Burke County
Board of Commissioners
Special Zoom Meeting
ID: 827 4062 0392
Password: 727843
Friday, May 22, 2020
2:00 PM

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1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ITEMS FOR DECISION

1. BDI - Building Reuse Grant and Local Economic Development Grant for Project Refresh - Presented by Alan Wood or Hope Hopkins, BDI

2. Aging - Home & Community Care Block Grant FY20-21 - Presented by Tina Miller or Sarah Stamey, WPCOG Area Agency on Aging

4. ITEMS FOR DISCUSSION

1. Finance - VFD Request for Tax Rate Change - Presented by Margaret Pierce, Deputy Co. Mgr. / Finance Director

2. Finance - FY 20-21 Budget Explanation of Change and Items of Note - Presented by Margaret Pierce, Deputy Co. Mgr. / Finance Director

3. HR - Pay and Classification Study - Presented by Rhonda Lee, HR Director

4. Finance - FY 20-21 Proposed Fee Changes - Presented by Margaret Pierce, Deputy Co. Mgr. / Finance Director

5. ADJOURN

Burke County, North Carolina

Agenda Abstract

Meeting Date: May 22, 2020

ITEMS FOR DECISION

Subject Title: BDI - Building Reuse Grant and Local Economic Development Grant for Project Refresh

Presented By: Alan Wood or Hope Hopkins

Summary of Information: Sect. 4.31 of S.L. 2020-3 (SB 704) specifically authorizes remote meetings and public hearings, upon issuance of a declaration of emergency under G.S. 166A-19.20. A public body may conduct any public hearing required or authorized by law during a remote meeting, and take action thereon, provided the public body allows for written comments on the subject of the public hearing to be submitted between publication of any required notice and 24 hours after the public hearing.
At its regular meeting, the Board held a public hearing on an incentive package for Project Refresh and no public comments were received. To comply with the new legislation, the public hearing comment period was extended through May 21st and _____ comments were received. Action may now be taken on the incentive package referenced below.

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. **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 22nd 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 22nd 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 22nd day of May 2020.

_____

Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board

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.

Attachment: Burke County Project Refresh Matching Funds - WPCOG Contract_Redacted (3052 : Project Refresh)

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.

Attachment: Burke County Project Refresh Matching Funds - WPCOG Contract_Redacted (3052 : Project Refresh)

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, becomes 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:	PLANNING AGENCY:
BURKE COUNTY	WESTERN PIEDMONT COUNCIL OF GOV'TS.
By:_____	By:_____
County Manager	Executive Director

LOCAL GOVERNMENT:	PLANNING AGENCY:
By:_____	By:_____
Chairman	Chairman

Attachment: Burke County Project Refresh Matching Funds - WPCOG Contract_Redacted (3052 : 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 (3052 : 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.

Attachment: Burke County Project Refresh Matching Funds - WPCOG Contract_Redacted (3052 : Project Refresh)

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

Attachment: Burke County Project Refresh Matching Funds - WPCOG Contract_Redacted (3052 : Project Refresh)

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

Attachment: Burke County Project Refresh Matching Funds - WPCOG Contract_Redacted (3052 : Project Refresh)

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: Burke County Project Refresh Matching Funds - WPCOG Contract_Redacted (3052 : Project Refresh)

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. 170lu. 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: Burke County Project Refresh Matching Funds - WPCOG Contract_Redacted (3052 : Project Refresh)

ATTACHMENT D

Lobbying 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.

Attachment: Burke County Project Refresh Matching Funds - WPCOG Contract_Redacted (3052 : Project Refresh)

NOTICE OF 24-HOUR EXTENSION TO SUBMIT WRITTEN COMMENTS ON AN ECONOMIC DEVELOPMENT INCENTIVE PACKAGE FOR PROJECT REFRESH

Session Law 2020-3 (HB 704), allows written comments on the subject of the public hearing held at a remote (electronic) meeting to be submitted between the publication of any required notice (May 14, 2020) and 24 hours after the public hearing (May 19, 2020). As such, written statements on the proposed economic development incentive package for Project Refresh referenced below, will be accepted until May 21, 2020 at 8 a.m. Statements received by the Clerk between May 14 and May 19 (4 p.m. cutoff) will be presented at the Commissioners' May 19th meeting at 6 p.m. Written statements received by the Clerk after 4 p.m. on May 19th through May 21st (8 a.m. cutoff), will be presented at the Commissioners' May 22, 2020 remote meeting which begins at 2 p.m. Statements must be submitted to the Clerk in the manner prescribed below.

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 to be read aloud during the public hearing 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.**

Attachment: 2020 Project Refresh PHN 24 HR EXT (3052 : Project Refresh)

Burke County, North Carolina

Agenda Abstract

Meeting Date: May 22, 2020

ITEMS FOR DECISION

Subject Title: Aging - Home & Community Care Block Grant FY20-21

Presented By: Tina Miller or Sarah Stamey

Summary of Information: Each year Burke County receives funds through the Home and Community Care Block Grant ("HCCBG") program for the provision of services to the County's older adults. The Burke County Council on Aging, working with the Western Piedmont Council of Governments, makes recommendations to the Board of County Commissioners as to the use of these funds. The recommendations of the Burke County Council on Aging, serving as the HCCBG advisory committee, are listed below. There are no changes in services or providers for FY20-21.

HCCBG ALLOCATIONS - SFY 2021

BURKE COUNTY

SERVICE	PROVIDER	STATE/FEDERAL FUNDS	LOCAL MATCH	TOTAL BUDGET	
Adult Day Care	Blue Ridge Community Action	$81,000	$9,000	$90,000	
Med. Transportation	Handi-Care, Inc.	$46,378	$5,153	$51,531	
Congregate Meals	Burke County Senior Services	$7,957	$884	$8,841	Reduction of $5000
Home Del. Meals	Burke County Senior Services	$125,983	$13,998	$139,981	Reduction of $10019
Sr. Center Operations	Burke County Senior Services	$39,511	$4,390	$43,901	
Housing & Home Imp.	Foothills Service Project, Inc.	$99,000	$11,000	$110,000	
In-Home Aide, Level III	Catawba Valley Medical Services	$196,200	$21,800	$218,000	
General Transportation	Greenway	$9,000	$1,000	$10,000	
TOTAL		**$605,029**	**$67,225**	**$672,254**	

Approved by Burke Council on Aging 4/22/20 with $15019 decrease

Budgetary Effect: Grant requires 10% local match which is the responsibility of the provider organization. The $605,029 allocation includes an decrease of $13,517 in State/Federal funds from the SFY19-20 current allocation. (Including local match, this is a decrease of $15,019.)

County Manager's Recommendation: Approval is recommended**.**

Suggested Motion: To approve the Home and Community Care Block Grant (HCCBG) funding allocations as recommended by the Burke County Council on Aging and approve the HCCBG agreement between Burke County and the Western Piedmont Council of Governments Area Agency on Aging for FY20-21, subject to review and/or revision by the County Attorney. Further, authorize the Chairman to execute the aforementioned documents.

Western Piedmont Council of Governments
Area Agency on Aging

1880 Second Avenue NW | Hickory, NC 28601
PO Box 9026 | Hickory, NC 28603
828.322.9191 | Fax: 828.322.5991 | www.wpcog.org

TO: Bryan Steen, Burke County Manager

FROM: Tina Miller, Area Agency on Aging Director TM

DATE: May 11, 2020

RE: **Recommendations to the Commissioners**
Home and Community Care Block Grant SFY 2020-2021

Background: The Home and Community Care Block Grant (HCCBG) and related funding is granted to Burke County for the provision of services to persons over the age of 60. The Burke County Commissioners appointed the Burke County Council on Aging as the planning committee and the Western Piedmont Council of Governments as lead agency for planning, to bring recommendations to the Board of Commissioners concerning use of the funds.

I. County Funding Allocations SFY 2020-2021

The Burke County HCCBG allocations and related funding are:

Funding	Fed/State Amount	Local Match*
HCCBG	$605,029	$67,225

***Please note that all funding requires a 10% local match. The following agencies provide the match for services that they provide: Blue Ridge Community Action, Catawba Valley Medical Services, Foothills Service Project, and Handi-Care, Inc.**

County agencies (Burke Senior Center) provide the match from their department/agency budgets.

II. Service Allocation Recommendations

The Home and Community Block Grant funding can support a variety of services, as specified by the NC Division of Aging and Adult Services. The Burke County Council on Aging has chosen to recommend funding for nine services for Burke County for SFY 2020-2021.

Burke County will receive $605,029 for HCCBG Services for the service period of July 1, 2020-June 30, 2021. This amount is a reduction of $13,517 from the SFY 2019-2020 allocation. A state budget has not been passed and the state non-reoccurring increase of $969,549 in HCCBG funds has been removed leaving each county with a reduction in funding.

Attachment: Burke County HCCBG FY21 Recommendations to Commissioners (3057 : Home & Community Care Block Grant FY20-21)

Executive Committee: Bob Floyd, Jr., Chair | Jill Patton, Vice Chair | Johnny Berry, Secretary | George B. Holleman, Treasurer | Barbara Pennell, Past Chair | **At-Large Members:** Wayne F. Abele, Sr. | Kitty W. Barnes | John F. "Chip" Black, Jr. | Joseph L. Gibbons | **Executive Director,** Anthony W. Starr

Serving: Alexander County | Taylorsville | Burke County | Connelly Springs | Drexel | Glen Alpine | Hildebran | Morganton | Rutherford College | Valdese | Caldwell County | Cajah's Mountain | Cedar Rock | Gamewell | Granite Falls | Hudson | Lenoir | Rhodhiss | Sawmills | Catawba County | Brookford | Catawba | Claremont | Conover | Hickory | Long View | Maiden | Newton

Western Piedmont Council of Governments
Area Agency on Aging
1880 Second Avenue NW | Hickory, NC 28601
PO Box 9026 | Hickory, NC 28603
828.322.9191 | Fax: 828.322.5991 | www.wpcog.org

Please accept the attached budget summary as the recommendation of the Burke Council on Aging and WPCOG Area Agency on Aging concerning service/funding allocations for the Home and Community Care Block Grant for SFY 2020-2021.

The Council on Aging chose to apply the reduction in funding to the Nutrition Programs because these services are receiving a significant amount of additional funding from the Families First Act and the Cares Act due to Covid-19.

III. Service Provider Designation

The Burke County Council on Aging recommends the following services and provider designations for SFY 2020-2021:

Home and Community Care Block Grant SFY 2020-2021

Service	Agency
Adult Day Care	Blue Ridge Community Action
Congregate Meals	Burke County Senior Services
Home Delivered Meals	Burke County Senior Services
Housing and Home Improvement	Foothills Service Project, Inc.
In-Home Aide Level III	Catawba Valley Medical Services
Medical Transportation	HandiCare, Inc.
Senior Center Operations	Burke County Senior Services

Action Requested
Commissioner's Approval of Home and Community Care Block Grant SFY 2020-2021 Recommendations (Services funded, Service Allocations and Provider Designation) from the Burke County Council on Aging.

Executive Committee: Bob Floyd, Jr., Chair | Jill Patton, Vice Chair | Johnny Berry, Secretary | George B. Holleman, Treasurer | Barbara Pennell, Past Chair | **At-Large Members:** Wayne F. Abele, Sr. | Kitty W. Barnes | John F. "Chip" Black, Jr. | Joseph L. Gibbons | **Executive Director,** Anthony W. Starr

Serving: Alexander County | Taylorsville | Burke County | Connelly Springs | Drexel | Glen Alpine | Hildebran | Morganton | Rutherford College | Valdese | Caldwell County | Cajah's Mountain | Cedar Rock | Gamewell | Granite Falls | Hudson | Lenoir | Rhodhiss | Sawmills | Catawba County | Catawba | Claremont | Conover | Hickory | Long View | Maiden | Newton

Western Piedmont
Council of Governments
Area Agency on Aging

1880 Second Avenue NW | Hickory, NC 28601
PO Box 9026 | Hickory, NC 28603
828.322.9191 | Fax: 828.322.5991 | www.wpcog.org

MEMORANDUM

TO: Bryan Steen, Burke County Manager

FROM: Tina Miller, Area Agency on Aging Director TM

DATE: May 11, 2020

RE: Home and Community Care Block Grant (HCCBG) SFY 2020-2021

The Home and Community Care Block Grant allocation for Burke County for SFY 2020-2021 is $605,029. This amount is a reduction of $13,517 from the SFY 2019-2020 allocation. A state budget has not been passed and the state non-reoccurring increase of $969,549 in HCCBG funds has been removed leaving each county with a reduction in funding.

Due to the Covid-19 Pandemic, all documents are being sent electronically. The recommendations for SFY 2020-2021 HCCBG Services for Burke County are attached. These documents summarize the recommendations of the Burke County Council on Aging which serves as the Home and Community Care Block Grant Advisory Committee.

The Council on Aging chose to apply the reduction in funding to the Nutrition Programs because these services are receiving a significant amount of additional funding from the Families First Act and the Cares Act due to Covid-19.

If any provider increases their unit rate by 5% or more, they must provide a written letter of explanation. Please see the included letters from Catawba Valley Medical Services and Greenway.

The FY2020-2021 Home and Community Care Block Grant (HCCBG) procurement process have been completed for In-Home Aide Level III and Medical Transportation services. The current provider is a For-Profit agency and the procurement process is required every two years for this services. Interested parties were solicited and required to attend a virtual Bidders Conference. Proposal packets were emailed to those who attended. Only one proposal was received for Medical Transportation from Handi-Care, the current provider. Four proposals were received: All Ways Caring Home Care, Catawba Valley Medical Services, Comfort Keepers, and Premier Home Health Care Services. All proposals were carefully reviewed virtually by the Burke County Council on Aging voting members (non-HCCBG providers). The council unanimously voted to accept Handi-Care's proposal and select them to continue to be the provider for Medical Transportation services in Burke County for the next two years. The council also unanimously voted to accept Catawba Valley Medical Service's proposal and select them to continue to be the provider for In-Home Aide Level III services in Burke County for the next two years

Attachment: Burke County HCCBG FY21 Memo to County Manager (3057 : Home & Community Care Block Grant FY20-21)

Executive Committee: Bob Floyd, Jr., Chair | Jill Patton, Vice Chair | Johnny Berry, Secretary | George B. Holleman, Treasurer | Barbara Pennell, Past Chair | **At-Large Members:** Wayne F. Abele, Sr. | Kitty W. Barnes | John F. "Chip" Black, Jr. | Joseph L. Gibbons | **Executive Director,** Anthony W. Starr

Serving: Alexander County | Taylorsville | Burke County | Connelly Springs | Drexel | Glen Alpine | Hildebran | Morganton | Rutherford College | Valdese | Caldwell County | Cajah's Mountain | Cedar Rock | Gamewell | Granite Falls | Hudson | Lenoir | Rhodhiss | Sawmills | Catawba County | Brookford | Catawba | Claremont | Conover | Hickory | Long View | Maiden | Newton

Western Piedmont
Council of Governments
Area Agency on Aging
1880 Second Avenue NW | Hickory, NC 28601
PO Box 9026 | Hickory, NC 28603
828.322.9191 | Fax: 828.322.5991 | www.wpcog.org

Documentation of the procurement process is on file at the WPCOG office if you would like to review anything.

<u>Action Requested</u>: Commissioner's Approval of Home and Community Care Block Grant SFY 2020-2021 (Services funded, Service Allocations, and Provider Designation) as recommended by the Burke County Council on Aging.

Please provide commissioner's with a copy of the attached memo: Recommendations to the Commissioners. After the Commissioners review and approve the budget, all documentation needs to be signed by the Chair of the Board of Commissioners and the County Finance Officer electronically and sent back to me.

I have also emailed the agreement for SFY 2020-2021 Home and Community Care Block Grant funding for services for older adults in Burke County. This contract outlines the agreement between Western Piedmont Council of Governments and Burke County to reimburse the approved agencies for the services they provide. Please secure the required electronic signatures and send it back to me.

Thank you for your assistance. We look forward to working with Burke County in providing these services to older adults.

Executive Committee: Bob Floyd, Jr., Chair | Jill Patton, Vice Chair | Johnny Berry, Secretary | George B. Holleman, Treasurer | Barbara Pennell, Past Chair | **At-Large Members:** Wayne F. Abele, Sr. | Kitty W. Barnes | John F. "Chip" Black, Jr. | Joseph L. Gibbons | **Executive Director,** Anthony W. Starr

Serving: Alexander County | Taylorsville | Burke County | Connelly Springs | Drexel | Glen Alpine | Hildebran | Morganton | Rutherford College | Valdese | Caldwell County | Cajah's Mountain | Cedar Rock | Gamewell | Granite Falls | Hudson | Lenoir | Rhodhiss | Sawmills | Catawba County | Brookford | Catawba | Claremont | Conover | Hickory | Long View | Maiden | Newton

HCCBG ALLOCATIONS - SFY 2021

BURKE COUNTY

SERVICE	PROVIDER	STATE/FEDERAL FUNDS	LOCAL MATCH	TOTAL BUDGET	
Adult Day Care	Blue Ridge Community Action	$81,000	$9,000	$90,000	
Med. Transportation	Handi-Care, Inc.	$46,378	$5,153	$51,531	
Congregate Meals	Burke County Senior Services	$7,957	$884	$8,841	Reduction of $500(
Home Del. Meals	Burke County Senior Services	$125,983	$13,998	$139,981	Reduction of $100'
Sr. Center Operations	Burke County Senior Services	$39,511	$4,390	$43,901	
Housing & Home Imp.	Foothills Service Project, Inc.	$99,000	$11,000	$110,000	
In-Home Aide, Level III	Catawba Valley Medical Services	$196,200	$21,800	$218,000	
General Transportation	Greenway	$9,000	$1,000	$10,000	
TOTAL		**$605,029**	**$67,225**	**$672,254**	

Approved by Burke Council on Aging 4/22/20 with $15019 decrease

DAAS-735
(revised 2/16)

July 1, 2020 through June 30, 2021

Home and Community Care Block Grant for Older Adults

Agreement for the Provision of County-Based Aging Services

This Agreement, entered into as of this 1st day of July, 2020, by and between the County of Burke (hereinafter referred to as the "County") and the Western Piedmont Council of Governments Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Area Agency and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:
   Blue Ridge Community Action
   HandiCare, Inc.
   Burke Senior Services
   Catawba Valley Medical Services
   Foothills Service Project

1(a) The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DAAS-732) for the period ending June 30 for the year stated above.

2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.

Attachment: Contract_0001 (3057 : Home & Community Care Block Grant FY20-21)

3. Grant Administration. The grant administrator for the Area Agency shall be Tina Miller, Director. The grant administrator for the County shall be Margaret Pierce, Finance Director.

   It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DAAS-732) are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.

5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards. Federal funds shall not be awarded to any subreceipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over $100,000 from a vendor that has been suspended or debarred from Federal grant programs.

6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DAAS-732).

   (a) Interim Payments to the County

   Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.

Attachment: Contract_0001 (3057 : Home & Community Care Block Grant FY20-21)

(b) Reimbursement of Service Costs

Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

c) Role of the County Finance Director

The County Finance Director shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

(d) Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging and Adult Services through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers, revised February 17, 1997.

If through the US Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity foods in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus foods is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

7. Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home,

Attachment: Contract_0001 (3057 : Home & Community Care Block Grant FY20-21)

congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

8. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service Monitoring Policies and Procedures at http://www.ncdhhs.gov/aging/monitor/mpolicy.htm .

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Administrative Letter 12-08. As of July 1, 2012, DAAS Program Compliance Representatives (PCRs) are no longer monitoring HCCBG services provided through county departments of social services.

Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (http://www.ncdhhs.gov/aging/monitor/mpolicy.htm). Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

9. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Attachment: Contract_0001 (3057 : Home & Community Care Block Grant FY20-21)

Director
North Carolina Division of Aging and Adult Services
2101 Mail Service Center
693 Palmer Drive
Raleigh, North Carolina 27699-2101

10. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.

11. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book** audit if the provider receives less than $500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at https://www.ncgrants.gov/NCGrants/PublicReportsRegulations.jsp

Attachment: Contract_0001 (3057 : Home & Community Care Block Grant FY20-21)

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider's fiscal year.

Annual Expenditures	Report Required to AAA	Allowable Cost for Reporting
• Less than $25,000 in State or Federal funds	Certification form and State Grants Compliance Reporting <$25,000 (item # 11, Activities and Accomplishments does not have to be completed) OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
• Greater than $25,000 and less that $500,000 in State Funds or $750,000 in Federal Funds	Certification form and Schedule of Grantee Receipts >$25,000 and Schedule of Receipts and Expenditures OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
• $500,000 + in State funds but Federal pass through in an amount less than $750,000	Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)	May use State funds, but not Federal Funds
• $500,000+ in State funds and $750,000+ in Federal pass through funds	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e. Single Audit)	May use State and Federal funds
• Less than $500,000 in State funds and $750,000+ in Federal pass through funds	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part (i.e. Single Audit)	May use Federal funds, but not State funds.

Attachment: Contract_0001 (3057 : Home & Community Care Block Grant FY20-21)

12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.

13. Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.

14. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.

15. Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate, with the County in the performance of the County's duties under this Agreement.

16. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.

Attachment: Contract_0001 (3057 : Home & Community Care Block Grant FY20-21)

17. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.

18. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.

19. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.

20. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.

21. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.

22. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule and any agency-specific program schedules developed jointly with the NC Department of Cultural Resources, Division of Archives and Records. Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. Information on retention requirements is posted at http://www.ncdhhs.gov/control/retention/retention.htm and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the

Attachment: Contract_0001 (3057 : Home & Community Care Block Grant FY20-21)

earliest date that grant records in any format may be destroyed. The Division of Archives and Records provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at http://archives.ncdcr.gov/For-Government/Retention-Schedules/Authorized-Destruction.

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

Attachment: Contract_0001 (3057 : Home & Community Care Block Grant FY20-21)

23. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

24. Payment to Community Service Providers by the Area Agency on Aging. The County authorizes the Area Agency on Aging, in lieu of the County Finance Officer, to provide interim and reimbursement payments to community service providers as prescribed in paragraphs 6(a) and (c) of this Agreement. Services applicable to this authorization are as follows:

Community Service Provider	Service
Blue Ridge Community Action	Adult Day Care
Burke County Senior Services	Congregate Meals, Home Delivered Meals Senior Center Operations
Catawba Valley Medical Services	In-Home Aide III
Foothills Service Project	Housing & Home Improvement
Handi-Care Inc.	Medical Transportation
Western Piedmont Regional Transit Authority dba Greenway Transit	General Transportation

Attachment: Contract_0001 (3057 : Home & Community Care Block Grant FY20-21)

DAAS-735
(revised 2/16)

In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

Burke County

Attest:

_____ By:_____
Chairman, Board of Commissioners

Western Piedmont Council of Governments

Attest:

_____ By:_____
Area Agency Director Executive Director,
Lead Regional Organization

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: _____
Finance Director,
Lead Regional Organization

Attachment: Contract_0001 (3057 : Home & Community Care Block Grant FY20-21)

Catawba Valley Medical Services

409B South Sterling Street
P.O. Box 2756
Morganton, NC 28680
Phone: 1-828-437-8808
Toll Free: 1-877-506-2867
Fax: 1-828-437-8183

May 6, 2020

Burke County Board of Commissioners

200 Avery Avenue

Morganton, NC 28655

Dear Burke County Commissioners:

Catawba Valley Medical Services (CVMS) is honored that we have been selected to provide Level III In-Home Care services for Burke County. We have been fortunate enough to provide this service for the past sixteen years. CVMS realizes the need and importance of the In-home care program to the seniors of Burke County. It is our intention to serve as many aging adults as we can at a rate as low as we can.

This year our rate for these services increased by approximately seven percent. The justification for this increase is that CVMS has to be more competitive in attracting and hiring certified nursing assistants. Due to an extreme shortage of available C.N.A.'s in our area, CVMS needs the ability to offer higher pay to ensure we have the staff to cover those in need.

CVMS looks forward to the opportunity of working with the WPCOG. We are also very appreciative of their support and their mission of increasing the quality of lives of those we serve. If any further information is needed, please feel free to contact Tim Clark at 828-437-8808.

Sincerely,

Tim Clark

GREENway PUBLIC TRANSPORTATION

Western Piedmont Regional Transit Authority
Operating as Greenway Public Transportation

May 6, 2020

Burke County Board of Commissioners
Burke County Government
200 Avery Avenue
Morganton, NC 28655

RE: HCCBG Burke 5% increase for general transportation

Greetings:

Thank you for the opportunity to provide general transportation to the citizens of Burke County.

Western Piedmont Regional Transit Authority operating as Greenway Public Transportation requests an increase in the price per trip for the general transportation services.

WPRTA requests a 5% increase for general transportation services. The price increase is to cover the mileage cost to transport individual clients in the county. The current rate for general transportation is $19.12 per trip. WPRTA requests the price to increase from $19.12 to $20.08 per trip.

Thank you for your consideration.

Sincerely,

Camille Sterling

Camille Sterling
Executive Director

P.O. Box 459 · Conover, NC 28613 · 828-464-9444 · fax 828-466-0570

Attachment: Greenway - Burke (3057 : Home & Community Care Block Grant FY20-21)

Home and Community Care Block Grant for Older Adults

Blue Ridge Community Action

800 N Green St

Morganton, NC 28655

County Funding Plan

Provider Services Summary

DAAS-732

County: Burke

Budget Period: July 2020 through June 2021

Revision #: **Date:**

Services	Serv. Delivery (Check One) Direct	Purchase	A Block Grant Funding: Access	In-Home	Other	Total	B Required Local Match	C Net Service Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse Rate*	H Projected HCCBG Clients	I Projected Total Units
Adult Day Care	X		$ -	$ 81,000	$ -	$ 81,000	$ 9,000	$ 90,000	$ -	$ 90,000	1,971	$ 45.6700	8	1,971
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
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0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
Total			$ -	$ 81,000	$ -	$ 81,000	$ 9,000	$ 90,000	$ -	$ 90,000	1,971		8	1,971

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	$33.07	$ 40.00
Administrative	$ 12.60	
Proj. Reimbursement Rate	$45.67	$ 40.00
Administrative %	38.10%	0.00%

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

Stephanie Ashley
Stephanie Ashley (May 12, 2020)
, Executive Director 05/12.2020

Authorized Signature, Title — Date
Community Service Provider

Signature, County Finance Officer — Date

Signature, Chairman, Board of Commissioners — Date

Attachment: 732 Forms_0001 (3057 : Home & Community Care Block Grant FY20-21)

Home and Community Care Block Grant for Older Adults

Burke County Senior Services
501 N. Green Street
Morganton, NC 28655

County Funding Plan

Provider Services Summary

DAAS-732
County: Burke
Budget Period: July 2020 through June 2021
Revision #: Date:

Services	Serv. Delivery (Check One) Direct	Purchase	A Block Grant Funding Access	In-Home	Other	Total	B Required Local Match	C Net Service Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse Rate*	H Projected HCCBG Clients	I Projected Total Units
Congregate Nutrition		X	$ -	$ -	$ 7,957	$ 7,957	$ 884	$ 8,841	$ 1,110	$ 9,951	1,480	$ 5.9736	10	1,480
Home Delivered Meals		X	$ -	$ 125,983	$ -	$ 125,983	$ 13,998	$ 139,981	$ 17,550	$ 157,531	23,400	$ 5.9821	100	23,400
Senior Center Operation	X		$ -	$ -	$ 39,511	$ 39,511	$ 4,390	$ 43,901	$ -	$ 43,901	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
Total			$ -	$ 125,983	$ 47,468	$ 173,451	$ 19,272	$ 192,723	$ 18,660	$ 211,383	24,880		110	24,880

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	$33.07	$ 40.00
Administrative		
Proj. Reimbursement Rate	$33.07	$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

Roxanne Powell
Roxanne Powell (May 12, 2020)
Authorized Signature, Title — Date: 05/12/2020
Community Service Provider

Signature, County Finance Officer — Date

Signature, Chairman, Board of Commissioners — Date

Attachment: 732 Forms_0001 (3057 : Home & Community Care Block Grant FY20-21)

Home and Community Care Block Grant for Older Adults

Advanced Business Concpets, DBA CVMS

PO BOX 2756

Morganton, NC 28680

County Funding Plan

Provider Services Summary

DAAS-732

County: Burke

Budget Period: July 2020 through June 2021

Revision #: **Date:**

Services	Serv. Delivery (Check One) Direct	Purchase	A Block Grant Funding: Access	In-Home	Other	Total	B Required Local Match	C Net Service Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse Rate*	H Projected HCCBG Clients	I Projected Total Units
In-Home Aide-Level III - Personal Care	X		$ -	$ 196,200	$ -	$ 196,200	$ 21,800	$ 218,000	$ -	$ 218,000	13,212	$ 16.5002	17	13,212
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
Total			$ -	$ 196,200	$ -	$ 196,200	$ 21,800	$ 218,000	$ -	$ 218,000	13,212		17	13,212

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	$33.07	$ 40.00
Administrative		
Proj. Reimbursement Rate	$33.07	$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

Signature, County Finance Officer Date

Timothy P. Clark
Timothy P. Clark (May 13, 2020)

Authorized Signature, Title Date
Community Service Provider

05-13-2020

Signature, Chairman, Board of Commissioners Date

Attachment: 732 Forms_0001 (3057 : Home & Community Care Block Grant FY20-21)

Home and Community Care Block Grant for Older Adults

Foothills Service Project

940 Malcolm Blvd., Box 86

Rutherford College, N.C. 28671

County Funding Plan

Provider Services Summary

DAAS-732

County: BURKE

Budget Period: July 2020 through June 2021

Revision #: **Date:**

Services	Serv. Delivery (Check One) Direct	Purchase	A Block Grant Funding Access	In-Home	Other	Total	B Required Local Match	C Net Service Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse Rate*	H Projected HCCBG Clients	I Projected Total Units
Housing & Home Improvement	X		$ -	$ -	$ 99,000	$ 99,000	$ 11,000	$ 110,000	$ -	$ 110,000	-	$ -	75	-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
Total			$ -	$ -	$ 99,000	$ 99,000	$ 11,000	$ 110,000	$ -	$ 110,000	-		75	-

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	$33.07	$ 40.00
Administrative		
Proj. Reimbursement Rate	$33.07	$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

R.L. Icard
R.L. Icard (May 12, 2020)
Authorized Signature, Title — Date: 5/11/2020
Community Service Provider

Signature, County Finance Officer — Date

Signature, Chairman, Board of Commissioners — Date

Attachment: 732 Forms_0001 (3057 : Home & Community Care Block Grant FY20-21)

Home and Community Care Block Grant for Older Adults

HANDI CARE INC

PO BOX 1778

DREXEL, NC 28619

County Funding Plan

Provider Services Summary

DAAS-732

County: BURKE

Budget Period: July 2020 through June 2021

Revision #: **Date:**

Services	Serv. Delivery (Check One) Direct	Purchase	A Block Grant Funding: Access	In-Home	Other	Total	B Required Local Match	C Net Service Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse Rate*	H Projected HCCBG Clients	I Projected Total Units
Transportation (Medical)	X		$ 46,378	$ -	$ -	$ 46,378	$ 5,153	$ 51,531	$ -	$ 51,531	2,812	$ 18.3249	156	2,835
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
Total			$ 46,378	$ -	$ -	$ 46,378	$ 5,153	$ 51,531	$ -	$ 51,531	2,812		156	2,835

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	$33.07	$ 40.00
Administrative		
Proj. Reimbursement Rate	$33.07	$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

Michael Queen
Michael Queen (May 12, 2020)
Authorized Signature, Title — Date: 05-12-2020
Community Service Provider

Signature, County Finance Officer — Date

Signature, Chairman, Board of Commissioners — Date

Attachment: 732 Forms_0001 (3057 : Home & Community Care Block Grant FY20-21)

Home and Community Care Block Grant for Older Adults

Western Piedmont Regional Transit Authority

PO Box 459

Conover, NC 28613

County Funding Plan

Provider Services Summary

DAAS-732

County: Burke

Budget Period: July 2020 through June 2021

Revision #: **Date:**

Services	Serv. Delivery (Check One) Direct	Purchase	A Block Grant Funding: Access	In-Home	Other	Total	B Required Local Match	C Net Service Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse Rate*	H Projected HCCBG Clients	I Projected Total Units
Transportation (General)	X		$ 9,000	$ -	$ -	$ 9,000	$ 1,000	$ 10,000	$ -	$ 10,000	498	$ 20.0803	12	498
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
Total			$ 9,000	$ -	$ -	$ 9,000	$ 1,000	$ 10,000	$ -	$ 10,000	498		12	498

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	$33.07	$ 40.00
Administrative		
Proj. Reimbursement Rate	$33.07	$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

Camille Sterling
Camille Sterling (May 12, 2020)

Authorized Signature, Title — Date: 5/12/20

Community Service Provider

Signature, County Finance Officer — Date

Signature, Chairman, Board of Commissioners — Date

Signature:

Email: margaret.pierce@burkenc.org

Attachment: 732 Forms_0001 (3057 : Home & Community Care Block Grant FY20-21)

DAAS-731 (Rev. 2/16)

Home and Community Care Block Grant for Older Adults

County Funding Plan

County Services Summary

County BURKE
July 1, 2020 through June 30, 2021

	A				B	C	D	E	F	G	H	I
	Block Grant Funding											
Services	Access	In-Home	Other	Total	Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
Adult Day Care		81000		81000	9000	90000		90000	1971	45.67	8	1971
Medical Transportation	46378			46378	5153	51531		51531	2812	18.3249	156	2835
Senior Center Operations			39511	39511	4390	43901		43901				
Home Delivered Meals		125983		125983	13998	139981	17550	157531	23400	5.9824	100	23400
Congregate Meals			7957	7957	884	8841	1110	9951	1480	5.9736	10	1480
Housing & Home Improv			99000	99000	11000	110000		110000			75	
In-Home Aide Level III		196200		196200	21800	218000		218000	13212	16.5002	17	13212
General Transportation	9000			9000	1000	10000		10000	498	20.0803	12	498
Total	55378	403183	146468	605029	67225	672254	18660	690914	43373		378	43396

Signature, Chairman, Board of Commissioners Date

Attachment: Summary_0001 (3057 : Home & Community Care Block Grant FY20-21)

Burke County, North Carolina

Agenda Abstract

Meeting Date: May 22, 2020

ITEMS FOR DISCUSSION

Subject Title: Finance - VFD Request for Tax Rate Change

Presented By: Margaret Pierce

Summary of Information: For FY 20-21, two (2) fire departments have requested a fire tax rate increase: Brendletown (.08 to .105) and Glen Alpine (.08 to .10).

Representatives from the fire department will be present at the May 22nd recessed meeting to address the need for the rate increase and respond to questions from the Board.

FIRE DISTRICTS TAX RATES

District	Current Tax Rate	Requested Tax Rate		Recommended Tax Rate
Brendletown	$0.080	$ 0.105	*	$0.105
Carbon City	$0.080	$ 0.080		$0.080
Chesterfield	$0.090	$ 0.090		$0.090
Drowning Creek	$0.120	$ 0.120		$0.120
Enola	$0.105	$ 0.105		$0.105
George Hildebran	$0.110	$ 0.110		$0.110
Glen Alpine	$0.080	$ 0.100	*	$0.100
Icard	$0.100	$ 0.100		$0.100
Jonas Ridge	$0.135	$ 0.135		$0.135
Lake James	$0.080	$ 0.080		$0.080
Longtown	$0.120	$ 0.120		$0.120
Lovelady	$0.105	$ 0.105		$0.105
Oak Hill	$0.090	$ 0.090		$0.090
Salem	$0.070	$ 0.070		$0.070
Smokey Creek	$0.118	$ 0.118		$0.118
South Mountain	$0.136	$ 0.136		$0.136
Triple Community	$0.078	$ 0.078		$0.078
West End	$0.110	$0.110		$0.110

* Requested Rate Increase

Budgetary Effect: TBD

County Manager's Recommendation: NA

Suggested Motion: Provide direction to staff, if needed.

Brendletown Fire Department

Annual Budget Request 2021

Brendletown Fire & Rescue would like to request the following:

- Annual Budget of $304,500.00
- Proposed tax rate increase of $.0025 which = $.105
- Proposed Purchase of Land for future site for the New Station #1.

With the above being said, we have not ask for a tax rate increase since 2013 and are facing several major expenses over the next couple of years. The biggest of which is a new building to replace the nearly 50yr. old station #1. We are also faced with a truck that ages out (20yrs) in 2021. As we all know , Nothing is getting cheaper, trucks are getting bigger, & major remodeling of a 50yr. old building is not a sound investment for OUR community.

In leu of our current meeting restraints,(COVID-19) these are our proposals for the 2021 year & hope we can meet the requirements to keep the above proposals intact so we can continue to support the needs of the Brendletown Community.

- Jerry McCurry – President
- Glenn McCurry – Treasurer
- Bryan Williams – Secretary
- Flop Dale
- David Ebert
- Tony Duckworth
- Mark McManus
- Chief Steve Johnson

Thank You,
Bryan Williams
Secretary 75 BVFD

Brendletown Fire and Rescue
5157 US HWY 64
Morganton, NC 28655
http://www.brendletownfire.com/
Phone: (828) 584-0394
Fax: (828) 584-7727

Attachment: Brendletown Fire Department Annual Budget Letter 3_25_20 (3062 : VFD's Request for Tax Rate Change)

TOWN OF GLEN ALPINE
Post Office Box 898
103 Pitts St.
Glen Alpine, North Carolina 28628
(828) 584-2622
(828) 205-7104 FAX

Mayor Robert Benfield
Administrator Melissa Lalonde
Police Chief Rodney Cox
Fire Chief Adam Marlowe
Attorney Rob Denton

Aldermen
Rodney Cox
Tommy Helms
Tim Suttles
Gary Meise
Sheila Perkins

To whom it may concern:

Attached is the 2020-2021 Glen Alpine Fired Department budget. Our tax rate will increase from .8 cent to .10 cent. We do not anticipate any loans or major equipment/vehicle purchases in the coming year. The total amount budgeted for 2020/2021 is $91,590.00

Thank you,

MHLalonde

Melissa H. Lalonde
Town Administrator

Attachment: Glen Alpine fire tax rate increase request letter (3062 : VFD's Request for Tax Rate Change)

Glen Alpine Board of Alderman
Minutes: Meeting March 17, 2020

Present: Mayor Benfield, R. Cox, S. Perkins, T. Helms, T. Suttles, G. Meise, Clerk M. Lalonde, Attorney Denton

Call to Order- Mayor Benfield
Invocation- Tim Suttles
Pledge of Allegiance

Public Comments:

Christy Ramsey: Hopes that the Board will listen to the community and will reinstate the 24/7 police protection. She said the Board needs to work together and get along for the sake of what is best for the Town.

Frank Robinson: Lives in River Glen, feels that we need more officers, as well as a police dog. He would like to see our officers get a raise, feels that they are very valuable to the Town. We need more patrols in the area and would like a full-time officer in The River Glen area.

Reid Scott: He is not against officers; he is against wasteful spending. He is tired of seeing GAPD in Morganton area. He feels that the police chief should not be an alderman. He is for 24/7 protection. We have 4 full time officers, and reserve officers. "Why can't we have 24/7 protection" The Fire Department has needs as well. We only have one man on the board that thinks about the whole town.

Treva Jordan: Questions about data (how many calls, tickets) She is not happy with her experience with the Police Department. She is for the 24/7, can we make it happen?

Travis Benfield: "What are yall doing with our tax dollars, 24/7 police was cut" States that the Board needs to come together and work for the better of the community.

Approval of Agenda: Motion made by Cox, Passed 4-0
Approval of Minutes: Motion made by Perkins, Passed 4-0

Items for Decision:

1) Fire Department 2020/2021 Budget- **Motion made by Cox, Passed 4-0**
2) Reinstate 24/7 Police Protection- **Motion made by Perkins, Passed 4-0**
3) Unfreeze 5th Police Position Fund- **Motion made my Cox, Passed 4-0**
4) Fire Tax increase from .08 to .10 cent- **Motion made by Suttles, Passed 4-0**
5) Approve 2020-2021 Board Meeting Schedule- **Motion made by Helms, Passed 4-0**
6) Approve Town Administrator Job Description- **Motion made by Cox, Passed 4-0**
7) Public Trash Cans for Beautification- **Motion made by Meise, Passed 4-0**

Attachment: Glen Alpine Minutes (3062 : VFD's Request for Tax Rate Change)

Motion made by Meise to go into closed Session, Passed 4-0
Motion made by Cox to go into Open Session, Passed 4-0
Motion made by Perkins to adjourn, passed 4-0

Attachment: Glen Alpine Minutes (3062 : VFD's Request for Tax Rate Change)

Burke County, North Carolina

Agenda Abstract

Meeting Date: May 22, 2020

ITEMS FOR DISCUSSION

Subject Title: Finance - FY 20-21 Budget Explanation of Change and Items of Note

Presented By: Margaret Pierce

Summary of Information: The Finance Director will review the significant changes and items of note for the recommended FY 20-21 budget.

Budgetary Effect: N.A.

County Manager's Recommendation: N.A.

Suggested Motion: No action requested. If needed, provide direction to Staff.

Fiscal Year 2020-2021 – Summary Notes by Department

Aids and Donations	Decrease of $15,000. No new agencies funded. Decrease relates to one-time funding of memorial in current year.
Animal Services	Increase of $185,780. Three new positions created for enforcement. Three other positions requested and not recommended.
Building Inspections	Decrease of $2,135. Technology in current year.
Burke County Schools	Increase of $175,002. Request for one additional nurse position and operational increase for a total funding request of $16,130,995. The balance of funding will be reviewed in January 2021 based on economic conditions.
Communications	Increase of $31,589. Radio replacements are included with a computer upgrade.
Community Dev/Planning	Increase of $29,740. Request to fund removal of abandoned mobile homes not recommended.
Cooperative Extension	Increase of $1,870. Furniture replacement and vehicle not recommended. Request to fund a position that was previously grant funded not recommended.
County Manager's Office	Increase of $17,735. Training increased.
Courts	Increase of $1,910 to purchase chairs.
Debt Service	Decrease of $318,865.
DSS	Decrease of $231,509. Seven new positions requested; one position recommended. One new vehicle recommended. Reduction in beneficiary program funds contributes to the decrease.
Economic Development	Decrease of $1,756,764. Tax incentives included with decrease related to initial grants in current year. Occupancy tax projected down.

Elections	Decrease of $681,032. Equipment in current year creates decrease. Increase in pay rate for Chief Judges from $10 to $11/hour and Judges from $8 to $9/hour. Change of position from 32 hours to 40 hours recommended.
EMS	Increase of $84,375. Two vehicles and replacement radios recommended.
Finance	Increase of $17,490. Increase relates to shift of all bank charges to Finance from Tax with transfer of lockbox to First Citizens. Reclassification of Accounting Technician to Senior Accounting Technician recommended.
Fire Marshal/ES	Decrease of $51,140. Grant and equipment in current year are one time. Building expansion not recommended.
Garage	Decrease of $71,780. Decrease due to change in fuel and position allocation procedure.
General Services	Increase of $152,445. Four positions requested and three recommended.
General Services-Buildings	Decrease of $1,187,947. Current year: completion of Sallyport; tax office and Deeds office renovations; Burke Services HVAC, partial replacement. Recommended: Burke Services-HVAC replacements; HRC air system controls replacement.
Governing Board	Increase of $5,835. One position requested and not recommended.
Health Dept	Increase of $197,404. One position and one vehicle recommended. Other increases for medical supplies and retirement rate increase. Additional revenues for fees anticipated.
Human Resources	Increase of $13,920. Small increase in clinic contract.
Information Technology	Increase of $275,560. Department in the pay cycle; increases relate to salary/benefits. Data center, servers, and switches at $430,000 recommended. Other increases are for software license and maintenance contracts.

Land Records	Increase of $22,255. Department in the pay cycle; increases relate to salary/benefits. Request to reclassify GIS Director to Assistant IT Director recommended.
Legal	Same as current year. Based on historic spending and projected legal matters.
Library	Decrease of $254,752. Decrease from completion of Valdese expansion in current year. Replacement of worn wood and painting at Morganton Library included with cost shared with City of Morganton in revenues.
Mental Health	Same as current year.
Non-Departmental	Decrease of $171,355. Recommended COLA budgeted here for review in January 2021.
Other Public Safety	Decrease of $62,175. Small increase in NC Forestry contract.
Recreation	Decrease $50,305. One vehicle included. Expenses for programs reduced due to potential limited activities. Not included: equipment for trail work and bathroom renovation at Parker Road.
Register of Deeds	Decrease of $50,415. Requests for Automation and Preservation projects funded by set aside funds and current year collections. Drive thru window not recommended.
Senior Services	Decrease of $87,018. Current year Morganton Center includes funds to address drainage issues, replacement of carpet in several areas and repainting water damaged interior areas.
Sheriff	Increase of $163,465. Seven new positions requested and not recommended. Major requests recommended include VIPER radio replacements, and 10 vehicle replacements. Utilities increased to cover entire building with closure of BCDCF. Requests not recommended include 24/7 outside legal service, 3 vehicles for Narcotic officers, and body cameras for all officers.

Sheriff-Jail	Decrease of $47,671. 21 additional positions requested; 12 included. Estimated operating increases for new jail utilities, medical costs, food, and other supplies to allow for rental of beds for approximately 75 inmates included. Significant items in current year not in request/recommended are background investigator, bus, van, BCDCF for operations and medical totaling $1,307,610. Request for full body scanner not recommended.
Sheriff-Animal Control	Decrease of $243,950. Cost for four months' salary and benefits with transition of enforcement to Animal Service and County Manager. Positions will be RIF when the new positions in Animal Services are employed.
Soil and Water	Increase of $23,600. One vehicle recommended.
Tax – all areas	Increase of $43,055 overall. Two positions requested; none recommended. Pay increases for part time tax listers requested and recommended. Education benefit requested and referred to HR for review with overall personnel policies. Vehicle requested and included in recommendation.
Transfers to other funds	Decrease of $276,000.
Transportation	Increase of $3,283.
Veterans Services	Increase of $30.
WPCC	Decrease of $268,130. Operating increase recommended. Capital request will be reviewed in January 2021.
Sales Tax Funds for School Capital	Increases of $472,000. Sales taxes estimated with decrease but actual is currently above budget.
911 Fund	Increase of $57,065. Recommended as requested and eligible expenses.

Trail Projects Fund	Decrease of $2,451,468. No new County funding is recommended next year however multiple projects are still in process of completion.
Water/Sewer Fund	Increase of $22,390. One position requested and recommended. Funding for maintenance and repairs along with necessary debt service included.
Solid Waste Fund	Decrease of $359,804. One position requested and not recommended. Two roll off trucks requested and one replacement recommended.

Burke County, North Carolina

Agenda Abstract

Meeting Date: May 22, 2020

ITEMS FOR DECISION

Subject Title: HR - Pay and Classification Study

Presented By: Rhonda Lee

Summary of Information: The purpose of the Classification and Study Review is to analyze occupational classifications to determine if the salary grade assignment in the pay plan is appropriate based on a labor market analysis of the surrounding counties and other public-sector agencies as needed. Approximately one-third of total allocated positions in the County's Classification and Pay Plan are being reviewed on a rotating basis. Factors such as turnover rate, hard to recruit, retention, and new hire selection decisions made by department heads are taken into consideration during the study process. In some cases, retention of staff is an important consideration in making recommendations especially when the County provides an ongoing investment in the training and development of staff.

The following occupational job classifications were reviewed for the FY 2020-2021 budget:

Sworn Law Enforcement Occupations (Includes Reserve Deputies)

Detention Officer Occupations

Social Work Occupations

Public Health Nurse Occupations

Skilled and semi-skilled trade Occupations (Includes General Services and Recreation)

Information Technology Occupations (Includes IT and 911 Communications)

Budgetary Effect: Approximately $82,500. (No impact because the amount is included in the recommended FY 2020-2021 budget.)

County Manager's Recommendation: N/A

Suggested Motion: Provide direction to staff on any changes to the recommended budget.

2017
County of Burke
Human Resources Department

Classification and Pay Study Review Process

Study Process:

As part of the Fiscal Year 2016-2017 Budget, the County will initiate a classification and pay study review of approximately one-third of total allocated positons in the County's Classification and Pay Plan on a rotating basis. The classification and pay study review will be conducted by the Human Resources Department and results will be presented to the County Manager for review and consideration during the budget processing which begins in January of each year. The County Manager may include recommended classification or range revision changes in the budget that would result in salary adjustments for affected employees.

Methodology:

The following counties have been identified for job comparison and salary analysis purposes based on proximity to the County of Burke:

Avery
Caldwell
Catawba
Cleveland
Lincoln
McDowell
Rutherford

In some cases, the Human Resource Department may consider other governmental entities (e.g. State and municipalities) in the classification and pay study process based on specific occupational characteristics.

The classification and pay study process will focus on occupational titles (such as IT, law enforcement, skilled trades, administrative support, finance, inspections, nursing or social work) as opposed to a department by department approach which often have a mix of occupations. In many cases, the Human Resources Department will identify benchmark positions in occupations as a basis for recommendations.

Based on current labor market trends, the Human Resources Department recommends the following occupations to be studied:

Year 1: ***210 FT Position, 66 PT Positions***

Attachment: Pay and Classification Plan - 2017 (3061 : HR - Pay and Classification Study)

Sworn Law Enforcement Occupations (Includes Reserve Deputies)
Detention Officer Occupations
Social Work Occupations
Public Health Nurse Occupations
Skilled and semi-skilled trade Occupations (Includes General Services and Recreation)
Information Technology Occupations (Includes IT and 911 Communications)

Year 2: ***229 FT Positions, 55 PT Positions***

Administrative Support Occupations (Includes Register of Deeds & Coop Ext)
DSS - Economic Program Occupations/ Legal/Child Support Occupations
Health Program Occupations
Emergency Medical Services Occupations
Deputy Fire Marshal and Fire Inspector Occupations

Year 3: ***119 FT Positions, 41 PT Positions***

911 Telecommunicators and 911 Management/Operations Occupations
Community Development - Planning/Inspections/Code Enforcement Occupations
Finance/Accounting Support Occupations - All departments
Senior Center and Veterans Services Occupations
Library Occupations
Elections Occupations
Tax Office Occupations
Soil & Water Occupations
Parks & Recreation Occupations
Department Heads

Recommend Outside Consultant for:

Finance
Human Resources
Clerk to the Board and County Manager's Assistant
Department Heads

Excludes: County Manager, Board of County Commissioners, Board of Elections, Election Director, BDI Director of Business Retention and Expansion

Authority: Burke County Personnel Policies: *Article II. Classification Plan and Article III. Wage and Salary Administration*

Burke County, North Carolina

Agenda Abstract

Meeting Date: May 22, 2020

ITEMS FOR DISCUSSION

Subject Title: Finance - FY 20-21 Proposed Fee Changes

Presented By: Margaret Pierce

Summary of Information: Fee changes are recommended in the FY 20-21 budget for the following schedules:

- Building Inspections - Group Building Codes (see attached)
- Health Department:

	Current Fee	Proposed Fee
ParaGard	$245.00	$256.00
Mirena	$314.00	$297.00
Nexplanon	$399.00	$391.00

These changes are state mandated changes.

Budgetary Effect: Minor change in revenues for FY 20-21.

County Manager's Recommendation: N.A.

Suggested Motion: Provide direction to Staff on the proposed fee changes.

Group (2018 International Building Code)		Type of Construction/Cost of construction per sq. ft.								
		1-A	1-B	II-A	II-B	III-A	III-B	IV	V-A	V-B
A-1	Assembly, theaters, with stage	247.86	239.47	233.25	223.81	210.17	204.10	216.62	195.46	188.40
	Assembly, theaters, without stage	227.10	218.71	212.49	203.05	189.41	183.34	195.86	174.70	167.65
A-2	Asssembly, nightclubs	191.96	186.56	182.12	174.70	164.94	160.39	168.64	149.29	144.33
	Assembly, restaurants, bars	190.96	185.56	180.12	173.70	162.94	159.39	167.64	147.29	143.33
A-3	Assembly, churches	229.69	221.30	215.08	205.64	192.37	187.27	198.45	177.66	170.60
A-3	Assembly, community halls, librarys	192.20	183.81	176.59	168.15	153.51	148.44	160.96	138.80	132.75
A-4	Assembly, arenas	226.10	217.71	210.49	202.05	187.41	182.34	194.86	172.70	166.65
B	Business	200.26	192.96	186.54	177.38	161.90	155.84	170.40	142.43	136.08
E	Educational	209.90	202.64	196.82	188.34	175.49	166.60	181.86	153.45	148.75
F-1	Factory and industrial, moderate hazard	117.60	112.19	105.97	101.84	91.54	87.26	97.61	75.29	70.95
F-2	Factory and industrial, low hazard	116.60	111.19	105.97	100.84	91.54	86.26	96.61	75.29	69.95
H-1	High hazard, explosives	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	N.P.
H234	High hazard	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	63.56
H-5	HPM	200.26	192.96	186.54	177.38	161.90	155.84	170.40	142.43	136.08
I-1	Institutional, supervised enviroment	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
I-2	Institutional, hospitals	335.53	328.23	321.81	312.65	296.45	N.P.	305.67	276.99	N.P.
I-2	Institutional, nursing homes	233.12	225.82	219.40	210.24	195.51	N.P.	203.26	176.05	N.P.
I-3	Institutional, restrained	227.71	220.41	213.99	204.83	190.84	183.78	197.85	171.37	163.02
I-4	Institutional, day care facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
M	Mercantile	142.95	137.54	132.11	125.68	115.38	111.83	119.62	99.73	95.77
R-1	Residential, hotels	199.70	192.92	186.99	179.78	164.90	160.43	179.93	148.60	143.96
R-2	Residential, multiple family	167.27	160.49	154.56	147.35	133.71	129.23	147.50	117.40	112.76
R-3	Resdential, one and two family	155.84	151.61	147.83	144.09	138.94	135.27	141.72	130.04	122.46
R-4	Residential, care/assisted living	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
S-1	Storage, moderate hazard	108.99	103.58	97.35	93.22	83.14	78.87	88.99	66.89	62.56
S-2	Storage, low hazard	107.99	102.58	97.35	92.22	83.14	77.87	87.99	66.89	61.56
U	Utility, miscellaneous	84.66	79.81	74.65	71.30	64.01	59.80	68.04	50.69	48.30

a. Private garages use Utility, miscellaneaous

b. Unfinished basements (all use group)= $22.45 per sq.ft.

C. For shell only buildings deduct 20 percent.

D. Remodel deduct 20 percent.

E. N.P. = not permitted

Source: International Code Council - Building Valuation Data (February 2020)