability to communicate effectively in oral and written forms
- Ability to establish and maintain effective working relationships with coworkers and the public
- Ability to lead/supervisor and train Animal Services Enforcement Officers.

DESIRABLE EDUCATION AND EXPERIENCE:

Graduation from high school and four (4+) experience in the animal services field, including one (1+) year of supervisory experience; or an equivalent combination of education and experience. Ideal candidate will reside within 20 minutes of Burke County.

PHYSICAL REQUIREMENTS:

- Physically able to operate a variety of machinery and equipment including two-way radios, hand tools, animal traps, etc.
- Able to operator a motor vehicle.
- Able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a small amount of force constantly to lift, carry, push/pull or otherwise move objects. Work may involve walking, standing, running, and physical confrontations. Physical demands are those for heavy work.

SPECIAL REQUIREMENTS:

- Possess and maintain a valid driver's license, and
- Certified Rabies Vaccinator certification, and
- Certified Euthanasia Technician, and
- Completion of course(s) related of basic animal control functions Or an equivalent combination of education and experience.



Burke County Government Class Specification

CLASS TITLE:	ANIMAL SERVICES ENFORCEMENT OFFICER	CLASS CODE:
DEPARTMENT:	Animal Services	FLSA STATUS: Non-Exempt
REPORTS TO:	Animal Services Supervisor	ESTABLISHED: April, 2020
CATEGORY:		REVISED: April, 2020
PAY GRADE:	19	

GENERAL STATEMENT OF DUTIES:

Performs specialized work for the County in the enforcement of local and State ordinances and statutes related to the control of animals.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for:

- Performing tasks associated with enforcement of animal control regulations.
- Receiving and responding to citizen requests for animal control service(s), including but not limited to the capturing and confining of stray, diseased, bothersome, unlicensed or apparently dangerous animals.
- Assisting in maintaining records of animals impounded by Animal Services Enforcement Officers.
- Providing assistance to the Animal Services Enforcement Supervisor in implementing various programs.

The employee is subject to the common risks of animal control enforcement and care. Work is performed in accordance with County and State laws. Work is performed under the general supervision of the Animal Services Enforcement Supervisor and is evaluated through observation and discussions concerning the efficiency and effectiveness of performed duties. Will be placed on an after-hours on-call schedule.

DUTIES AND RESPONSIBILITIES:

- Responds to citizen requests for services and captures stray, sick/injured, diseased, and bothersome animals.
- Maintains records of various impounds, road activities, investigations, etc.
- Checks rabies certificates and issues citations for violations of State and County ordinances.
- Treats all animals humanely, properly and with compassion at all times.
- Testifies in court against owners who disregard or violate ordinances.
- Operates a County vehicle in carrying out enforcement duties.
- Educates the public on the importance of spay/neuter, animal welfare, County and State laws regarding animals.
- Responds to calls received by the 911 Communications Center involving animal related incidents.
- Maintains all assigned equipment to ensure proper functioning.
- Performs related duties as assigned.

RECRUITMENT AND SELECTION GUIDELINES

KNOWLEDGE, SKILLS AND ABILITIES:

- Tact and courtesy in explaining animal control regulations to animal owners and the general public
- Ability to remain pleasant and calm in stressful situations
- Independent judgment and initiative in application of the law
- Working knowledge of laws and ordinances related to animal control, collection, care and disposal
- Working knowledge of breeds and temperaments of animals
- Ability and willingness to learn about and understand wild and domesticated animals

- Ability to work with animals of unknown disposition and animals who may exhibit medical and/or other problems, including aggressive tendencies
- Working knowledge of, or the ability to learn, the geography of Burke County
- Adequate knowledge of safety practices concerning the handling of animals
- Ability to use the equipment and physical means necessary for the purpose of capturing and caring for animals
- Ability to maintain accurate records concerning daily activities, calls and investigations
- Ability to explain and enforces State and local regulations pertaining to animal control operations
- Ability to communicate effectively in oral and written forms
- Ability to establish and maintain effective working relationships with coworkers and the public
- Exercises good judgment and initiative
- Works with minimal supervision and direction

DESIRABLE EDUCATION AND EXPERIENCE:

Graduation from high school and one (1+) experience in the animal services field; or an equivalent combination of education and experience. Ideal candidate will reside within 20 minutes of Burke County.

PHYSICAL REQUIREMENTS:

- Physically able to operate a variety of machinery and equipment including two-way radios, hand tools, animal traps, etc.
- Able to operator a motor vehicle.
- Able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a small amount of force constantly to lift, carry, push/pull or otherwise move objects. Work may involve walking, standing, running, and physical confrontations. Physical demands are those for heavy work.

SPECIAL REQUIREMENTS:

- Possess and maintain a valid driver's license, and
- Certified Rabies Vaccinator certification, or obtaining such within 6 months of employment, and
- Certified Euthanasia Technician, or obtaining such within 6 months of employment, and
- Completion of course(s) related of basic animal control functions, or
Or an equivalent combination of education and experience.