SUGGESTED AGENDA
Regular Meeting in the
Armory Civic Center
501 US Hwy 158 Business E., Warrenton, NC

6:00 PM
February 5, 2024

Call to Order Regular Meeting – Chairman or Designee
Moment of Silence, Prayer & Pledge

Regular Meeting Agenda

1. ADOPT SUGGESTED AGENDA

Conflict of Interest Disclosure Statement

"Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict".

- In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.
- Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?
- If so, please identify the conflict and refrain from any undue participation in the particular matter involved.

2. PRESENTATION

A. Environmental & Climate Justice Community Grant - Bill Kearney and Patrick Barnes

3. CITIZEN COMMENTS - REGULAR BOARD MEETING

Rules for Citizen Comments: Please sign up to speak. The maximum time alloted to each speaker will be FIVE (5) minutes; Clerk to the Board will keep time. Any group of people who support or oppose the same position should designate a spokesperson. Please address only those items which might not have been addressed by a previous speaker. If a response from the County Manager and/or Board is desired, leave a copy of your comment(s) with the Clerk to the Board. Order and decorum will be maintained. This is not a question and answer session.

Time set aside to allow individuals to address the Board of Commissioners on issues of concern pertaining to the County.

4. CONSENT AGENDA

A. Consider Approval of Minutes of the January 8, 2024 Regular Meeting and January 17, 2024 Budget Work Session

B. Tax Collectors Report for December 2023 Presented for Boards Information in Accordance with NCGS 105-350 (John Preston, Tax Administrator)

C. Tax Release Requests (over & under $100) in Accordance with NCGS 105-381 "Taxpayers Remedies" as Information Only (John Preston, Tax Administrator)

D. Consider Approval of Proclamation Declaring February 2024 as Black History Month

5. COUNTY MANAGER'S UPDATE – Vincent Jones

A. Consider Approval of Joint Supplemental Application for Needs-Based Public Schools Capital Funds for FY 23-24

B. Operational Updates

6. FINANCE OFFICE – Nikki Dickerson

A. Consider Approval of Budget Amendment #4
Budget Amendment #4 (see attached) to the FY 2024 Budget Ordinance is being presented for approval. This amendment does the following:
General Fund Balance for FY23 carry-over:
1. Appropriates $ 7,400 to Epsom and Cokesbury Fire Departments that was not requested last FY.
General Fund Balance for FY24 Expenses:
2. Appropriates $ 8,500 to Animal Control for Outdoor Kennels as approved in the January 8, 2024 Board Meeting.
3. Appropriates $ 41,000 to Library for Digital Control Replacement as approved in the January 8, 2024 Board Meeting.
Revenue:
4. Appropriates $ 60,000 in the Health Department budget for Eastpointe Grant funds received for the Homelessness Initiative, Mental Health Officer Salary, and various other Health initiatives.
5. Appropriates $ 45,749 in the Emergency Management budget for Homeland Security Grant funds received.
6. Appropriates $194,000 to the Community Center from the State Grant received 1/26/24.
7. Appropriates $500,000 to the Sheriff's Department from the State Grant received 1/26/24.

B. Consider Approval of Audit Contract Extension to February 29, 2024 with No Additional Cost

7. ACTION ITEMS

A. Consider Re-Appointment of Tax Administrator John Preston to a Two-Year Term, Beginning February 1, 2024 and Ending January 31, 2026, in Accordance with NCGS 105-294 and 105-349 - Paula Pulley, Clerk to the Board

B. Consider Approval of Purchase of 40 APX 4000 MHZ Portable Radios From Motorola Communications in an Amount Not to Exceed $154,396.40 - Sheriff John Branche

8. BOARD/COMMITTEE/COMMISSION APPOINTMENTS AND RE-APPOINTMENTS

A. Consider Appointment of Commissioner Baker and Health Director, Dr. Margaret Brake to the Trillium Advisory Board

B. Consider Approval of the Re-Appointments of M.E. Turner, P.T. Hight, T.P. Wagner, G. Durham, and T. Ross to the Macon Fire District Tax Board for three year terms beginning February 2024 and ending January 2027

C. Consider Approval of Appointment of Howard Roderick Epps to a 1st Two-Year Term on the Juvenile Crime Prevention Council (JCPC) Beginning February 1, 2024, and Ending January 31, 2026.

D. Consider Appointment of Alan Daeke for a First Three-Year Term on the Board of Health Beginning February 1, 2024 and Ending January 31, 2027

9. BOARD OF COUNTY COMMISSIONERS' UPDATES

10. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11 (a)(5) FOR PERSONNEL MATTERS AND NCGS 143-318(a)(3) FOR ATTORNEY/CLIENT PRIVILEGE

11. ADDITIONAL ACTION ITEMS

A. Consider Appointment of Library Director

B. Consider Appointment of Emergency Services Director

C. Consider Approval of Emergency Services Assistant Director Position

12. ADJOURN February 5, 2024 BOARD MEETING

EPA's Community Change Grants
Warren County Environment Action Team (WCEAT)



Warren County Board of Commissioners Meeting

February 5, 2024

Roadmap

- Warren County Environmental Action Team
- Community Change Grants Program Overview
- Eligibility Criteria
- Track 1 Overview
- Goal of our submission and Approach Summary
- Proposed Team
- Technical Assistance Opportunities
- Project Objective
- Our Ask of the County
- Q&A

Warren County Environment Action Team (WCEAT)

- Legacy organization formed to build on the PCB Landfill Environmental Justice protests of the 1980's
- Locally Based 501c(3) non-profit



WCEAT's Mission

- Pursue and promote solutions-based excellence in grassroots community advocacy and engagement for those disproportionately affected by systemic environmental injustices.
- Ensure that the desires of such communities are the driver of environmental restoration decisions and land use policies that impact their environmental health.
- Build locally led, meaningful collaborations between federal, state, municipal stakeholder agencies, local and national community-based organizations, academic institutions and the faith-based community, to achieve sustainable environmental equity and justice for the disenfranchised.



EPA's Community Change Grants

Unprecedented, Transformational Funding Opportunity





Community Change Grants Program

- EPA received $3 billion through the Inflation Reduction Act (IRA) to fund environmental and climate justice activities to benefit disadvantaged communities

- $2.8 billion for grants including $2 billion for the Community Change Grants (CCG) Program
  - Track 1- $1.96B; Track 2- $40M

- Application Deadline: November 21, 2024

- All grants must be awarded by September 30, 2026

Grant Program Goals

- Fund community-driven pollution and climate resiliency solutions
- Invest in strong cross-sectoral collaborations with partners working with and for communities
- Unlock access to more significant resources
- Deliver technical assistance and capacity-building support
- Strengthen communities' decision-making power

Notable Features Specific to This Grant Program

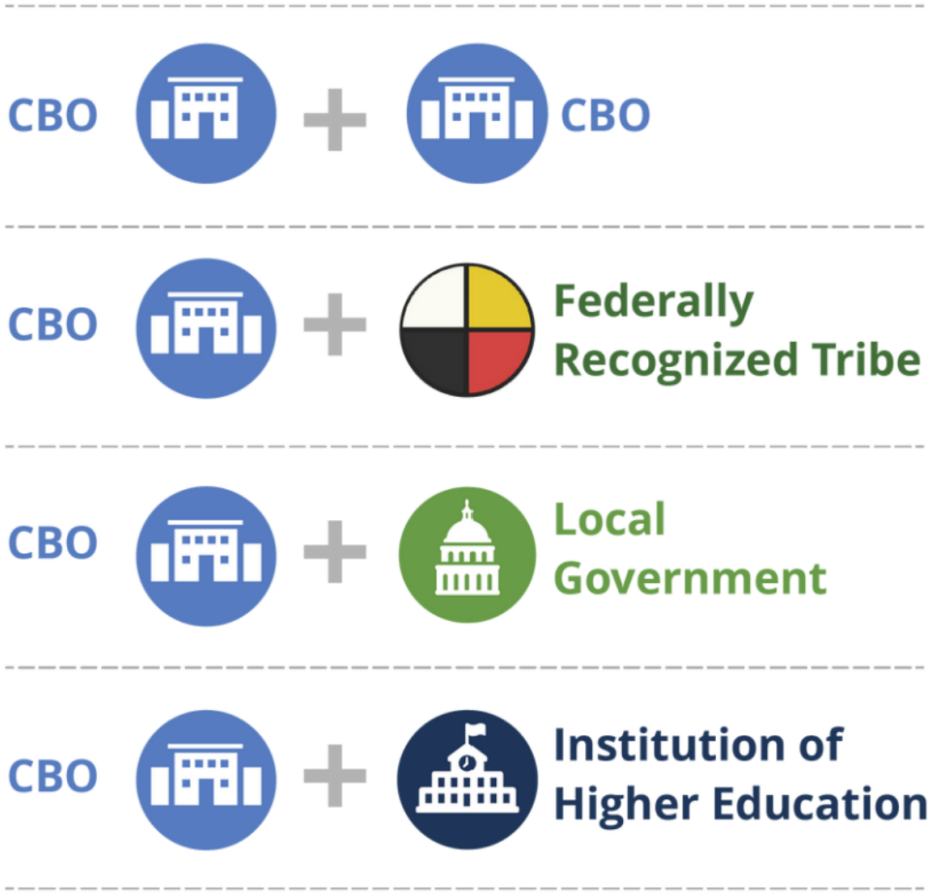
- Rolling Applications
- Dedicated Funding for Technical Assistance
- Innovative Evaluation Process
- Expedited Selection Process (and re-application option)
- Indirect Cost Limitations

Eligibility Criteria

- Partnership Requirements
- Threshold Criteria
- Projects Must be Completed in 3 Years
- Ineligible: applications to conduct scientific research; assessment, removal, or remediation of Superfund sites; community relocation

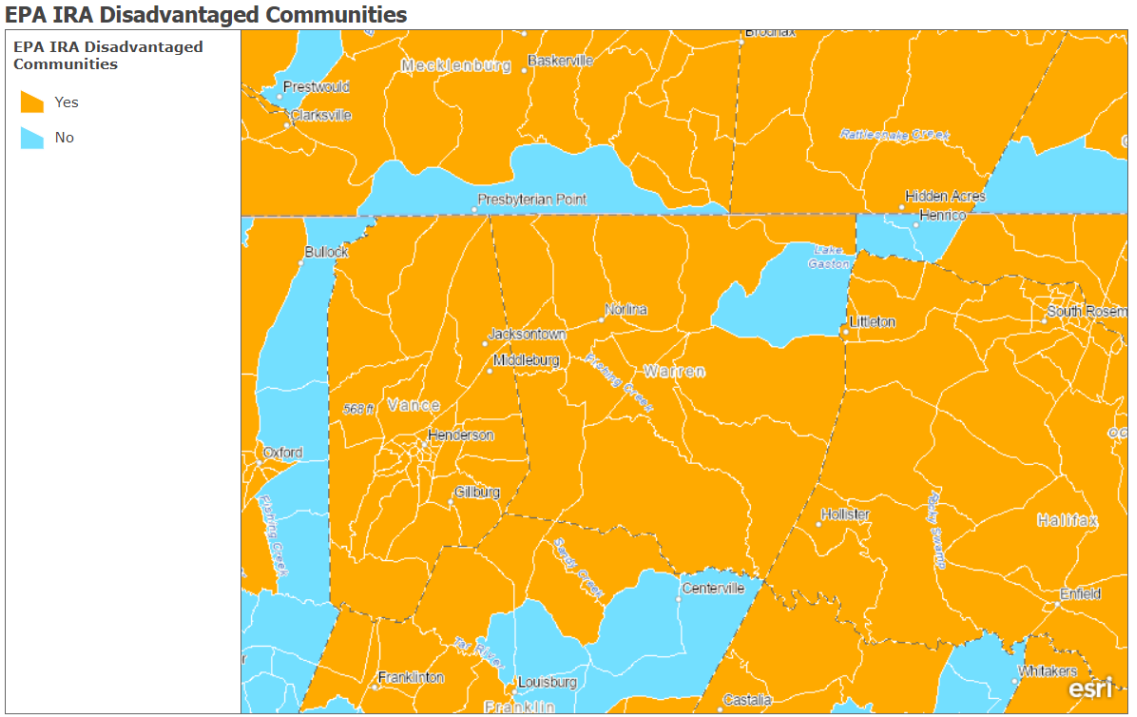
Partnership Requirements

- Applicants must either be a partnership of two community-based nonprofit organizations (CBOs) or a partnership between a CBO and a federally recognized Tribe, local government or institution of higher education
- Partnerships must be documented and meet certain legal requirements
- Other entities can be involved in projects as "Collaborating Entities"



Threshold Criteria

- Applicants must demonstrate that the projects in their application will benefit a disadvantaged community, meaning:
  - A geographically-defined community identified as disadvantaged on the **EPA IRA Disadvantaged Communities Map;**
  - A farmworker community; OR
  - A Disadvantaged Unincorporated Community (DUC)



EPA IRA Disadvantaged Communities

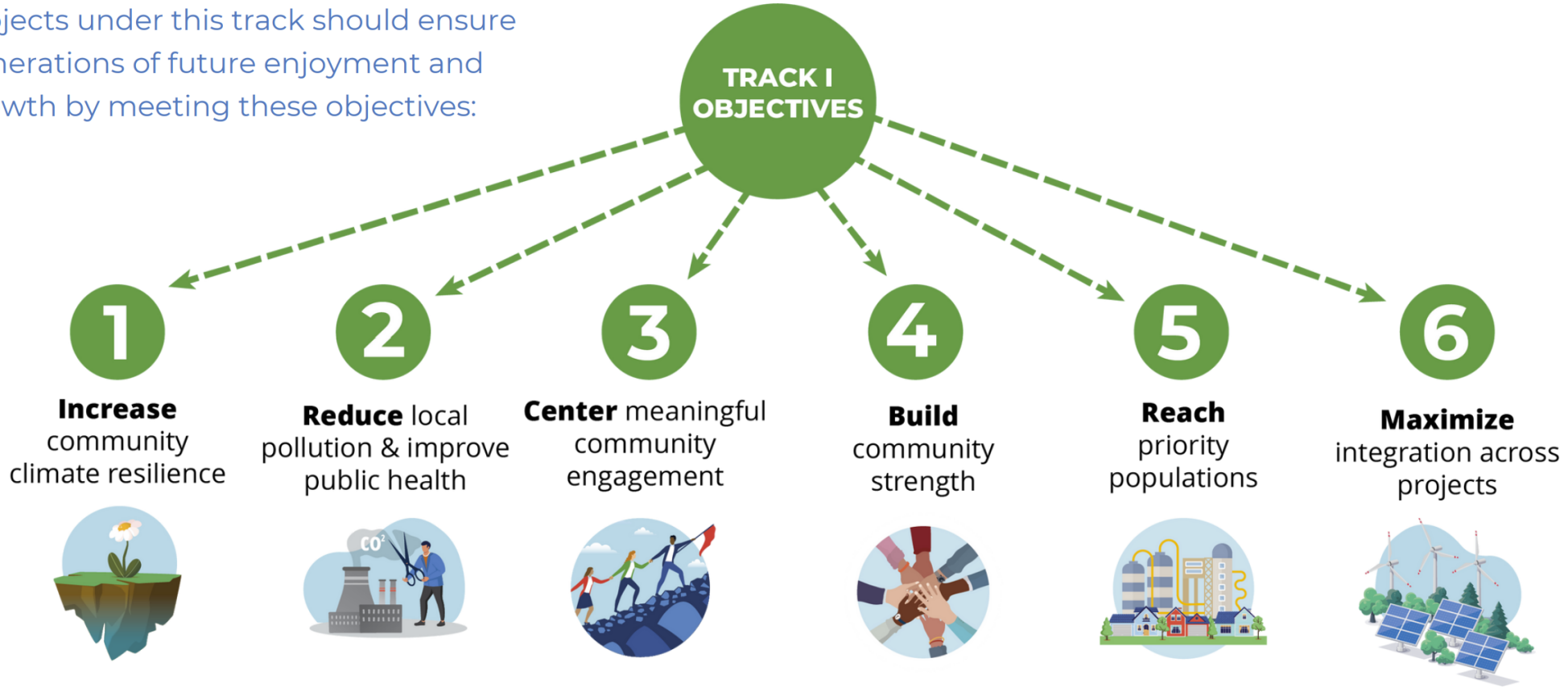
Esri, CGIAR, USGS | Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS, USFWS | Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS, USFWS

Track 1 Overview

- Community-Driven Investments for Change
- Funding Available: approx. $1.96 billion
- Number of Awards: approx. 150
- Per Award Amount: $10M - $20M each

Track 1 Overview (cont.)

Projects under this track should ensure generations of future enjoyment and growth by meeting these objectives:



Track 1 Requirements

1. Climate Action Strategy
2. Pollution Reduction Strategy
3. Community Engagement and Collaborative Governance Plan
4. Community Strength Plan
5. Readiness Approach
6. Compliance Plan

Goal – Build a Warren County Grassroots Center EJ Excellence

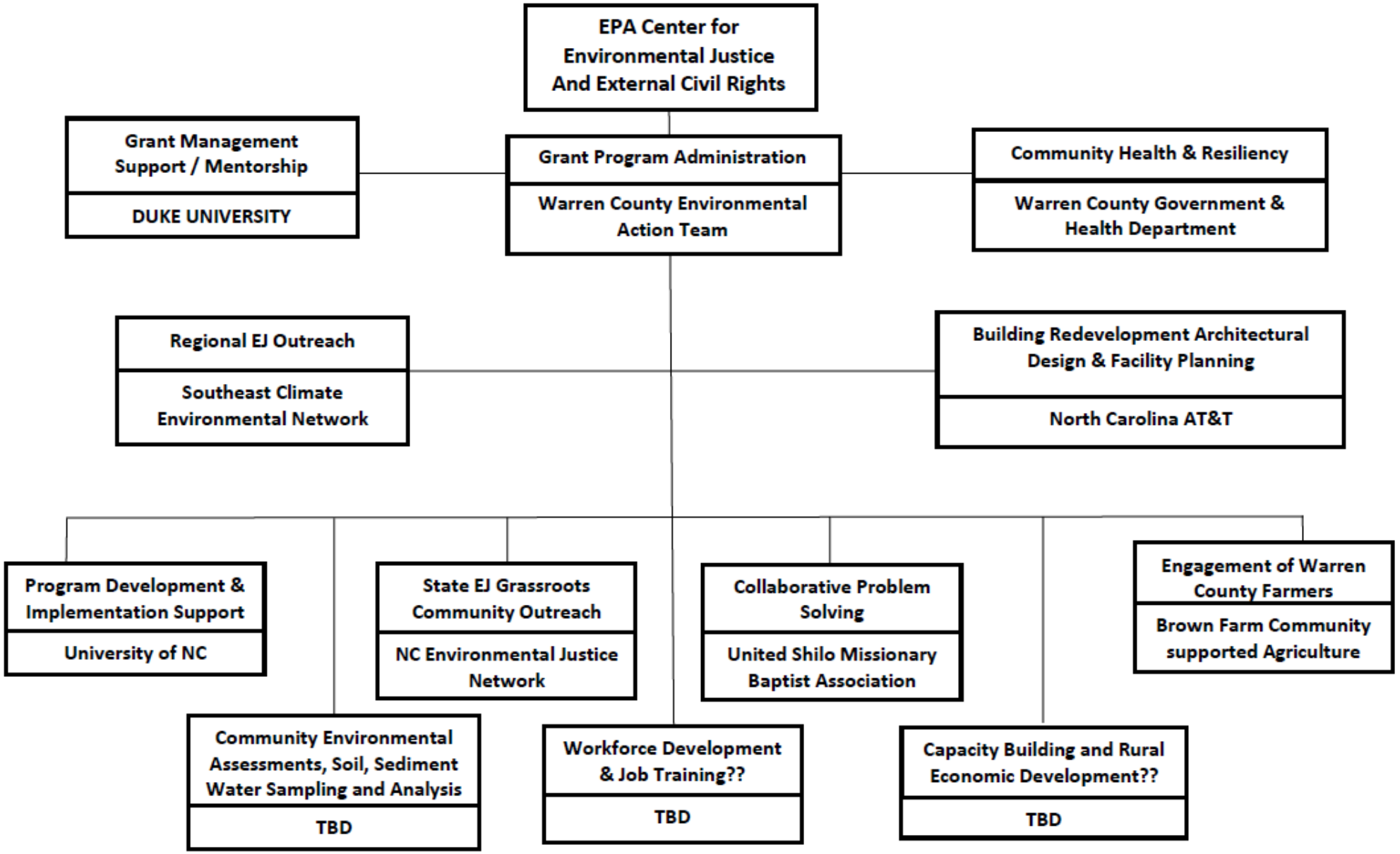
Proposed Approach Summary

- Leverage our history as the birthplace of the Environmental Justice Movement
- Leverage our strong relationship with leadership at EPA
- Expand on the work the WCEAT has been doing for the past 10 years
- Use our cross-sector group of environmental stakeholders to institutionalize the successes of our EJ movement and bring it to grassroots communities of need across the Southeast

Proposed Draft Project Team

We are assembling a team of a wide range of organizations and environmental stakeholders with whom we have a history of successfully working with.

Draft Team Organization Chart



Technical Assistance Opportunities

- EPA received $200M to provide technical assistance for Community Change Grant applicants
- Research Triangle International (RTI) received funds to serve as a Thriving Communities Technical Assistance Center (TCTAC)
- More about RTI's TCTAC at www.react4ej.org



Our Project Objective

- With support from the County, build, own and operate a Warren County based Environmental Justice and grassroots leadership center of excellence. ***(County)***

- Identify, design, plan and successfully redevelop a brownfield site using green, sustainable building practices and nature-based solutions (NBS) that are sensitive to climate change. The building will server as our Center of EJ Excellence. ***(NC A&T)***

- In association with our academic partners develop and implement a leadership training model based on the PCB Landfill struggle and develop a workforce capacity building/ job skills training curricula to be taught at the center using local experts, the building, and on-site NBS, as teaching elements. The facility will house the existing exhibition of the Protest. ***(Duke/UNC)***

- With the help of stakeholder groups such as local and regional environmental peer organizations, identify EJ communities in the SE needing grassroots leadership training. ***(ALL)***

- Develop and implement a comprehensive environmental site and health assessment of the PCB Landfill and the surrounding area using local experts, institutional knowledge, and citizen science as guiding principles. ***(TBD)***

What We're Asking The County For

- The granting of a brownfield site with NFA status to be used for the targeted redevelopment
- Support with site redevelopment, planning, and design
- Support with grant writing and initial management activities
- Support with outreach and engagement of the community

Questions?

Board of Commissioners Regular Meeting

January 8, 2024

MINUTES

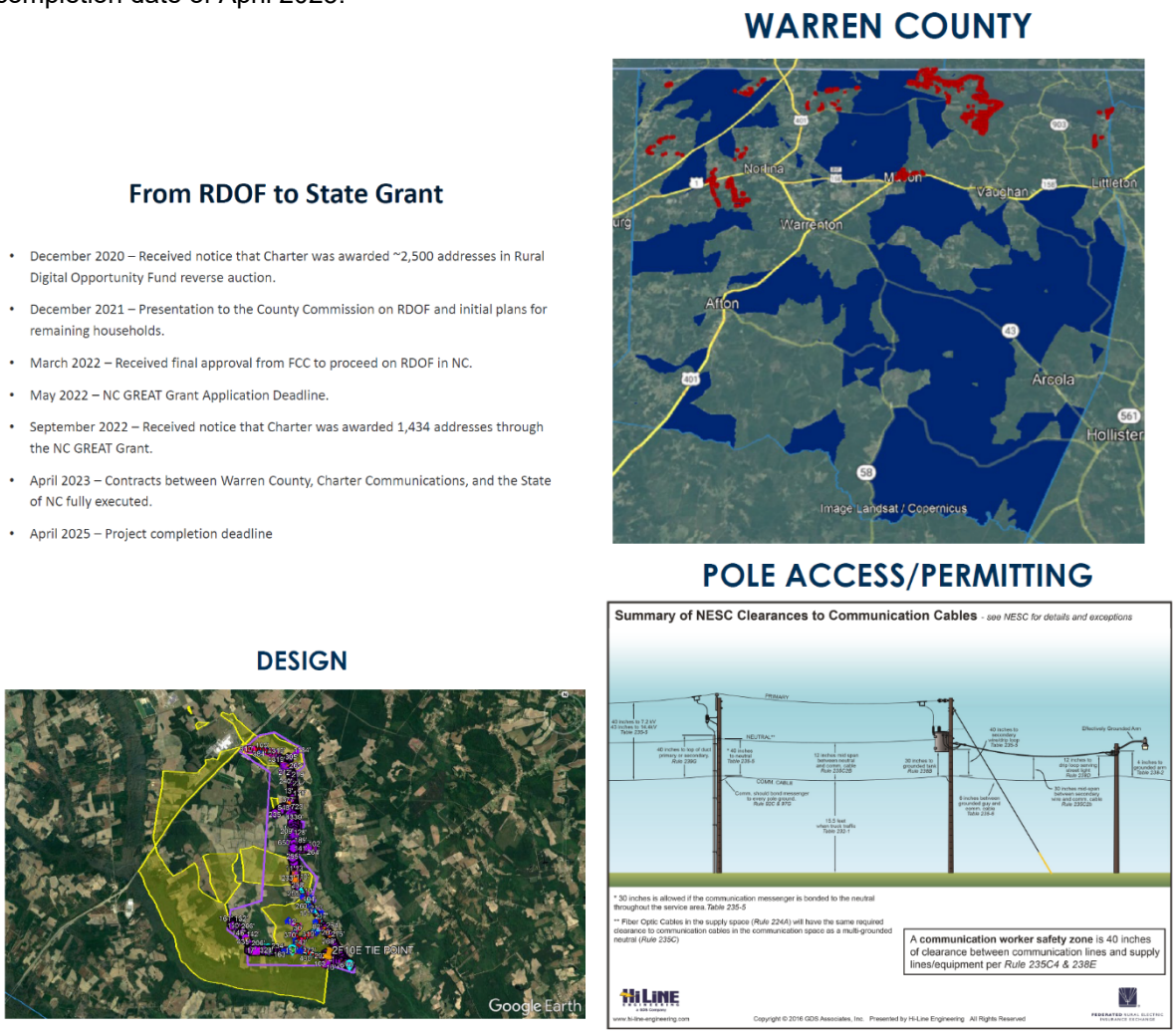
1. SPECIAL RECOGNITION - WARREN COUNTY FINANCE OFFICE

The Warren County Finance Office received the Government Finance Officers Association Award for Financial Reporting.

2. PRESENTATION

A. Charter Communications/Spectrum Broadband Update - Justin DeLancey, Senior Manager, Government Affairs

Justin DeLancey, Senior Manager of Government Affairs, provided an update on Charter Communications/Spectrum Broadband. A timeline was presented that shows an anticipated project completion date of April 2025.



3. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the January 8, 2024 Regular Meeting Suggested Agenda was approved with revision to Item 7A.

4. CITIZEN COMMENTS - REGULAR BOARD MEETING

Rules for Citizen Comments: Please sign up to speak. The maximum time alloted to each speaker will be FIVE (5) minutes; Clerk to the Board will keep time. Any group of people who support or oppose the same position should designate a spokesperson. Please address only those items which might not have been addressed by a previous speaker. If a response from the County Manager and/or Board is desired, leave a copy of your comment(s) with the Clerk to the Board. Order and decorum will be maintained. This is not a question and answer session.

Dwayne Hicks addressed the Board of Commissioners with concerns about Law Enforcement targeting. Chair Pierce requested that the County Manager, County Attorney, and Sheriff meet with Mr. Hicks to discuss this issue further.

Barbara Espinosa addressed the Board of Commissioners stating that citizens would like to see district voting for Commissioner seats. Ms. Espinosa stated that she has done research and many other counties use District Voting.

5. CONSENT AGENDA

A. Consider Approval of Minutes of the December 4, 2023 Regular Meeting and December 13, 2023 Work Session

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the minutes of the December 4, 2023 Regular Meeting and December 13, 2023 Work Session were approved.

B. Tax Collectors Report for November 2023 Presented for Boards Information in Accordance with NCGS 105-350 (John Preston, Tax Administrator)

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous vote, the Tax Collectors Report for November 2023 was approved.

Tax Collector's Report
to the Warren County Board of Commissioners
For the Month November 2023

2023-2024

Current Year Collections

Tax Year	Charge	Collected in November	Collected to Date	Balance Outstanding	Percentage Collected
November 2023 FY 24	$20,263,503	$5,009,326	$10,881,893	$9,381,610	53.70
November 2022 FY 23	$19,729,030	$5,024,117	$10,890,606	$8,838,424	55.20

Delinquent Collections

2022	$430,728	$12,289	$96,545	$334,183	22.41
2021	200,774	4,107	24,369	$176,405	12.14
2020	138,969	1,818	5,759	$133,210	4.14
2019	152,334	2,190	5,170	$147,164	3.39
2018	90,701	1,782	2,768	$87,933	3.05
2017	89,366	1,791	2,574	$86,792	2.88
2016	68,286	1,129	2,206	$66,080	3.23
2015	57,093	1,108	1,231	$55,862	2.16
2014	48,206	753	946	$47,260	1.96
2013	76,631	724	2,047	$74,584	2.67
Total Delinquent Years	$1,353,088	$27,691	$143,615	$1,209,473	

Other November Receipts

County Penalties	$ 9,430	$ 38,303
Landfill User Fees	$ 410,016	$ 809,816
Municipalities	$ 150,183	$ 312,753
Fire District Taxes	$ 258,498	$ 639,100
Advance Taxes	$ 1,891	$ 12,295
NOVEMBER GRAND TOTAL	$10,891,152	$23,728,381

RECEIVED
DEC 21 2023
Finance

John Preston, Tax Administrator 12/15/2023
John Preston, Tax Administrator

C. Tax Release Requests (over & under $100) in Accordance with NCGS 105-381 "Taxpayers Remedies" as Information Only (John Preston, Tax Administrator)

On motion of Commissioner Hunt, seconded by Commissioner Powell, and duly carried by unanimous

vote, the Tax Release Requests (over & under $100) were approved.

Over $100 1/8/2024 CO MGR INITIALS: VJ Date: 1/2/2023

ERROR CORRECTION RELEASES:						
HARGROVE ALICIA	2023 28172-200		27106	$ 180.26	VACANT
MOORE ROBERT & GILDA	2023 04339-200		27933	$ 221.38	SOLD IN MAY 2021
MOORE ROBERT & GILDA	2022 04339-200		30639	$ 244.07	SOLD IN MAY 2021
ONE DEVELOPMENT LLC	2023 40905-200		27774	$ 124.47	NO LATE PENALTY
PERKINSON CHRISTOPHER MARK	2023 2654-315	D9-14A	10324	$ 222.59	BIS ERROR
PERKINSON CHRISTOPHER MARK	2023 2654-312	D9-14B	14256	$ 229.88	BIS ERROR
SPRUILL W E & BB&T CO TRUSTEES	2023 6306-307	G7-2	2019	$ 434.41	BIS ERROR/NO BLDG VALUE
SPRUILL W E & BB&T CO TRUSTEES	2023 6306-306	G7-1	2018	$ 2,700.46	BIS ERROR/NO BLDG VALUE
THE HISTORIC MAGNOLIA MANOR	2023 49924-200		28805	$ 441.39	SOLD BUSINESS IN 2022
VAUGHAN FOREST E III	2022 43013-200		30635	$ 221.25	SOLD PP IN 2021
VAUGHAN FOREST E III	2023 43013-200		27929	$ 162.20	SOLD PP IN 2021
WRENN WALTER & LOU ELLEN KING	2023 48625-300	I10-13C	6967	$ 135.92	WRONG EXEMPTION APPLIED
TOTAL ERROR CORRECTIONS:				**$ 5,318.28**	
MOTOR VEHICLE RELEASES:					
HAISLIP ROBERT F	2013 23452-113		V-48537	$ 139.50	SOLD 2012
SUB-TOTAL MOTOR VEHICLE RELEASES:				**$ 139.50**	
SUB-TOTAL CORRECTION RELEASES:				**$ 5,318.28**	
Total Releases				**$ 5,457.78**	
LANDFILL USER FEE RELEASES:					
REID REBIE S	2023 33203-307	L5-64	10462	$ 300.00	REMOVE LFUF
REID REBIE S	2023 33203-303	L5-54-1X	10141	$ 150.00	REMOVE LFUF
TOTAL LFUF RELEASES:				**$ 450.00**	
Total Releases				**$ 5,907.78**	

Under $100 1/8/2024 CO MGR INITIALS: VJ Date: 1/2/2023

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
ERROR CORRECTION RELEASES:						
COLLIER HERMAN L & REBECCA	2023	9036-344		28200	$ 4.64	REMOVE LATE LISTING
FORD WILLIAM W	2015	14856-200		55182	$ 85.91	SOLD PP
GAILLARD HARRIET H	2023	4522-300	A2B-158	10291	$ 36.33	REMOVE LATE LISTING
GRANT RONALD W & VICKI R	2023	01561-301		9872	$ 2.21	NO LATE LISTING FEE
HERITAGE HOUSE FLOWERS	2014	07886-114		51331	$ 19.30	OUT OF BUSINESS
HERITAGE HOUSE FLOWERS	2015	07886-115		54074	$ 18.34	OUT OF BUSINESS
HERITAGE HOUSE FLOWERS	2016	07886-116		57218	$ 17.15	OUT OF BUSINESS
LOUIE LAURA	2023	01989-200		26854	$ 31.73	REMOVE LATE LISTING
PERKINSON CHRISTOPHER MARK	2023	2654-313	D9-14F	5118	$ 4.70	BIS ERROR
PERKINSON CHRISTOPHER MARK	2023	2654-303	D9-14C	12606	$ 65.95	BIS ERROR
PERKINSON CHRISTOPHER MARK	2023	2654-311	D9-14E	14258	$ 63.81	BIS ERROR
REHDER PAUL E & JANENE LYNN	2023	12399-300	J3B-46	5562	$ 13.12	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-324	D5B-39	7811	$ 3.17	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-327	E2-3A-1	18580	$ 8.58	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-301	E3-125	13835	$ 1.97	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-302	E1-20A	12285	$ 2.72	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-334	E2-24	8897	$ 0.91	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-326	E3-63A	24250	$ 1.08	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-306	E2-17	7675	$ 1.81	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43233-311	E3-7	9246	$ 1.39	REMOVE LATE LISTING
WHITE ASHLEY & STUART	2023	43327-332	E1-7	13769	$ 6.68	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43327-337	E1-7A	24231	$ 1.21	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43327-338	E1-7B	24232	$ 0.91	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43327-339	E1-7C	24233	$ 0.91	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43327-340	E1-7D	24266	$ 3.86	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43327-330	D2-1	13771	$ 3.88	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43327-331	E1-1	13770	$ 2.72	REMOVE LATE LISTING
WHITE HAL A JR & SHIRLEY H	2023	43233-330	E2-74	3576	$ 1.99	REMOVE LATE LISTING
WILSON JANE C FAMILY LLC	2023	06657-315	F5-2F	24449	$ 94.65	DUPLICATED PARCEL
YOUAKOM FRANCOIS	2023	49924		28668	$ 96.31	SOLD PP IN 2022
SUB-TOTAL ERROR CORRECTIONS:					**$ 597.94**	
MOTOR VEHICLE RELEASES:						
MARIONS CONSTRUCTION LLC	2017	JA8502			$ 65.85	GAP BILL/CAR SOLD
RICHARDSON WILLIAM JR	2013	10274-113		V-47897	$ 7.67	NO LONGER IN STATE
RICHARDSON WILLIAM JR	2013	39409-113		V-48386	$ 14.92	NO LONGER IN STATE
SUB-TOTAL MOTOR VEHICLE RELEASES:					**$ 88.44**	
SUB-TOTAL CORRECTION RELEASES:					**$ 597.94**	
Total Releases					**$ 686.38**	

6. COUNTY MANAGER'S UPDATE – Vincent Jones

A. Local Management Entity/Managed Care Organization (LME/MCO) Consolidation - Trillium Health Resources

County Manager Vincent Jones introduced Terrel Alston and Brenda Low of Trillium, and they provided an update on the consolidation of the Local Management Entity/Managed Care Organization (LME/MCO). There will be a regional board and Warren County will have two seats on that board.

B. FY25 Budget Work Session

The FY25 Budget Work Session will be held on January 17, 2024 beginning at 3:00 p.m., and will be followed by a joint meeting with the Warren County Board of Education.

C. Animal Control Update

County Manager Vincent Jones informed the Board of Commissioners that there is a need for more space at the Animal Control Center. Animal Control Director Dani Bowen has requested to build 8 outdoor kennel spaces to address the space needs. A budget amendment of $8,500 will be needed in order to move forward with this project.

D. Organizational Updates

- **Citizen Comment Responses**

- County Manager Vincent Jones stated that responses have been provided to those making citizen comments in November.
- It was noted that the Non-Profit Grant Funding Committee met and selected 9 entities to receive funding in FY24. Notices of awards will go out to those entities this week.
- Representative Wray's office made County Manager Jones aware that, due to an error at the State level, the money awarded to the Warren County Community Center will be coming to the County. Wray's office has asked that the County channel those funds to Warren County Community Center. Mr. Jones stated he does not see a problem in having those funds come through the county, but he does not want the county to be responsible for monitoring or

reporting on those funds.

7. FINANCE OFFICE – Nikki Dickerson

A. Consider Approval of Budget Amendment #3 (see attached) to the FY 2024 Budget Ordinance is being presented for approval. This amendment does the following:
General Fund Balance for FY23 carry-over:

1. **Appropriates $ 2,900 from Library State Aid Grant unspent last FY.**
2. **Appropriates $ 43,000 from IT Infrastructure for email migration invoice incurred last FY and paid in this FY.**
3. **Appropriates $ 233,862 to Warren County Schools Capital Outlay budgeted last FY and unspent until this FY.**

General Fund Balance for FY24 Expenses:

1. **Appropriates $26,000 from Equitable Sharing Fund for Sheriff Vehicle Purchase. These funds are kept in the General Fund Balance and budgeted as spent.**
2. **Appropriates $27,500 to Finance for MUNIS Upgrades to adhere to strategic plan for technological advancement withing the County.**

Revenue:

1. **Reduces ROAP Grant Revenue and Expenditures by $27,821 based on the Grant Funding received this FY. This is necessary to ensure categories are not over-spent.**

Moving Funds Within Departments:

1. **Moving $70,000 from Courthouse major building repair that won't occur this year to a space assessment feasibility study as well as repairs on the Hendricks House as needed this FY.**

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Budget Amendment #3 as revised was approved.
General Fund Balance for FY23 carry-over:
1. Appropriates $ 2,900 from Library State Aid Grant unspent last FY.
2. Appropriates $ 43,000 from IT Infrastructure for email migration invoice incurred last FY and paid in this FY.
3. Appropriates $ 233,862 to Warren County Schools Capital Outlay budgeted last FY and unspent until this FY.
General Fund Balance for FY24 Expenses:
1. Appropriates $26,000 from Equitable Sharing Fund for Sheriff Vehicle Purchase. These funds are kept in the General Fund Balance and budgeted as spent.
2. Appropriates $27,500 to Finance for MUNIS Upgrades to adhere to strategic plan for technological advancement withing the County.
Revenue:
1. Reduces ROAP Grant Revenue and Expenditures by $27,821 based on the Grant Funding received this FY. This is necessary to ensure categories are not over-spent.

8. FOLLOW UP TO DECEMBER 13, 2023 WORK SESSION

A. Consider Approval of Wellness Day for Employees to be Used By June 30, 2024 - County Manager Vincent Jones

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Wellness Day for Employees to be used by June 30, 2024 was approved.

B. Consider Approval of Additional Staff Due to Medicaid Expansion - Renae Alston, DSS Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the addition of staff in the Department of Social Services due to Medicaid Expansion was approved.

C. Consider Approval of On-Call Pay Proposal for Child Protective Services and Adult Protective Services Employees - Renae Alston, DSS Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the On-Call Pay proposal for Child Protective Services and Adult Services Employees was approved.

D. Consider Approval of Creating Outdoor Recreation Economies (CORE) Strategic Plan - Charla Duncan, Community & Economic Development Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Creating Outdoor Recreation Economies (CORE) Strategic Plan was approved.

9. ACTION ITEMS

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the Resolution Authorizing Warren County to Request State Loan and /or Grant Assistance for Lead Service Line Inventory for the County Water System was approved.

A. Consider Approval of Resolution Authorizing Warren County to Request State Loan and/or Grant Assistance for Lead Service Line Inventory for the County Water System - Eric St. Sing, Public Utilities Director

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the Resolution Authorizing Warren County to Request State Loan and/or Grant Assistance for Lead Service Line Inventory for the County Water System was approved.

RESOLUTION BY WARREN COUNTY BOARD OF COMMISSIONERS

WHEREAS, Warren County has need for and intends to construct, plan for, or conduct a study in a project described as Lead Service Line Inventory of the water system, and

WHEREAS, Warren County intends to request State loan and/or grant assistance for the project,

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

That Warren County, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of Warren County to make a scheduled repayment of the loan, to withhold from Warren County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Vincent Jones, County Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency 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 the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 8th day of January, 2024 in Warren County, North Carolina.

B. Consider Approval of Resolution Accepting Funds for the Eaton Ferry Sewer Project - Eric St. Sing, Public Utilities Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Accepting Funds for the Eaton Ferry Sewer Project was approved.

RESOLUTION BY WARREN COUNTY BOARD OF COMMISSIONERS

WHEREAS, the American Rescue Plan Act (ARPA), funded from the State Fiscal Recovery Fund, was established in Session Law (S.L.) 2021-180 to assist eligible units of local government with meeting their drinking water and/or wastewater needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered Pre-construction Planning Grant ARPA funding in the amount of $400,000 to perform the work detailed in the submitted application for the project described as Eaton's Ferry Sewer Extension (DWI Project No. SRP-W-ARP-0263), and

WHEREAS, Warren County intends to preform said project in accordance with agreed scope of work,

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

That Warren County, the **Applicant**, does hereby accept the ARPA grant offer of $400,000; and

That Warren County, the **Applicant,** does hereby give assurance to the North Carolina Department of Environmental Quality that any *Conditions* or *Assurances* contained in the *Funding Offer and Acceptance* (award offer) will be adhered to; has substantially complied, or will substantially comply, with all federal, State of North Carolina (State), and local laws, rules, regulations and ordinances applicable to the project; and to federal and State grants and loans pertaining thereto; and

That Vincent Jones, County Manager, the **Authorized Representative,** and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other document as may be required by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Adopted this the 8th day of January, 2024 in Warren County, North Carolina.

C. Consider Approval of Resolution Accepting Funds for the Kerr Lake Regional Water System - Eric St. Sing, Public Utilities Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Accepting Funds for the Kerr Lake Regional Water System was approved.

RESOLUTION BY WARREN COUNTY BOARD OF COMMISSIONERS

WHEREAS, Warren County has need for and intends to construct, plan for, or conduct a study in a project described as Kerr Lake Regional Water Treatment Plant Upgrades (DWI Project No. H-SRP-D-17-0152) of the water system, and

WHEREAS, Warren County intends to request State loan and/or grant assistance for the project,

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

That Warren County, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of Warren County to make a scheduled repayment of the loan, to withhold from Warren County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Vincent Jones, County Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency 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 the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 8th day of January, 2024 in Warren County, North Carolina.

D. Memorial Library Direct Digital Control Replacement - Marshall Brothers, Public Works Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Direct Digital Controls Replacement at Warren County Memorial Library in the amount of $126,000 was approved.

E. Declare Surplus Property and Adopt Resolution Authorizing Disposal of Items Through Online Auction - Paula Pulley, Clerk to the Board

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Parcel ID# A4 32J, Parcel ID# G8 58F, and 7 Computers and 10 monitors were declared surplus and the Resolution Authorizing the Disposal of Items through Online Auction was approved.

RESOLUTION
SALE OF SURPLUS PROPERTY

WHEREAS, the County of Warren has certain properties which are no longer used by Warren County Departments and may lawfully dispose of such property through on-line auction or disposal.

NOW THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, NCGS 160A-270, the Warren County Board of Commissioners authorize the sale through on-line auction or disposal, of:

Parcel ID# A4 32J, Off Burchette Road
Parcel ID# G8 58F, 120 Will Cheek Road
Computers (7) and Monitors (10)

These items are being sold in "as is" condition with no warranties. Hard drives have been removed from all computers. The Warren County Board of Commissioners reserve the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest.

BE IT FURTHER RESOLVED, the Warren County Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sell property; and that advertising, describing the property, the method for bidding and the date, time and place for bid opening be placed on the auction site, notice in the Warren Record Newspaper and otherwise appropriately advertised according to law.

ADOPTED this the 8th day of January, 2024 by the Warren County Board of Commissioners.

F. Consider Approval of Memorandum of Agreement with North Carolina State University for Cooperative Extension - Paul McKenzie, Interim Cooperative Extension Director

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Memorandum of Agreement with North Carolina State University for Cooperative Extension was approved.

G. Consider Approval of Resolution Requesting for North Carolina Department of Commerce Rural Transformation Grant Fund Remaining Funds ($75,000) to Support 429 West Ridgeway Street Project Phase 1: Farmers Market Pavilion

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Resolution Requesting North Carolina Department of Commerce Rural Transformation Grant Fund Remaning Funds ($75,000) to Support 429 W. Ridgeway Street Project Phase 1: Farmers Market Pavillion was approved.

Warren County Government Administration
602 West Ridgeway Street
Warrenton, NC 27589
252-257-3115 | https://www.warrencountync.com/

Warren County Government Resolution
Request for North Carolina Department of Commerce
Rural Transformation Grant Fund
Remaining Funds ($75,000) to Support 429 West Ridgeway Street
Project Phase 1: Farmers Market Pavilion

WHEAREAS, Warren County Government's Board of Commissioners had indicated its desire to assist in development efforts withing Warren County Government; and,

WHEREAS the Board fully supports the proposed project by 429 West Ridgeway Street Project which will result in the Phase 1 (Farmers Market Pavilion) located at 429 West Ridgeway Street, Warrenton, North Carolina 27589.

WHEREAS the Board wished to pursue a formal amendment to the North Carolina Department of Commerce Rural Transformation Grant, Rural Engagement & Investment Program for the remaining grant funds of $75,000; and

NOW, THEREFORE, BE IT RESOLVED, BY Warren County Board of Commissioners.

That Warren County Government is authorized to submit an amendment request to the North Carolina Department of Commerce, Rural Transformation Grant Fund, Rural Engagement & Investment Program to provide assistance to benefit 429 West Ridgeway Street Project (Phase 1: Farmers Market Pavilion).

That this Resolution shall take effect immediately upon its adoption.

Adopted this the 8th day of January 2024 in Warren County Government, North Carolina.

10. BOARD, COMMITTEE, COMMISSION APPOINTMENTS AND RE-APPOINTMENTS

A. Consider Re-Appointment of Dr. Elton Brown (Optometrist) to a 5th Three-Year Term, and Cheryl Coffman (At-Large) to a 3rd Three-Year Term on the Board of Health Beginning January 1, 2024 and Ending December 31, 2027.

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, Dr. Elton Brown (Optometrist - 5th Term) and Cheryl Coffman (At-large - 3rd Term) were re-appointed to three-year terms on the Board of Health beginning January 1, 2024 and ending December 31, 2027.

B. Consider Approval of Appointment of Katherine Hilliard to the Macon Rural Fire Department Local Relief Fund Board of Trustees. This Appointment Replaces M.C. Clary Who is No Longer Able to Serve.

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, Katherine Hiliard was appointed to the Macon Rural Fire Department Local Relief Fund Board of Trustees.

11. BOARD OF COUNTY COMMISSIONERS' UPDATES

- Commissioner Baker (attending remotely) thanked everyone for their care and support during her time away.
- Chair Pierce stated that Warren County will have a seat on the Vance Granville Community College Board.

12. CLOSED SESSION IN ACCORDANCE WITH NCGS 143-318.11(a)(4) FOR BUSINESS AND INDUSTRY EXPANSION

On motion of Commissioner Hunt, seconded by Commissioner Davis, and duly carried by unanimous vote, the Board entered Closed Session in accordance with NCGS 143-318.11(a)(4) for Business and Industry Expansion.

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Board returned to Open Session.

13. ADJOURN January 8, 2024 BOARD MEETING

With no further business, the January 8, 2024 Board of Commissioners Regular Meeting was adjourned.

_____

Paula Pulley, Clerk to the Board

Board of Commissioners Budget Work Session

January 17, 2024

MINUTES

1. 3:00 CONVENE WORK SESSION

2. 3:05 COUNTY MANAGER OVERVIEW

County Manager Vincent Jones provided an overview of FY25 Budget Priorities:
FY 24-25 Budget Priorities – Overview
FY 25 Budget Priorities
• The County will have several significant items that may impact the budget.
• It includes:
- Limits on additional revenue (Occupancy Tax)
- Capital Projects (Space needs, renovations, maintenance and construction of new County facilities)
- Public Utilities rates
- Employee retention, compensation and benefits (Health insurance, Consider additional fringe benefits)
- Information Technology (IT) Infrastructure
- Warren County Schools capital needs- Public Safety (Sheriff's Office, Emergency Services, Opioid Settlement)
- Medicaid Expansion
- Paid Firefighters
• Our goal today is to provide information to assist the Board of Commisioners in identifying FY 25 budget priorities and/or direction for staff as we begin to develop the budget for your consideration.

3. 3:10 IT INFRASTRUCTURE UPDATE - GLENN HAYS, ATCOM BUSINESS TECHNOLOGY

Glenn Hays of ATCOM Business Technology provided an update on IT Infrastructure:

Warren County-ATCOM Major Projects Completion List

Mitel Voice Network Replacement Project-June 2021

Replaced 15 separate phone systems with 13 of those being end of life. All departments except DSS, Health Department and EMS. 3 year lease including full hardware replacement warranty and full managed support for 3 year term.

IT Managed Services-November 2021

Currently billing 8 sites and 44 network devices (firewalls/switching) at $4,860 per month.

Server Backups and Manufacturer's Warranty-December 2022

Confirmed that all county server were utilizing offsite or local backups and that manufacturer's hardware warranties were in place. Currently billing ATCOM MSP Online Backup Services for one server at $125 per month.

Managed Endpoint Detection and Response-January 2023

Enhanced protection for all county computers. Becoming a standard requirement for insurance adherence and recommended by NCLGISA and NC School of Government. Deployed 245 users at monthly subscription cost of $15 per user or $3,675 per month.

Redundant Voice Network Controller-April 2023

Deployed 2nd Voice controller at EMS site and added EMS users to Mitel network. County now has full failover redundancy for all telephones and carrier services under ATCOM support. Sale price of $26,975 with 1 year support agreement.

Call Accounting-April 2023

Deployed Call Accounting software for 250 users across county. Allows departments to see full utilization reporting. One time cost of $4,720 with one year warranty.

Health Department Server Replacement-May 2023

Replaced 2 end of life servers with single Dell Server. One time cost of $15,608 with 5 year hardware replacement warranty.

Microsoft 365 Deployment-July 2023

Email server failed. No backups or ability to recover. ATCOM migrated all users recovered all available historical data. Currently billing 530 user licenses at $2,615 per month.

New HR Location-September 2023

Installed new firewall, Ethernet switch, 2 access points and cabling at new HR location. Sale price was $13,400 with 3 year Meraki warranty.

Parks and Recreation-October 2023

Installed new firewall, Ethernet Switch, and 2 access points in Gym ceiling at Parks and Rec. Sale price was $13,375 with 3 year Meraki warranty.

Warren County-ATCOM Recommended Future Project List

Voice Network Lease Ending July 2024/EMS Voice Controller Warranty Ending June 2024

Customer should budget for ATCOM Managed Services costs estimated at $14,500 per year, due in July 2024. Provides hardware replacement and onsite/remote labor. Customer should budget estimated annual cost of $4,400 for Mitel SW Assurance, due in July 2024. This annual SW warranty allows ATCOM to receive technical support and software updates throughout the year.

EMS IT Managed Services

Move EMS IT support to ATCOM due to unresolved issues and lack of confidence in current vendor. Monthly cost of $712 to add this location to current IT Managed Services.

Health Department Switching

Replace current end of life Ethernet switching in Health Department. Two switches ready to fail. One time cost of $15,000 with 3 year manufacturer's warranty, and rack/cabling cleanup.

Continued Consolidation of Voice Services

Bring remaining departments (Health Department, DSS) into Mitel voice network. Provides failover redundancy (phones/outside lines), 4 digit dialing and shared features between all county offices. Discussed in quarterly review and county is evaluating current contract end dates.

365 MSP Backup Services

Microsoft 365 purges deleted email messages after either 14 or 90 days. ATCOM recommends MSP backup services to insure data retention beyond this point if required. Cost is $5 per user per month. ATCOM will provide updated quote once number of email users confirmed.

Integrated Data Network

Currently all IT networks are separated. Joining networks would allow centralized management and centralized security tools across organization. Labor engagement and if ATCOM provides all of the labor, we believe this project may take up to 100 hours or $17,500. We will suggest leveraging local IT resources for as much of this work as possible.

Multi-Factor Authentication (MFA)

Multi-Factor Authentication is included within 365 today so there is not a subscription cost to add it, but there is a labor requirement. ATCOM will provide updated quote once county determines number of required email users if county IT staff cannot complete project.

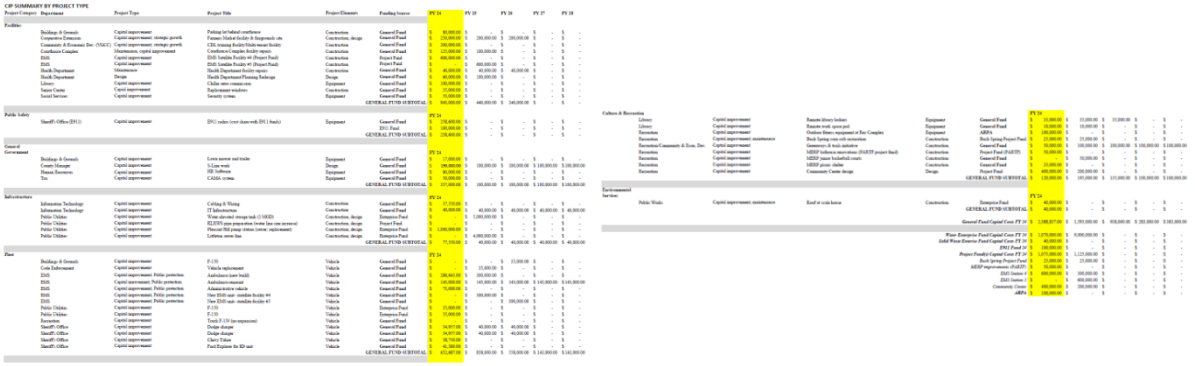
Patching/Monitoring/Update Management

Monthly ongoing management of desktop patching and updating to insure desktops remain current and secure, which has not been consistent in the past. This will allow internal IT staff to focus on desktop support, and cost is $30 per desktop per month or $4,650 for 150 desktops.

4. 3:25 FY25 CAPITAL IMPROVEMENT PLAN (CIP) OVERVIEW - V. JONES, C. SMITH, M. BROTHERS

A. FY24-FY28 CAPITAL IMPROVEMENT PLAN (CIP)

County Manager Vincent Jones, Senior Assistant Crystal Smith, and Public Works Director Discussed the updated Capital Improvement Plan.



B. FARMERS MARKET

Senior Assistant Crystal Smith presented updated information regarding the Farmers Market Project.



Warren County, North Carolina

FY 24-25 Budget Priorities Work Session

429 West Ridgeway Street Project

January 17, 2024

429 West Ridgeway Street Project

Capital Improvement Project
$250,000

Awarded $300,000
Purchased 429 W. Ridgeway Street ($225,000)
$75,000

Requested $800,000
Awarded $500,000
November 2023 – March 2025

$1,050,000

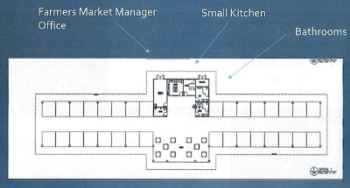
FY 25 Budget Priorities

429 West Ridgeway Street Project

Proposed Phases	Preliminary Opinion of Probable Construction Cost
• Phase 1: Farmers Market Pavilion	• $3.8 Million ❑Earthwork - $1.5 Million ❑Pavilion - $2.3 Million
• Phase 2: Lion's Den Remodeling	• $2.5 Million
• Phase 3: Amphitheatre and Playground	• $460,000

FY 25 Budget Priorities

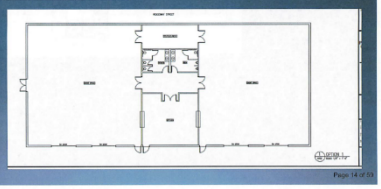
Phase 1: Farmers Market Pavilion



FY 25 Budget Priorities

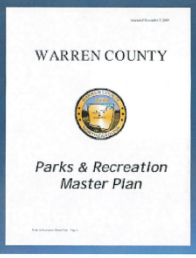
Phase 2: Lion's Den Renovations



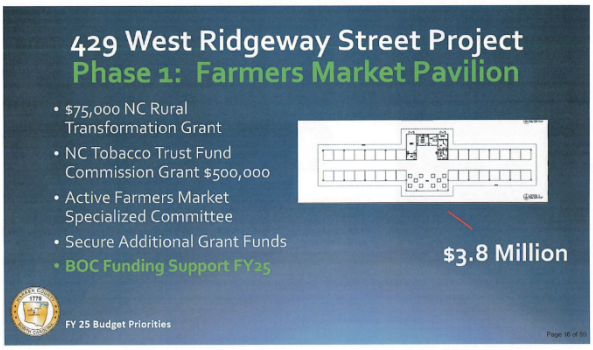


FY 25 Budget Priorities

Phase 3: Amphitheatre and Playground Area



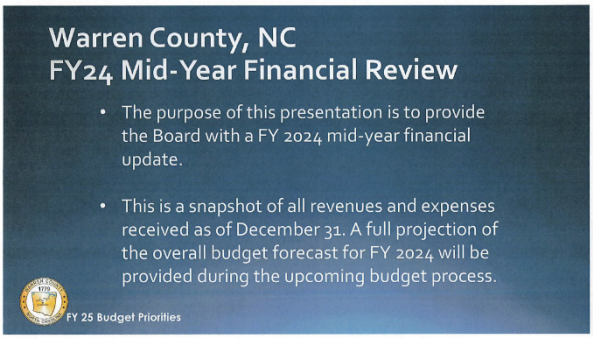
FY 25 Budget Priorities

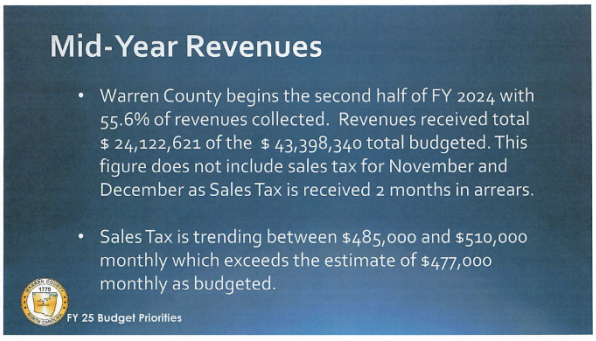


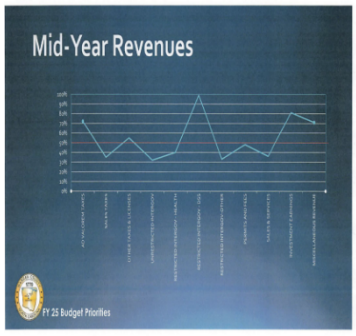


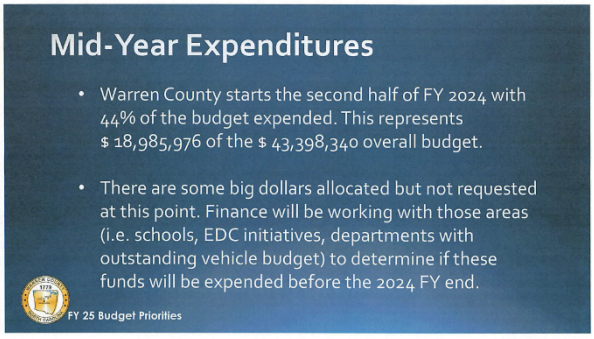
5. 3:55 FY24 6-MONTH FINANCIAL PERFORMANCE UPDATE AND WARREN COUNTY FY25 BUDGET SCHEDULE - NIKKI DICKERSON, FINANCE DIRECTOR

Finance Director Nikki Dickerson provided a 6-month Financial Performance Update, the FY25 Budget Schedule, and information about possible changes to the payroll system.









Mid-Year Expenditures



FY 25 Budget Priorities

Additional Revenue Source

- On June 21, 2023 the Legislature passed the bill allowing Warren County to levy a 5% occupancy tax on gross receipts derived from County rental accommodations.
- Before this occupancy tax can be levied, a Tourism Development Authority has to be created. This Authority Board would be a public authority under the Local Government Budget and Fiscal Control Act and at least one-third of the Board should be business affiliates that collect occupancy tax within the County. The treasurer must be the County Finance Director.
- All occupancy tax collected is submitted to the TDA with at least two-thirds used to promote travel and tourism in the County and the remaining for tourism related expenditures.
- In 2022, AirBNB brought in $2,292,000 in revenue. With a 5% occupancy tax and 100% collection rate, the County occupancy tax collection would estimate at $114,600 for the year. This amount does not include private rentals that do not use booking services. Those collection rates may be less than 100% and harder to govern if rental income is not disclosed by private renters.

FY 25 Budget Priorities

WARREN COUNTY FY 2025 BUDGET SCHEDULE

JANUARY	12TH 23RD	Budget Material's Distributed to Departments/Divisions by Email Board of Commissioners Budget Goals Setting Work Session (joint session with school)
FEBUARY	1ST 9TH 12TH-16TH 19TH 26TH	Tax Office forwards Fire Department abstract scrolls and assessed values to Finance Office *All Budget Materials due from Departments/Divisions* Committees review requests Committees return recommendations to Administration and Finance Office Board of Commissioners Work Session
MARCH	4TH 21-25TH 29TH	Finance Office submits suggested balanced budget to County Manager Meetings scheduled with Departments/Divisions and Budget Team to review Budget Requests County Manager's recommended budget submitted to Finance Office
APRIL	1ST 17TH	Finance Office submits final balanced budget to County Manager Board of Commissioners Work Session
MAY	6TH 14TH 21ST	Annual Budget Presentation with Budget Book Budget Work Session Budget Work Session
JUNE	3RD 11TH 17TH	Budget Public Hearing – Budget Work Session if needed Special Meeting to adopt Budget and Budget Ordinance

FY 25 Budget Priorities

Change from Bi-Monthly Payroll to Bi-Weekly Payroll

Current method is Bi-Monthly – Employees get paid twice per month or 24 times per year. (Paid through the end of month or pay period when time sheets are not due until days later.)

Bi-weekly method – Employees get paid every 2 weeks or 26 times per year. (Employees will be paid based on payable hours on the time sheet submitted for that payroll.)

Currently the County pays employees in advance of receiving a timesheet for actual hours worked. This means that some departments that receive overtime are not being paid until almost a month after actually working.

FY 25 Budget Priorities

Why Change??

- Our current method opens the door for overpayments to employees that are short on leave time that are on leave with out pay.

Example: Employee is out sick on the 25th of the month until the end of the month and has no leave could receive a full check through the end of the month. (overpayment)

- Our current method opens the door for terminated employees that have no leave time to be over paid and even paid when they are no longer employed with the county.

Example: Employee is terminated on the 25th of the month and has no leave but could receive a full check through the end of the month. (overpayment)

- Vacation and sick leave balances will be current, reduction in overpayments, reduction in manual adjustments due to after-the-fact reporting.

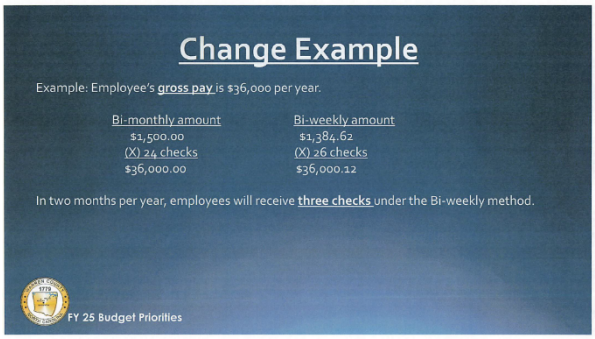
Overpayments for terminated employees and employees on leave without pay can be hard to collect and in some cases never collected. Overpayments cost the County $$$$$$.

FY 25 Budget Priorities

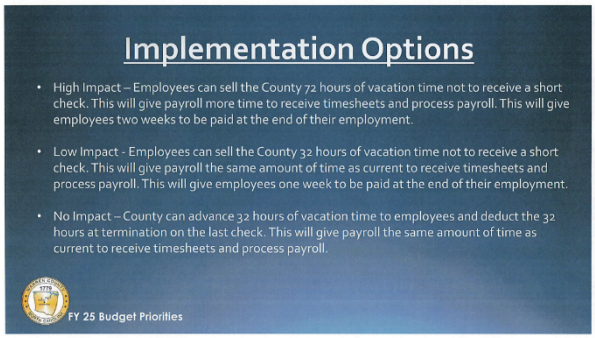
Rules for Changing

- Employees would submit a time sheet every two (2) weeks. (by 4:00 pm on Monday following that pay period)
- Only employees that time sheets are submitted for would be paid every other Friday. (No time sheet, no pay)
- This would provide the County about three (3) days to process payroll.
- Payroll must be submitted to the bank two (2) business days before employees are paid.
- Voluntary Deductions from employees pay would remain the same. (24 times per year)

FY 25 Budget Priorities







6. 4:10 BREAK

7. 4:15 ORGANIZATIONAL DEVELOPMENT NEEDS/CHALLENGES

A. SHERIFF'S OFFICE - SHERIFF JOHN BRANCHE

Sheriff John Branche discussed some needs in Law Enforcement that could be significant to the FY25 Budget including:

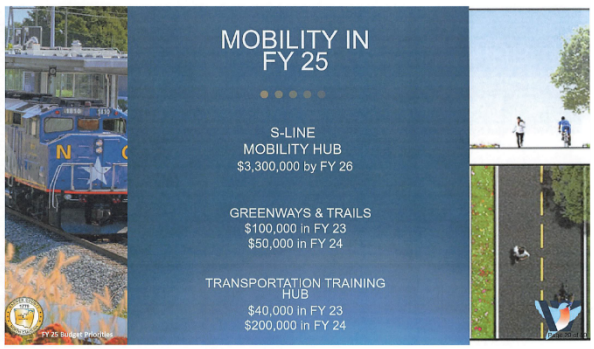
- Portable Radios
- Health Services for the Detention Center
- Space needs
- Staff

B. COMMUNITY AND ECONOMIC DEVELOPMENT - CHARLA DUNCAN, DIRECTOR

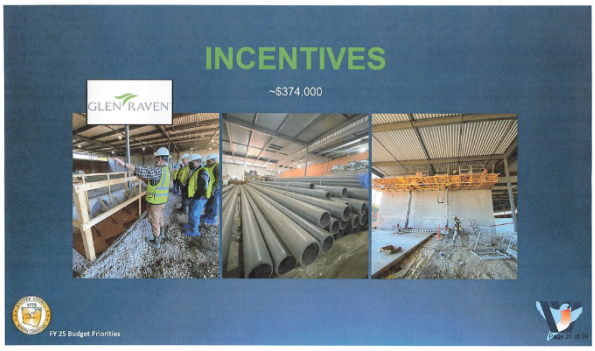
Community and Economic Development Director Charla Duncan updated the Board on on-going projects that will affect the FY25 Budget.







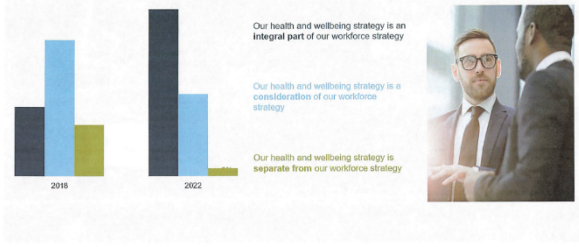




C. HEALTH INSURANCE, EMPLOYEE COMPENSATION, RETENTION AND RECRUITMENT - SIERRA THOMAS, HUMAN RESOURCES DIRECTOR

Human Resources Manager Sierra Thomas discussed Employee Health Insurance, Compensation, Retention and Recruitment.

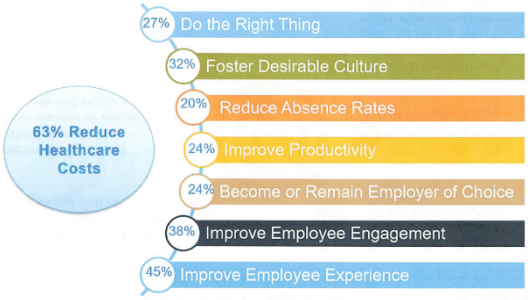
Health and wellbeing strategies have become an increasingly integral part of an employer's workforce strategy



Source: Business Group on Health 2023 Large Employers' Health care strategy and plan design survey

Reasons for Wellbeing

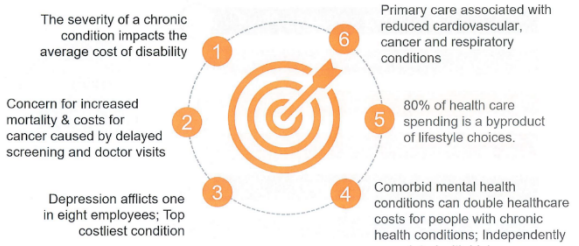
53% of Employers to add Wellbeing Strategy by 2025



Source: GBS 2023 and 2019 Benefits Strategy and Benchmarking Strategic Insights
Source: Summary of Findings – 5905 | KFF

Why Invest in Wellness Programs?

"The cost of health is less than the cost of disease[6]"



1. IBI Research: IBI Benchmarking Analytics: Short-Term Disability Incidence Rates Across Demographic Groups (ibiweb.org)
2. Gallagher NBS – 2022 Workforce Trends Report
3. Note: Other responses include: Digestive/GI; Circulatory and Thyroid Disorders
4. National Business Groups on Health, 2020 Large Employers' Health Care Strategy & Plan Design Survey
5. JAMA Intern Med. 2019;179(4):506-514. doi:10.1001/jamainternmed.2018.7624 Published online February 18, 2019
6. Zero Trends: Health as a Serious Economic Strategy, Dee Edington

Top Wellbeing Themes

2023



Source: Gallagher 2023 Workforce Trends Report

Wellness Value beyond ROI

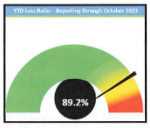


Plan Year 2024-25 Healthcare Cost Projection

Health insurance premium increases are determined based on claims utilization versus paid premiums which equates to a loss ratio. For a group of Warren County's size, a desirable loss ratio would be around 85%. It is currently 89% but has higher for the prior plan year.

Being part of the North Carolina Health Insurance Pool (NCHIP) allows us to increase premiums at a slower pace that will eventually get us closer to the desired loss ratio. NCHIP is estimating our renewal increase to be 5% for the upcoming plan year '24-'25.

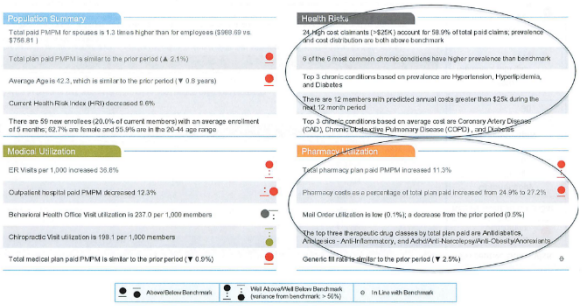
FY24 received $3,406,668 for medical coverage.
5% increase is an additional $170,333 bringing the total for FY25 to $3,577,001.





Health Plan Insights

Gallagher



Population Health Risks

Gallagher

Key Chronic Conditions (Orange Box = Top Condition Opportunity)	# of Claimants (Actual)	# of Claimants (Benchmark)*	Average Cost PMPY (Actual)	Average Cost PMPY (Benchmark)	% of Predicted HCCs with Condition
Asthma	26	20	$13,558	$10,558	33.3%
Coronary Artery Disease (CAD)	12	8	$24,741	$25,309	25.0%
Chronic Obstructive Pulmonary Disease (COPD)	9	3	$22,578	$29,193	16.7%
Diabetes	45	17	$19,383	$17,414	66.7%
Hyperlipidemia	96	37	$12,512	$12,843	66.7%
Hypertension	112	49	$12,959	$13,772	91.7%

Key Insights

I. Hypertension is your organization's top condition opportunity, with a prevalence of 47.3% and average costs per member of $12,959; see next slide for additional insights on this population

II. 3 of the 5 preventive care services identified in this report perform better than benchmark

III. 16.1% of members have high cost claims (> $25k), and account for 58.9% of healthcare spend

Recommended Actions

I. Review and/or modify existing programs, policies and culture to support medication adherence, healthy eating, physical activity, stress management and tobacco cessation

II. Incentivize primary care and preventive screenings to sustain and increase engagement; implement targeted communication campaigns around preventive screenings; consider virtual primary care solutions to decrease barriers to care

III. Request health plan reporting to determine engagement / performance of case management programs including Centers of Excellence (if applicable); evaluate vendors specializing in supporting members with complex and high cost conditions

*Benchmark members per 1,000 have been converted to number of claimants based on size of your organization to enable like for like comparisons

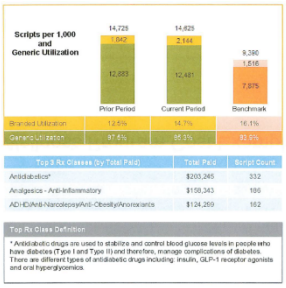
Preventive Office Visit
12.9% below benchmark

Key Preventive Care Gaps

	Members with gap:
Colonoscopy	62
Mammography	30
Pap	113
PSA	26

Pharmacy Cost & Utilization

Gallagher



Top 3 Drugs (by Total Paid)	Total Paid	Script Count
Wegovy	$100,637	74
Enbrel Mini	$86,270	13
Ozempic	$53,044	49

Key Insights

I. Mail order accounts for 0.1% of filled prescriptions (see page 8 of HA report)

II. Medication adherence is critically important, especially for managing chronic conditions

III. Drug mix (use of brand vs. generics), especially the use of specialty medications (which are usually brand medications) has an impact on the pharmacy spend

IV. Optimizing the use of generic medications can improve savings to both the employer and the member; while increasing medication adherence

Top 3 Rx Classes (by Total Paid)	Total Paid	Script Count
Antidiabetics*	$203,245	332
Analgesics - Anti-Inflammatory	$158,343	186
ADHD/Anti-Narcolepsy/Anti-Obesity/Anoretants	$124,269	162

Top Rx Class Definition

* Antidiabetic drugs are used to stabilize and control blood glucose levels in people who have diabetes (Type I and Type II) and therefore, manage complications of diabetes. There are different types of antidiabetic drugs including: insulin, GLP-1 receptor agonists and oral hyperglycemics.

Recommended Actions

I. Increasing home delivery can provide a safe, cost efficient service that usually increases the adherence rate of medication therapy, which is important for members with chronic conditions

II. Review with the PBM the medication adherence rates for members with chronic conditions - to identify opportunities for improvement

III. Review current pharmacy plan and PBM contract to ensure alignment with marketplace pricing expectations, and to leverage appropriate cost control programs, including: home delivery, prior auth., quantity limits, step therapy, manufacturer coupon programs, etc.

IV. Discuss the generic substitution opportunities with the PBM to identify any additional savings opportunities for members (as well as the employer/organization)

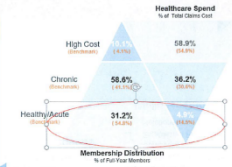
Illustrative Wellness Program Cost

NCHIP Programs for 2024

Gallagher

NCHIP Wellness Program Support

- Develop Annual Calendar of Planned Events/Promotions
- Facilitate/Support NCHIP Wellness Subcommittee Meetings
- Create and Distribute Monthly NCHIP Electronic Wellness Newsletter
- Develop and Distribute Promotional Materials for Planned Events/Promotions
- Coordinate Onsite Biometric Screenings (up to 3 vendors annually)
- Track Program/Event Participation
- Create a Wellness Program Dashboard
- Administer Employee Satisfaction Surveys
- Provide NCHIP Annual Wellness Program Report



Buy-up Option 1
$12,750 per entity

- Develop Entity-Specific Annual Calendar of Planned Events/Promotions
- Form and Facilitate Entity-Specific Wellness Committee
- Administer Entity-Specific Quarterly Wellness Challenges
- Create and Distribute Entity-Specific Electronic Wellness Newsletter
- Provide Entity-Specific Annual Wellness Program Report

Buy-up Option 2
$18,750 per entity

- Develop Entity-Specific Annual Calendar of Planned Events/Promotions
- Form and Facilitate Entity-Specific Wellness Committee
- Administer Entity-Specific Quarterly Wellness Challenges
- Identify and Coordinate Entity-Specific Quarterly Wellness Seminars/Webinars
- Create and Distribute Entity-Specific Electronic Wellness Newsletter
- Provide Entity-Specific Annual Wellness Program Report

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Wellbeing Continuum

Durham Branch Gallagher Support

Gallagher

INFORMERS
TODAY'S ENVIRONMENT

Disseminate information to employees to increase awareness

Heighten Awareness
- ☐ Educational Pieces (i.e. Bulletin Board, Payroll Stuffers)
- ☐ Carrier, Vendor Partner Resources
- ☐ Community/Online Resources
- ☐ Charity Walks
- ☐ Webinars/Workshops

Data Collection
- ☐ Wellbeing Interest Survey
- ☐ Culture Audit
- ☐ Biometric Screenings / Health Assessment

ENCOURAGERS
GETTING BETTER TOMORROW

Educate and inspire employees to make better decisions

Physical & Emotional Wellbeing Programs
- ☐ Preventive Care Incentives
- ☐ Tobacco Free Incentives
- ☐ Wellness Challenges
- ☐ Advocacy
- ☐ Consumer Tools
- ☐ Emotional Health Initiatives
- ☐ Wellness Committee
- ☐ Enhanced carrier based platforms

Wellness Budget $

MOTIVATORS

Reward healthy employees and motivate

Using Data Collected to Drive Program
- ☐ Health Assessment and Screening Reports
- ☐ Preventive Care Adherence
- ☐ Claims & Health Analytics
- ☐ Tracking Results
- ☐ Interactive web-based platform

Wellness Budget $$

TREND-BENDERS
BETTER BECOMES BEST

Expect results of behavioral changes to generate ROI/VOI

Individual Opportunities- Health Coaching
- ☐ Individual Plan of Action with Goal Setting
- ☐ Personal Relationship

Behavior Changes
- ☐ Co-Management of Chronic Conditions
- ☐ Established Provider Relationships

Wellness Budget $$$

Non-targeted/Least Cost/Non-invasive → Targeted/Most Cost/Intense

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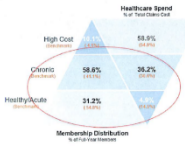
Illustrative Wellness Program Cost

Durham Branch Gallagher Support

Gallagher

Encourager: NCHIP Programs

"Pool" approach to providing programs and support focusing on keeping your healthy population healthy, and provide encouragement to someone with a chronic condition (that is ready for change) to engage on their own. Entity specific $12,750 - $18,750



Motivator: WellWorks

Customized approach to a wellness program that creates a points-based program to earn wellness dollar incentives (additional PTO, payroll deduction differentials), including tracking, wellness portal, activities and challenges. Primarily focused on keeping the healthy, but provides more encouragement to someone with a chronic condition to understand they are missing out on rewards by not participating. Estimated cost is $12,000 - $15,000

Trend-Bender: Tria

Customized and personal approach that puts clinical pharmacists in the role of advocating for patients with chronic disease. Programs like this can often demonstrate an average ROI 3:1. Estimated cost is $20,000, but the ROI on the program should lower claim cost more than the investment. Payroll deduction differentials could also help offset some of the investment.

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Previous Compensation Study Overview

- **Year 1:** $302,165 increase to salaries throughout the County.
  Adding the 23% at $69,498 made the overall increase $371,663.
- **Year 2:** $123,093 increase to salaries throughout the County.
  Adding the 23% at $28,498 made the overall increase $151,591.
- **Year 3:** $801,341 increase to salaries throughout the County.
  Adding the 23% at $184,308 made the overall increase $985,649.
- **Year 4:** $712,338 increase to salaries throughout the County.
  Adding the 23% at $163,838 made the overall increase $876,176.

Original compensation study proposed 7% increase.
After year 4 implementation there was a 14% increase.

Management Advisory Group, Inc.

Interim Report on Compensation Equity
and
Market Competitiveness Study

Warren County
January 2024

Scope of Work

- Prepare and conduct a market salary survey of benchmark titles
- Ensure jobs have overall market equity with local peers and competitors
- Propose updated compensation plans and pay structures
- Ensure that salaries are internally equitable within the proposed structure

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Review of the Overall Market

Market Comparison:

- Comparable employers in the public sector were selected to reflect market competitors
- All benchmark classes are being compared with the local/regional target organizations
- The recommended restructuring of salary plans will align the overall market position of the County

© Management Advisory Group, Inc. 2016

Terminology used in the Study Report

Market Survey:

- Peer target organization – organizations that are comparable in size, scope and complexity of operation.
- Competitor target organization – organizations that are in close proximity to Warren County, with which it competes for various types of employees
- Benchmark class – class titles selected to represent the different types and levels of work performed within the County and also available within the market.
- Approximately 50 titles have been identified

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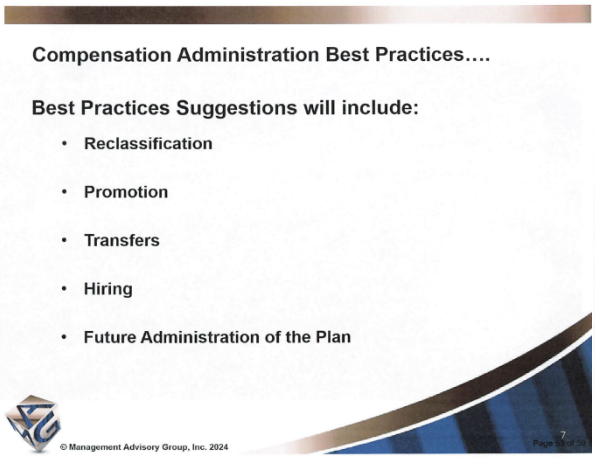
Peers and Competitors Survey*….

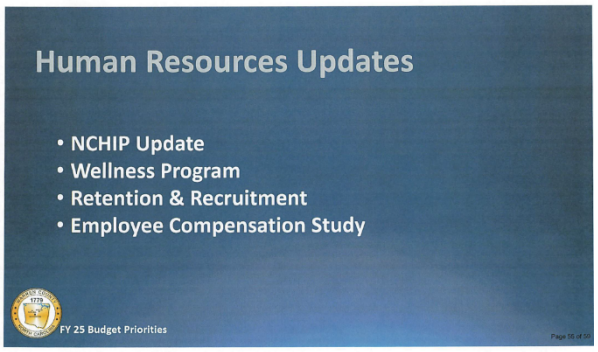
Survey Target Organizations
WARREN COUNTY, NC

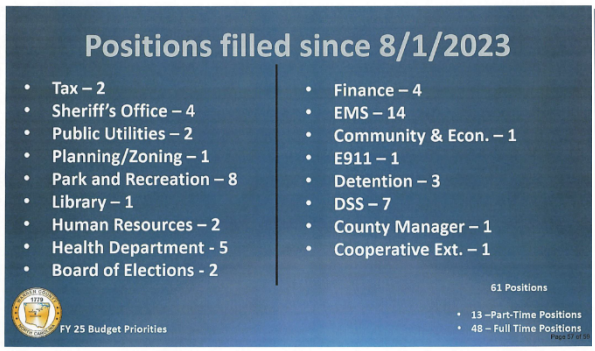
Respondent
ANSON COUNTY
BERTIE COUNTY
BLADEN COUNTY
DURHAM COUNTY
FRANKLIN COUNTY
GRANVILLE COUNTY
GREENE COUNTY
HALIFAX COUNTY
MARTIN COUNTY
NASH COUNTY
NORTHAMPTON COUNTY
PERSON COUNTY
RALEIGH
VANCE COUNTY

*Not all surveyed organizations will have comparable jobs to the benchmarks selected. Raleigh will be used for Selected positions. The list was pre-approved for use by MAG and the County.

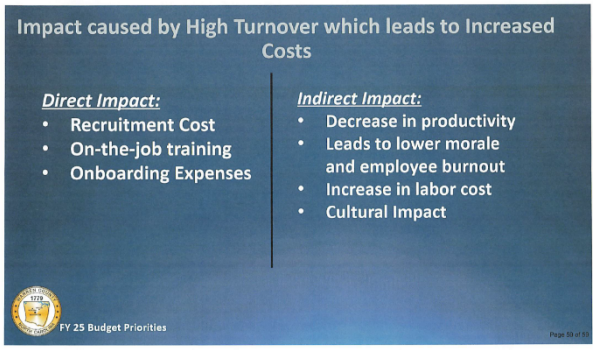
© Management Advisory Group, Inc. 2024









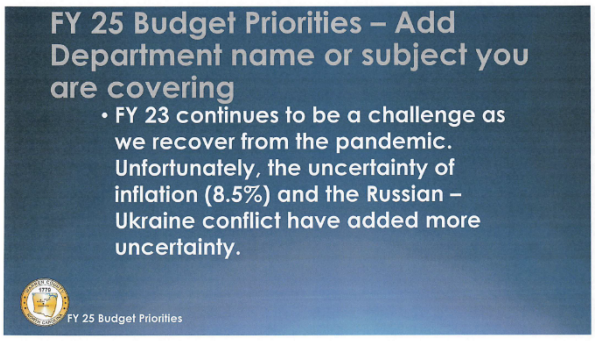


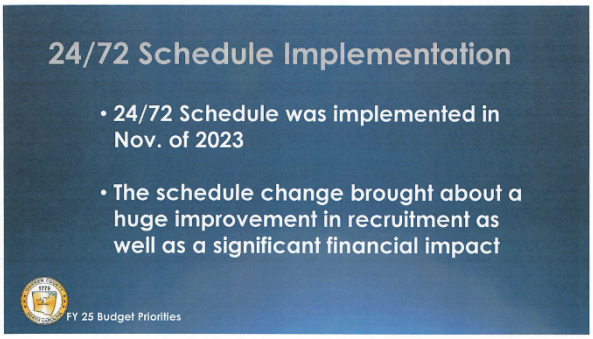
D. OPIOID SETTLEMENT - COUNTY MANAGER VINCENT JONES AND HEALTH DIRECTOR DR. MARGARET BRAKE

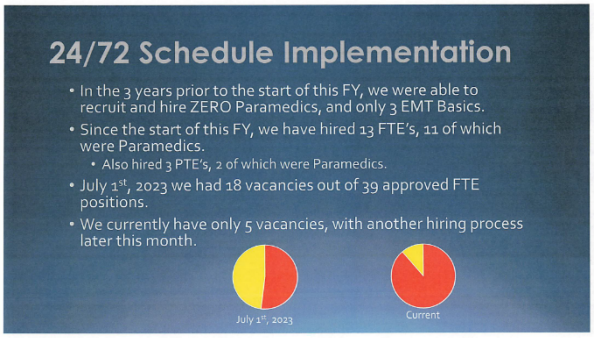
County Manager Vincent Jones and Health Director Dr. Margaret Brake gave an update on the Opioid Settlement.

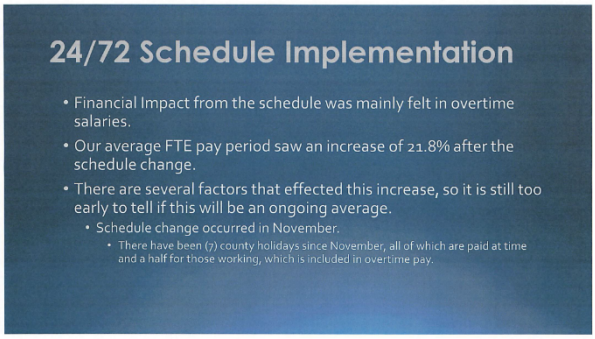
E. EMERGENCY SERVICES - INTERIM DIRECTOR CHRIS TUCKER

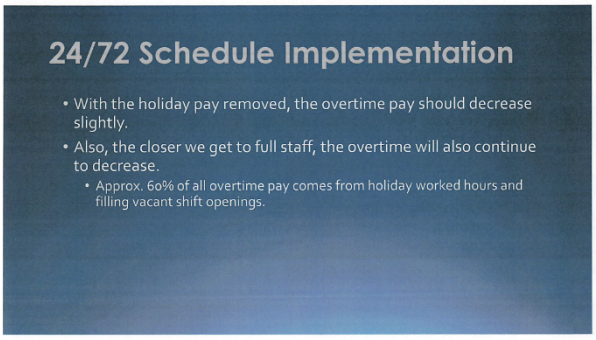
Emergency Services Director Chris Tucker provided an update on the 24/72 Schedule now being used by EMS.











8. 5:00 DISCUSSION AND WRAP-UP BY BOARD OF COMMISSIONERS

A. IDENTIFY FY25 BUDGET PRIORITIES

The following priorities were identified by the Board of Commissioners as areas they would like to focus on for the FY25 Budget:

- Community Center/Recreation
- Farmers Market Phase 1
- EMS Substation
- S-Line

- Courthouse Needs
- Bi-Weekly Pay
- Wellness Programs
- Increasing the number of paid Firefighters
- IT needs

9. ADJOURN January 17, 2024 BOARD MEETING

With no further business to discuss, the Budget Work Session was adjourned.

_____

Paula Pulley, Clerk to the Board

Board of Commissioners Joint Meeting with Warren County Board of Education

January 17, 2024

MINUTES

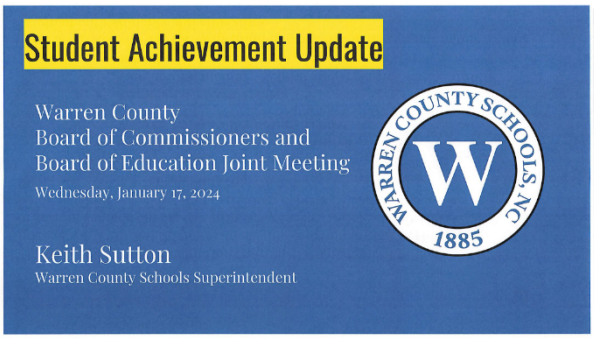
1. CALL TO ORDER

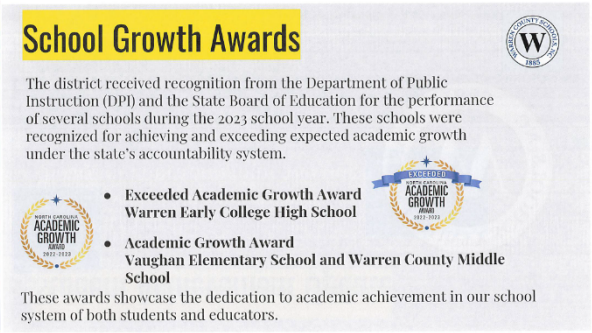
2. PURPOSE AND INTRODUCTIONS - CHAIR JENNIFER PIERCE AND CHAIR VICTORIA LEHMAN

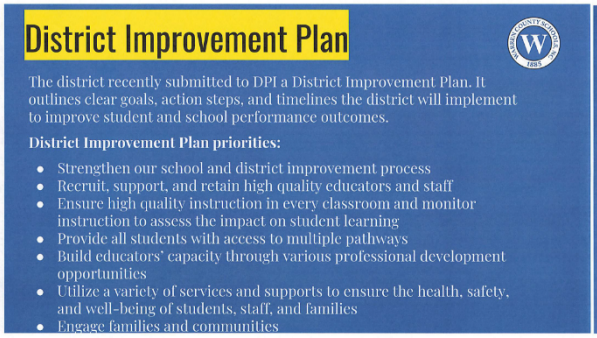
Warren County Board of Commissioners Chair Jennifer Pierce and Warren County Board of Education Chair Victoria Lehman introduced board members and staff in attendance. The purpose of the Joint Meeting is for the Board of Education and Superintendent Keith Sutton to provide an update on schools, and provide information needed for the FY25 Budget preparation.

3. DISTRICT/SCHOOL PERFORMANCE UPDATE - SUPERINTENDENT SUTTON

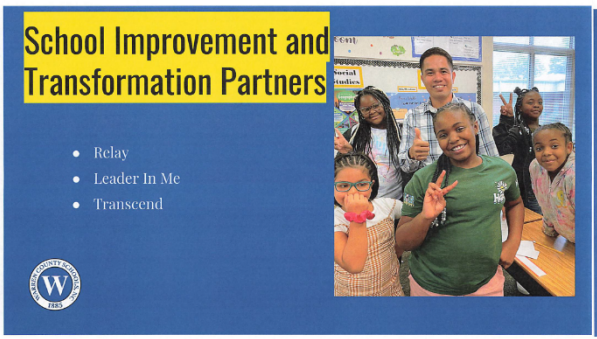
Superintendent Keith Sutton provided information regarding School Performance.

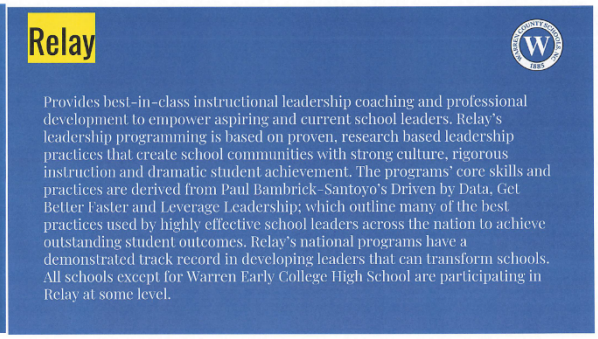


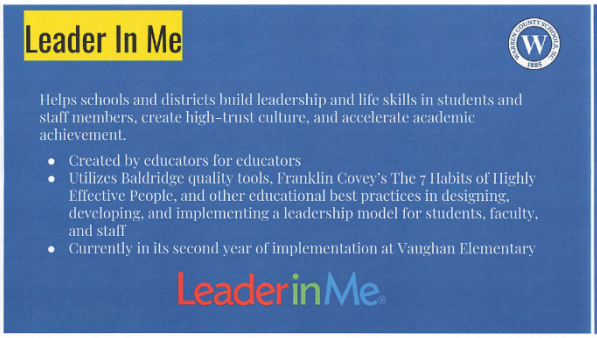


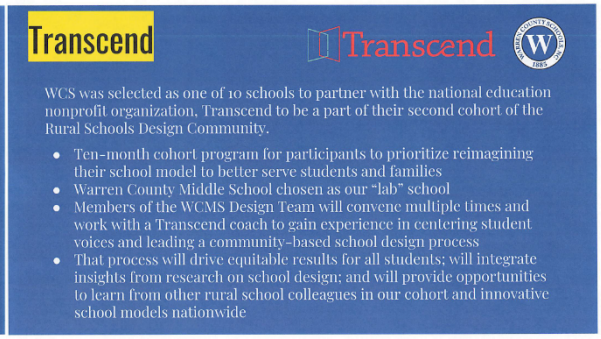








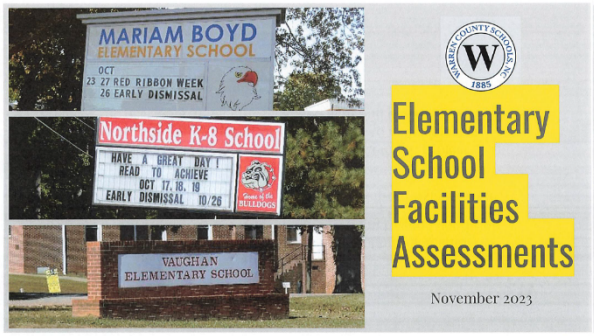


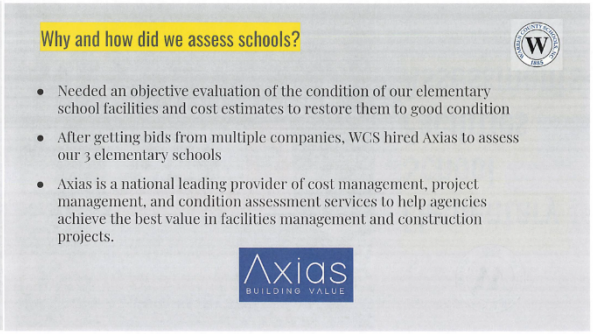


4. CAPITAL IMPROVEMENT PLAN UPDATE AND DISCUSSION

A. Schools Condition Assessment Findings

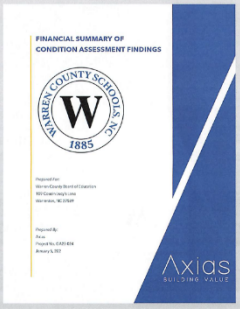
Superintendent Keith Sutton provided information on the findings of the recent Schools Condition Assessment.





Elementary Facilities Assessments conducted in November 2023

- Focused on core infrastructure
- Identified significant investments required over the next 10 years
- Improvement items not addressed in the assessments:
  - Educational adequacy of the facility
  - Functionality of the facility



Facility Condition Index (FCI)

Report provides a comparison and general overview of the conditions at each elementary school by calculating a **Facility Condition Index (FCI)**.

$$\text{Facility Condition Index (FCI)} = \frac{\text{First year recommended expenditures}}{\text{Current replacement value}}$$



Facility Condition Index (FCI)

Vaughan = 0.61
Complete facility replacement

Mariam Boyd = 0.60
Complete facility replacement

Northside = 0.46
Poor condition; total renovation needed

FCI Range	Condition Description
0.00 – 0.02	Excellent condition, typically new construction
0.02 – 0.05	Good condition, renovations occur on schedule
0.05 – 0.10	Fair condition, in need of normal renovation
0.10 – 0.20	Below average condition, major renovation required
0.20 – 0.50	Poor Condition, total renovation indicated
0.50 and above	Renew, Complete facility replacement or renewal indicated

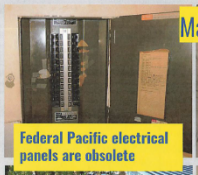
How did we get here?

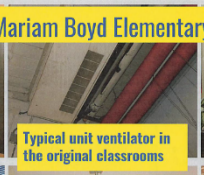
- Each school was...
  - designed and built in the 1950's
  - renovated and expanded in the late 1990's
  - noted systems are nearing or have passed their typical service life
- Years of deferred maintenance – maintenance or repair that is past due
- Need for required capital renewal of building systems and components – projects to correct unacceptable conditions caused by aged building components
- All three schools have similar deficiencies to the building envelope, which includes exterior walls, windows, roofing systems, and required upgrades to the electrical and mechanical systems

Expenditure Priority

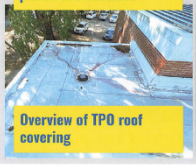
Priority	Definition	Description	Assessment findings
I	Currently Critical	Conditions require immediate action to either correct a cited safety hazard, stop accelerated deterioration, or return a facility/system to operation	
II	Potentially Critical	If not corrected expeditiously, conditions will become critical within a year	Significant amount of Priority II • Exterior elements required at Mariam Boyd and Northside • Interior elements at Northside
III	Necessary, Not yet Critical	Conditions require appropriate attention to preclude predictable deterioration or potential downtime and associated damage or higher costs if deferred further.	Most are Priority III • Deferred maintenance of building envelope • Deferred maintenance of mechanical and electrical systems

Mariam Boyd Elementary


Federal Pacific electrical panels are obsolete

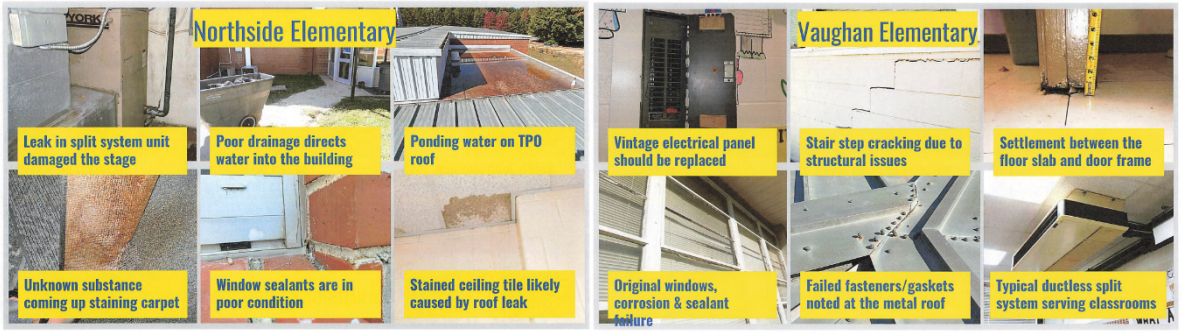

Typical unit ventilator in the original classrooms

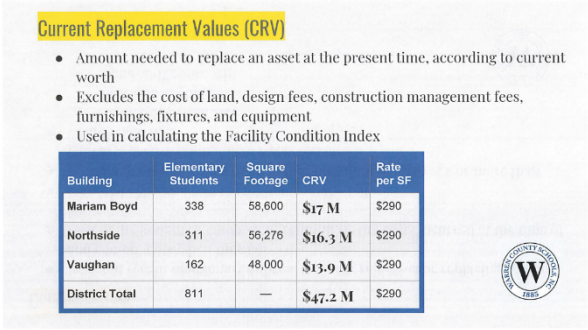

Obsolete fire alarm control panel

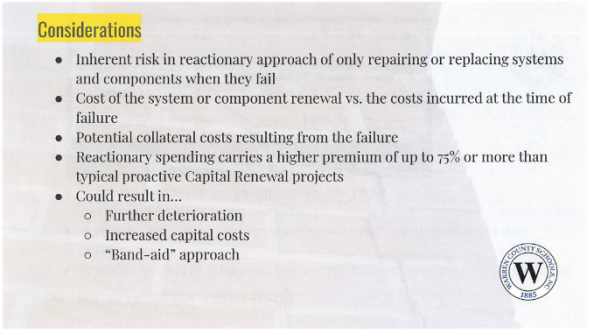

Overview of TPO roof covering

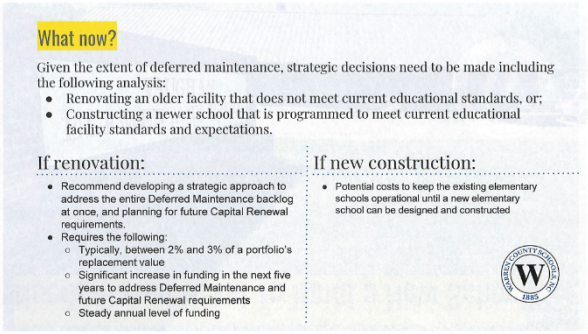

Water ingress due to poor building joint


Missing/deteriorated sealants at base of walls

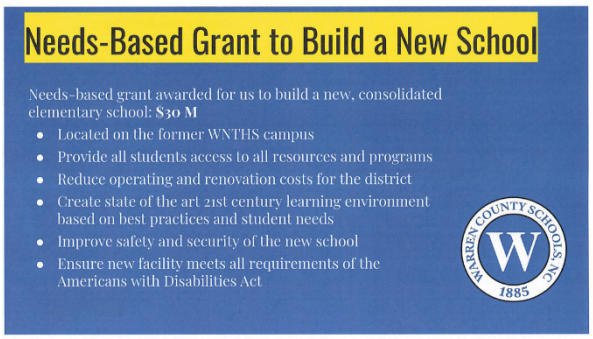








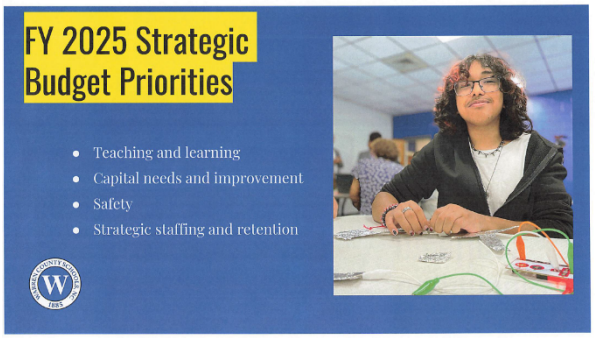
B. Needs-Based Public School Capital Fund FY23-24 Supplemental Grant Application
Information was provided concerning the Needs-Based Public School Capital Fund FY23-24 Supplemental Grant Application.





5. FY25 BUDGET PRIORITIES - COUNTY MANAGER VINCENT JONES AND SUPERINTENDENT SUTTON

Superintendent Keith Sutton provided the FY25 Budget Priorities as set by the Board of Education.



6. NEXT STEPS

The Warren County Board of Education asked that the Board of Commissioners support the Needs-Based Public Schools Capital Fund FY23-24 Supplemental Grant Application in the amount of $30,000,000. By consensus, the Board of Commissioners agreed to support the application.

7. ADJOURN January 17, 2024 BOARD MEETING

With no further business, the meeting was adjourned.

_____

Paula Pulley, Clerk to the Board

Tax Collector's Report
to the Warren County Board of Commissioners
For the Month December 2023

2023-2024

Current Year Collections

Tax Year	Charge	Collected in December	Collected to Date	Balance Outstanding	Percentage Collected
December 2023 FY 24	$20,231,611	$4,902,274	$15,784,167	$4,447,444	78.02
December 2022 FY 23	$19,733,375	$4,689,167	$15,579,773	$4,153,602	78.95

Delinquent Collections

2022	$430,384	$17,915	$114,460	$315,924	26.60
2021	200,499	4,128	28,498	$172,001	14.21
2020	138,694	1,978	7,737	$130,957	5.58
2019	152,066	642	5,812	$146,254	3.82
2018	90,433	321	3,089	$87,344	3.42
2017	89,045	186	2,761	$86,284	3.10
2016	67,964	244	2,450	$65,514	3.61
2015	56,751	206	1,437	$55,314	2.53
2014	48,197	206	1,153	$47,044	2.39
2013	76,551	278	2,325	$74,226	3.04
Total Delinquent Years	$1,350,584	$26,104	$169,722	$1,180,862	

Other December Receipts

County Penalties	$ 7,277	$ 4,558
Landfill User Fees	$ 319,467	$ 1,129,283
Municipalities	$ 184,282	$ 497,035
Fire District Taxes	$ 250,653	$ 889,753
Advance Taxes	$ 3,237	$ 15,532
DECEMBER GRAND TOTAL	$10,382,461	$34,069,823

John Preston, Tax Administrator 1/12/2024

John Preston, Tax Administrator

Over $100 **2/5/2024** **CO MGR INITIALS:** VG **Date:** 1/24/2024

ERROR CORRECTION RELEASES:

CARDEN CARL	2022	944		31501	$	145.28	SOLD PP IN 2021
DAVIS ADA M	2023	5953-300	G8-78C	17467	$	278.48	REMOVE LFUF & PP SOLD IN 2022
DOYLE JIM & KERRI	2023	12625-200		26624	$	122.05	SOLD IN 2022
EVANS SHIRLEY	2013	01191-200		48851	$	258.89	TAXPAYER DECEASED
EVANS SHIRLEY	2014	01191-200		51471	$	244.30	TAXPAYER DECEASED
EVANS SHIRLEY	2015	01191-200		54262	$	234.65	TAXPAYER DECEASED
EVANS SHIRLEY	2016	01191-200		57416	$	244.23	TAXPAYER DECEASED
EVANS SHIRLEY	2017	01191-200		30131	$	260.41	TAXPAYER DECEASED
EVANS SHIRLEY	2018	01191-200		30131	$	246.65	TAXPAYER DECEASED
EVANS SHIRLEY	2019	01191-200		26217	$	231.53	TAXPAYER DECEASED
EVANS SHIRLEY	2020	01191-200		26199	$	216.84	TAXPAYER DECEASED
EVANS SHIRLEY	2021	01191-200		26343	$	201.93	TAXPAYER DECEASED
EVANS SHIRLEY	2022	01191-200		29218	$	186.81	TAXPAYER DECEASED
EVANS SHIRLEY	2023	01191-200		26610	$	171.69	TAXPAYER DECEASED
HARGROVE ALICIA	2022	28172-200		3026	$	259.17	MH REMOVED IN 2011
HARGROVE ALICIA	2021	28172-200		26914	$	214.92	MH REMOVED IN 2011
HARGROVE ALICIA	2020	28172-200		26708	$	231.12	MH REMOVED IN 2011
HARGROVE ALICIA	2019	28172-200		26389	$	246.64	MH REMOVED IN 2011
HARGROVE ALICIA	2018	28172-200		26232	$	262.84	MH REMOVED IN 2011
HARGROVE ALICIA	2017	28172-200		26232	$	276.97	MH REMOVED IN 2011
HARGROVE ALICIA	2016	28172-200		57033	$	260.54	MH REMOVED IN 2011
HARGROVE ALICIA	2015	28172-200		53912	$	251.38	MH REMOVED IN 2011
HARGROVE ALICIA	2014	28172-200		51179	$	259.70	MH REMOVED IN 2011
HARGROVE ALICIA	2013	28172-200		48520	$	276.01	MH REMOVED IN 2011
HAWKINS CHARLES D	2017	18720-200		29092	$	282.22	DECEASED/MH NO LONGER EXIST
HAWKINS CHARLES D	2016	18720-200		57312	$	265.52	DECEASED/MH NO LONGER EXIST
HAWKINS CHARLES D	2015	18720-200		54173	$	248.16	DECEASED/MH NO LONGER EXIST
LEGGETT GEORGIA DAVIS	2023	1875-300	G8-78F	17471	$	366.99	REMOVE LFUF & PP SOLD IN 2022
MARSHALL HUNTER & CHERIE M	2023	32482-300		27289	$	505.49	SOLD BOAT IN 2022
WARREN COUNTY	2023	02267-431	G8-58F	2187	$	458.34	WARREN COUNTY PROP
WARREN COUNTY	2022	02267-431	G8-58F	2187	$	507.43	WARREN COUNTY PROP
WARREN COUNTY	2021	02267-431	G8-58F	2187	$	548.83	WARREN COUNTY PROP
WARREN COUNTY	2020	02267-431	G8-58F	2187	$	590.37	WARREN COUNTY PROP
WARREN COUNTY	2019	02267-431	G8-58F	2187	$	622.50	WARREN COUNTY PROP
WARREN COUNTY	2018	02267-431	G8-58F	2187	$	663.30	WARREN COUNTY PROP
WARREN COUNTY	2017	02267-431	G8-58F	2187	$	683.15	WARREN COUNTY PROP
WARREN COUNTY	2016	02267-431	G8-58F	2187	$	793.30	WARREN COUNTY PROP
WARREN COUNTY	2015	02267-431	G8-58F	2187	$	780.48	WARREN COUNTY PROP
WILLEY RALPH G III & LOTTIE B	2018	441		32802	$	672.31	BILLED IN ERROR

TOTAL ERROR CORRECTIONS: **$ 13,571.42**

LANDFILL USER FEE RELEASES:

HAWTREE VOLUNTEER FIRE DEPT	2023	2363-300	E3-41	1274	$	150.00	REMOVED LFUF/NO ELECTRIC

TOTAL LFUF RELEASES: **$ 150.00**

Total Releases **$ 13,721.42**

RECEIVED
JAN 24 2024
BY

Under $100 **2/5/2024** **CO MGR INITIALS:** VG **Date:** 1/24/2024

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD #	AMOUNT	REASON
DUNLEVY DRAFFIN & LINDY	2023	12323-201		26616	$ 43.37	SOLD PP IN 2022
DUNLEVYS MARINE & CONSTRUCTION	2023	12323-202		26617	$ 72.34	NO LATE LISTING FEE
DUNLEVYS MARINE & CONSTRUCTION	2023	12323-202		20102	$ 2.68	NO LATE LISTING FEE
EATON MARY	2023	12625-200		26624	$ 4.00	NO DOG
HAWKINS CHARLES D	2018	18720-200		29092	$ 71.22	DECEASED/ MH NO LONGER EXIST
HAWKINS CHARLES D	2019	18720-200		26301	$ 54.90	DECEASED/ MH NO LONGER EXIST
HAWKINS CHARLES D	2020	18720-200		26405	$ 42.36	DECEASED/ MH NO LONGER EXIST
HAWKINS CHARLES D	2021	18720-200		26574	$ 39.56	DECEASED/ MH NO LONGER EXIST
HAYES CHARLES	2023	41549-200		27880	$ 34.85	NO LATE LISTING FEE
HAYES CHARLES	2023	30925-200		27233	$ 4.35	NO LATE LISTING FEE
HILL STEVEN A & ANDREA A	2023	48999		3372	$ 8.21	NO LATE LISTING FEE
HILL STEVEN A & ANDREA A	2023	48999		28435	$ 32.64	NO LATE LISTING FEE
MYERS JAMES E & FRANCES M	2023	22874-300		26938	$ 10.43	PAID TAX IN WAKE COUNTY
SHEARIN BRIAN R & L E WICENSKI	2022	41087-301		31131	$ 86.06	SOLD MH IN 2021
SIGMON DAVID E JR	2023	41240-200		28631	$ 71.72	REDUCE PP VALUE
SUB-TOTAL ERROR CORRECTIONS:					**$ 578.69**	
MOTOR VEHICLE RELEASES:						
DAVIS JAMES ROBERT	2013	11101-113		V-48268	$ 54.56	DECEASED
SUB-TOTAL MOTOR VEHICLE RELEASES:					**$ 54.56**	
SUB-TOTAL CORRECTION RELEASES:					**$ 578.69**	
Total Releases					**$ 633.25**	

RECEIVED
JAN 24
BY

WARREN COUNTY BOARD OF COMMISSIONERS
602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON. NORTH CAROLINA 27589

Jennifer Pierce, Chairman
Victor Hunt, Vice Chairman
Tare Davis
Bertadean Baker
Walter Powell

Vincent Jones
County Manager

Paula Pulley
Clerk to the Board

Warren County Board of Commissioners
Proclamation Declaring February 2024
Black History Month

WHEREAS, the 2024 theme for National Black History Month is African American and the Arts; and

WHEREAS, Black History Month is the observance of a special period to recognize and honor the determination and commitment of generations of African Americans in pursuing the promises of America; and

WHEREAS, it was initiated in 1926 by Dr. Carter G. Woodson as Negro History Week; and

WHEREAS, since 1976 it has been celebrated the entire month of February; and

WHEREAS, African American leaders such as Sojourner Truth, Phyllis Wheatley, Harriet Tubman, Ida B. Wells, Rosa Parks, Shirley Chisholm, Booker T. Washington, Martin Luther King, Jr. and Leon Sullivan caused America to examine its heart and to respect the dignity and equality of all people, regardless of race; and

WHEREAS, African Americans have made significant contributions as leaders at the highest levels of the military, business, education, law, government, the arts, sports, and religion; and

NOW, THEREFORE BE IT RESOLVED, that the Warren County Board of Commissioners do hereby proclaim the month of FEBRUARY as Black History Month and urge all citizens of our community to give full regard to the past and continuing service of African Americans in our county, our state and our nation.

This the 5th day of February 2024.

_____
Jennifer Pierce, Chairman

ATTEST:

_____
Paula Pulley, Clerk to the Board

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Fax: (252) 257-5971
www.warrencountync.com

“This institution is an equal opportunity provider and employer.”

WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON. NORTH CAROLINA 27589

Jennifer Pierce, Chairman
Victor Hunt, Vice Chairman
Tare Davis
Bertadean Baker
Walter Powell

Vincent Jones
County Manager

Paula Pulley
Clerk to the Board

TO: Warren County Board of Commissioners

FROM: Vincent Jones, County Manager

DATE: January 31, 2024

SUBJECT: Consider Approval of Supplemental Needs-Based Public School Capital Fund Grants Application and Grant Match

Background

Warren County Board of Education and the County have previously applied for and received funding from the State's Needs-Based Public School Capital Fund Grants program. The program is funded with revenue from the NC Education Lottery and the funds are used to address K-12 school facility needs ranging from new construction, building expansion, repairs and renovations. The application is a joint application between the Board of Education and the County and there will be a 5% matching requirement.

Here is the recommended strategy from the February 14, 2022 meeting of the Warren County Schools Facilities Committee:

- Refresh Miriam Boyd, Northside K-8 and Vaughn to achieve 4-5 more years of use
- Expand Warren New Tech building to:
  - Serve as swing space for 2-3 years
- Comprehensive renovation of Warren County Middle School
- Comprehensive renovation of High School

When complete Warren County will have three, current, up to date, consolidated schools on one central campus.

The recommendation presented during the 2/14/2022 Committee meeting follows -

Elementary School:
Apply for full $30M for expansion of New Tech and Conversion to Consolidated Elementary – **Warren County has received an award totaling $30 million dollars. The initial award in May of 2022 was $24 million dollars. An additional $6 million was included due to significant supply chain and inflation experienced during the pandemic. Additionally, with approval of the FY 23-24 Budget the**

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General Assembly authorized Supplemental Grant Applications [per SL 2023-134, Section 4.3.(c)]. The special FY23-24 application period for FY22-23 NBPSCF Grant recipients, with projects that are not yet under construction, is NOW OPEN. The deadline for submitting applications and supporting materials under this provision is June 30, 2024.

An additional $12 million dollars can be applied for by the County. That would bring total grant funds to $42 million, of which there is a 5% County match requirement.

Middle School:
Apply for planning and design funds for the renovations of the Middle School; Ask for capital funds for construction in future year(s)

High School:
Apply for planning and design funds for the renovations of the High School; Ask for capital funds for construction in future year(s)

Fiscal Impact: If Warren County is approved for the additional funds of $12 million grant funds would total $42 million dollars. A 5% match requirement to be met by the County and Warren County Schools is $2.1 million dollars.

Recommendation
In accordance with our Warren County Grants Policy, adopted in March of 2020, I recommend approval of the FY 23-24 Supplemental Application for Needs Based Public Schools Capital Fund joint application in an amount up to $12 million dollars and authorize 5% Warren County grant match.

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Nikki Dickerson, Finance Director

DATE: February 5, 2024

RE: Recommendation for Approval of Budget Ordinance Amendment #4

Background

Budget Amendment #4 (see attached) to the FY 2024 Budget Ordinance is being presented for approval. This amendment does the following:

General Fund Balance for FY23 carry-over:

1. Appropriates $ 7,400 to Epsom and Cokesbury Fire Departments that was not requested last FY.

General Fund Balance for FY24 Expenses:

2. Appropriates $ 8,500 to Animal Control for Outdoor Kennels as approved in the January 8, 2024 Board Meeting.
3. Appropriates $ 41,000 to Library for Digital Control Replacement as approved in the January 8, 2024 Board Meeting.

Revenue:

4. Appropriates $ 60,000 in the Health Department budget for Eastpointe Grant funds received for the Homelessness Initiative, Mental Health Officer Salary, and various other Health initiatives.
5. Appropriates $ 45,749 in the Emergency Management budget for Homeland Security Grant funds received.
6. Appropriates $194,000 to the Community Center from the State Grant received 1/26/24.
7. Appropriates $500,000 to the Sheriff's Department from the State Grant received 1/26/24.

AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2023-2024
Amendment No. 4

Section 1 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Expenditures:	**Line Item #**		**Amount**
Health Department - Eastpointe Funding	105100-523121	$	60,000
EM - HSGP Grant	104330-526116	$	45,749
Library - Digital Control Replacement	106110-535115	$	41,000
Animal Control - Outdoor Kennels	104380-526100	$	8,500
Fire Department - Epsom and Cokesbury(FY23)	104340-569920	$	7,400
Sheriff Department Grant		$	500,000
Community Center Grant		$	194,000
	TOTAL	**$**	**856,649**

Increase/(Decrease) Revenues:	**Line Item #**		**Amount**
Eastpointe Grant	100210-451006	$	60,000
HSGP Grant	100220-433008	$	45,749
General Fund Balance	100000-391000	$	56,900
Sheriff Department Grant		$	500,000
Community Center Grant		$	194,000
	TOTAL	**$**	**856,649**

This amendment:

* This budget amendment recognizes funding from Eastpoint regarding the Homelessness Initiative, Mental Health Officer salary, and various other Health initiatives.
  Emergency Management received a no-match grant from Homeland Security.
  BOCC approved Digital Control Replacment at the Library and the Outdoor Kennels for Animal Control in January 8, 2024 Board Meeting.
  Epsom and Cokesbury never requested funds from FY23.
  This amendment also recognizes the $500,000 grant for the Sheriffs Department and the $194,000 commuity center grant received from the State.

Respectfully Submitted 2/5/2024

Nikki Dickerson

Nikki Dickerson, Finance Director

LGC-205 Amendment **AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS** Rev. 10/2021

Whereas — Primary Government Unit: Warren County

and — Discretely Presented Component Unit (DPCU) (if applicable): n/a

and — Auditor: Winston, Williams, Creech, Evans & Co. LLP

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for Fiscal Year Ending: 06/30/23 and originally due on Audit Report Due Date: 10/31/23

hereby agree that it is now necessary that the contract be modified as follows.

☑ Modification to date

☐ Modification to fee

Original due date	Modified due date
10/31/23	02/29/24
Original fee	Modified fee

Reason(s) for Contract Amendment

Primary (choose 1)	Other (choose 0-2)	
○	☐	Change in scope
○	☐	Issue with unit staff/turnover
○	☑	Issue with auditor staff/workload
○	☐	Third-party financial statements not prepared by agreed-upon date
○	☐	Unit did not have bank reconciliations complete for the audit period
○	☐	Unit did not have reconciliations between subsidiary ledgers and general ledger complete
○	☐	Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
○	☐	Unit did not have information required for audit complete by the agreed-upon time
○	☐	Delay in component unit reports
○	☐	Software - implementation issue
○	☐	Software - system failure
○	☐	Software - ransomware/cyberattack
○	☐	Natural or other disaster
◉	☐	Other (please explain)

Plan to Prevent Future Late Submissions

If the amendment is submitted to extend the due date, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Indicate NA if this is an amendment due to a change in cost only.

More processes and procedures are being implemented for reconciliations now that County has been through mods & changes to leases & subscriptions & understands the impacts to the financial stmts to ID when JEs may have been booked incorrectly or modifications accounted for incorrectly (change of prior year balances, etc.).

Additional Information

Please provide any additional explanation or details regarding the contract modification.

The accounting firm also had turnover of staff during the audit period and have not successfully replaced those staff to date. This created staffing issues to turnaround work provided by the client and complete the audit timely.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Winston, Williams, Creech, Evans & Co. LLP	
Authorized Firm Representative* (typed or printed) Jennifer Reese	Signature* Jennifer Reese
Date* 01/30/24	Email Address reese@wwcecpa.com

GOVERNMENTAL UNIT

Governmental Unit* Warren County	
Date Primary Government Unit Governing Board Approved **Amended** Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed) Jennifer J. Pierce	Signature*
Date	Email Address jenjord25@hotmail.com

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

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

Primary Governmental Unit Finance Officer* n/a	Signature*
Date of Pre-Audit Certificate*	Email Address*

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU n/a	
Date DPCU Governing Board Approved **Amended** Audit Contract (If required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

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

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

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

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Nikki Dickerson, Finance Director

DATE: February 5, 2024

RE: Recommendation for Approval of Audit Contract Extension

Background

Warren County has a contract for the Financial Audit through October 31, 2023 with Winston, Williams, Creech, Evans, and Company. The auditing firm is requesting a modified due date of February 29, 2024 citing turnover of staff during the audit period with unsuccessfully replacing those members leaving remaining employees with additional workload.

There were also several GASB standard changes this year with leases and subscriptions that had to be addressed as well as a delay with the State putting out the template for the audit report.

Financial Impact

None

Recommendation

Approval

WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON. NORTH CAROLINA 27589

Jennifer Pierce, Chairman
Victor Hunt, Vice Chairman
Tare Davis
Bertadean Baker
Walter Powell

Vincent Jones
County Manager

Paula Pulley
Clerk to the Board

TO: Warren County Board of Commissioners
THROUGH: County Manager Vincent Jones
FROM: Paula Pulley, Clerk to the Board

RE: Re-Appointment of Tax Administrator

BACKGROUND:
In accordance with NCGS 105-294 and 105-349, the Board of Commissioners must appoint a Tax Administrator to serve either a two-year or four-year term. John Preston is currently serving his second two-year term.

FINANCIAL IMPACT:
Tax Administrator Salary

RECOMENDATION:
Re-Appoint John Preston to a third two-year term as Tax Administrator.

Phone:(252)257-3115
Fax: (252) 257-5971
www.warrencountync.com

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Office of the Sheriff

Sheriff JOHN A. BRANCHE
Warren County

P. O. BOX 678 • 132 Raffers Lane
WARRENTON, NC 27589
Office: (252) 257-3364

TO: Warren County Board of Commissioners

FROM: Sheriff John Branche

THROUGH: Vincent Jones, County Manager

DATE: 02/02/2024

SUBJECT: Consider approval of 40 APX 4000 800 MZH radios for the Warren County Sheriff's Office in an amount not to exceed $154,396.40 from Mobile Communications of America. Mobile Communications of America currently has a contract with Warren County for equipment and maintenance.

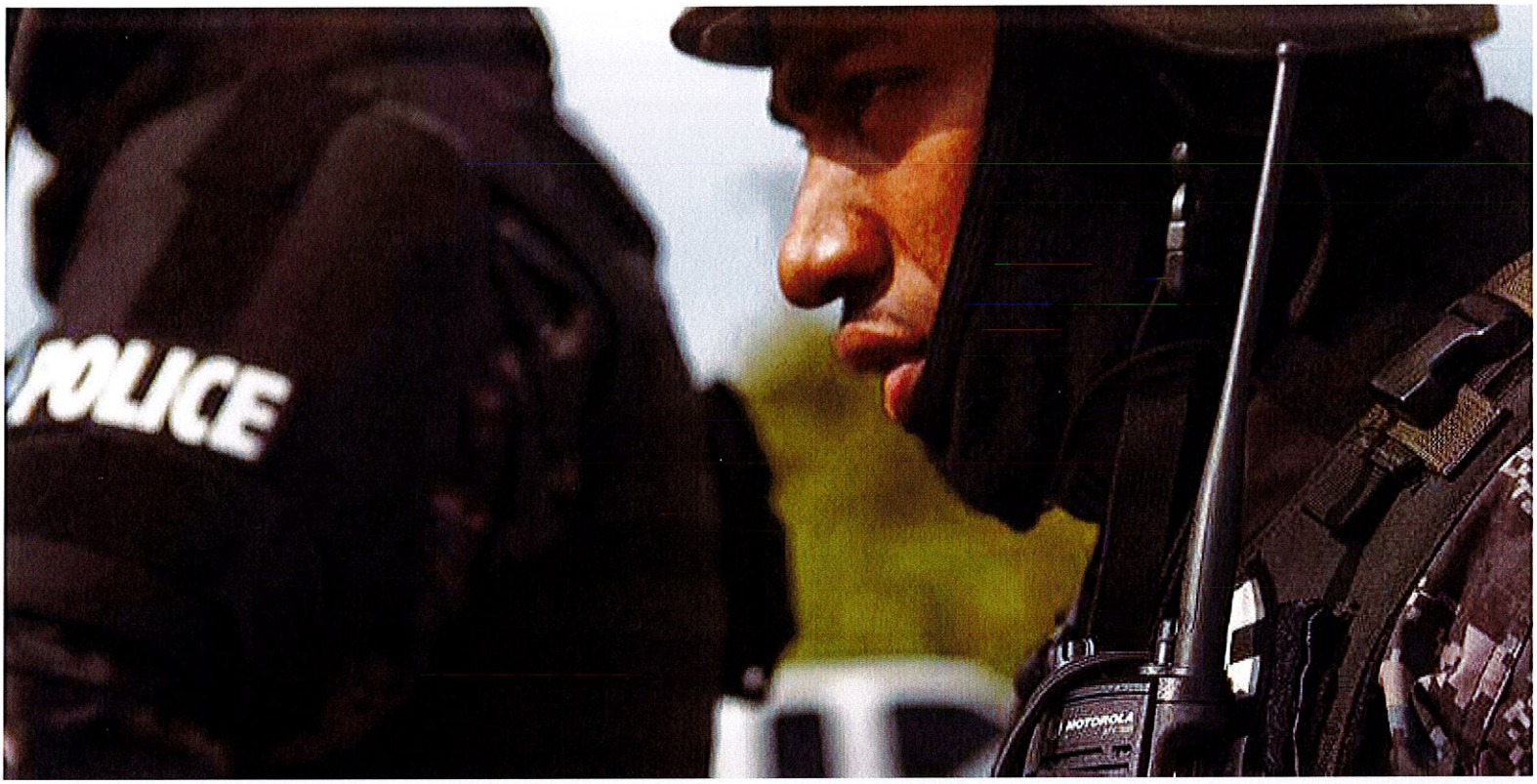
BACKGROUND: The purpose of these radios is to replace older radios that are at end of life and are not able to be repaired. The current radios will be obsolete by year 2025.

FISCAL IMPACT: Funds are budgeted for the purchase of the radios at a cost of $154,396.40

RECOMMENDATION:

I recommend that the Board of Commissioners approve the purchase of 40 APX 4000 MHZ radios for Warren County Sheriff's Office in an amount not to exceed $154,396.40 from Mobile Communications of America.

MOTOROLA SOLUTIONS







WARREN COUNTY E 911

APX4000 (40) for Sheriff's Dept.

02/02/2024

The design, technical, pricing, and other information (" Information ") furnished with this submission is confidential proprietary information of Motorola Solutions, Inc. or the Motorola Solutions entity providing this quote (" Motorola ") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola.
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MOTOROLA SOLUTIONS

QUOTE-2511334

02/02/2024

WARREN COUNTY E 911
132 Rafters Ln.
Warrenton, NC 27589

RE: Motorola Quote for APX4000 (40) for Sheriff's Dept.
Dear Ben Jackson,

Motorola Solutions is pleased to present WARREN COUNTY E 911 with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

Motorola Solutions Manufacturer's Representative

Billing Address:
WARREN COUNTY E 911
132 Rafters Ln.
Warrenton, NC 27589
US

Quote Date:02/02/2024
Expiration Date:04/02/2024
Quote Created By:
Ron Wells
Motorola Solutions MR
ronwells@callmc.com
434-203-2306

End Customer:
WARREN COUNTY E 911
Ben Jackson
benjackson@warrencountync.gov
252-257-3364

Contract: NC 725G

This quote includes (40) APX4000 portable radios with chargers, programming, and remote speaker microphone. It also includes building (1) radio template for the APX4000 radios.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 4000 Series	APX4000				
1	H51UCF9PW6AN	APX 4000 7/800 MHZ MODEL 2 PORT	40	$2,425.28	$1,770.45	$70,818.00
1a	QA01833AD	ADD: EXTREME NOISE REDUCTION	40	$28.00	$20.44	$817.60
1b	Q698AA	ADD: 2.5 INCH BELT CLIP	40	$13.00	$9.49	$379.60
1c	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	40	$0.00	$0.00	$0.00
1d	QA02750AB	ALT: IMPRES LI-ION 2800MAH (PMNN4448)	40	$115.50	$84.32	$3,372.80
1e	QA02756AB	ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	40	$1,727.00	$1,260.71	$50,428.40
1f	QA00580AF	ADD: TDMA OPERATION	40	$495.00	$361.35	$14,454.00
1g	QA09113AB	ADD: BASELINE RELEASE SW	40	$0.00	$0.00	$0.00
1h	H885BK	ADD: 3Y ESSENTIAL SERVICE	40	$133.00	$133.00	$5,320.00

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
2	LSV00Q00202A	DEVICE PROGRAMMING	40	$49.00	$48.02	$1,920.80
3	PMPN4576A	CHARGER,CHGR DESKTOP SINGLE UNIT IMPRES EXT PS US/NA/TW	40	$82.08	$59.92	$2,396.80
4	PMMN4069AL	MICROPHONE,IMPRES RSM, 3.5MM JACK, IP55	40	$143.64	$104.86	$4,194.40
	Product Services					
5	LSV00Q00202A	DEVICE PROGRAMMING	1	$300.00	$294.00	$294.00

Grand Total $154,396.40(USD)

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

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TO: Warren County Board of Commissioners
THROUGH: County Manager Vincent Jones
FROM: Paula Pulley, Clerk to the Board

RE: Appointments to Trillium Northern Regional Advisory Board

BACKGROUND:
Eastpointe has consolidated with Trillium for Local Management Entity/Managed Care Organizations Services. Warren County has been asked to make two appointments to the Northern Regional Advisory Board. One appointment should be a County Commissioner, and the other should meet any of the following criteria:

- health care expertise and experience in the fields of mental health, intellectual or developmental disabilities, or substance abuse services
- health care administration expertise consistent with the scale and nature of the managed care organization
- financial expertise consistent with the scale and nature of the managed care organization
- insurance expertise consistent with the scale and nature of the managed care organization
- social services expertise and experience in the fields of mental health, intellectual, or other developmental disabilities or substance abuse services
- attorney with health care expertise
- administrator of hospital providing mental health, developmental disabilities, and substance emergency services

FINANCIAL IMPACT:
None

RECOMENDATION:
Commissioner Baker previously served on the Eastpointe Board, and it is recommended she serve as the County Commissioner representative on the Northern Regional Advisory Board. It is further recommended that Dr. Margaret Brake, Health Director, serve as the second representative for Warren County.

Phone:(252)257-3115
Fax: (252) 257-5971
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Warren County Juve on Council (JCPC)

C

Monique Hinton, JCPC Administrator

To: Warren County Board of Commissioners

Through: Vincent Jones, County Manager

From: Monique Hinton, JCPC Administrator

Date: February 5, 2024

Re: JCPC Appointments

The Juvenile Crime Prevention Council during their monthly meeting of January 8, 2024, reviewed and approved the Statement of Interest to Serve from Howard Roderick Epps. They recommended the following person to be appointed by the Board of Commissioners:

- Appointment of Howard Roderick Epps to his 1st 2-year term as Member At-Large on the JCPC Board. Term to begin February 1, 2024, and end January 31, 2026.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Juvenile Crime (JCPC) 3. _____
2. _____ 4. _____

Your full name Howard Roderick Epps
Date of Birth 8/17/1969 Sex M Race Black
Mailing Address PO Box 1214
City and Zip Code Norlina, NC 27563
Street Address 203 N. Rose St
City and Zip Code Norlina, NC 27563
Home Phone 919-817-9404 Work Phone 919-496-8168 ext 2173
Job Title Social Worker I A+T
Company or Agency Franklin County DSS
Email Address hepps@franklincountync.gov / howardepps@yahoo.com

Do you live in the county? Yes ☒ No ☐

Please list your County Commissioner District (3) Victor Hunt
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Louisburg High 201 Allen Ln, Louisburg, NC
Name and Address of College Attended Cambridge College
Degree Received M.A. Ed. in School Guidance + Counseling

Please list any military experience _____

_____

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

RECEIVED
DEC 21 2023
BY: MH

If you are presently serving as an elected or appointed official, please explain: _____

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience Franklin County DSS (Child Protective Services) (currently) Daymark Recovery (Mobile Crisis Clinician), Wake County Schools (Vocational Rehab Counselor) Halifax Community College (Counselor, Student Support Services), Hertford County Schools (School Counselor)

Volunteer Experience Hertford County Special Olympics

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper Current Warren County Volunteer (Other)

If other, please explain: Willie A. Boyd

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Howard Epps

Date 12/20/23

Please feel free to attach a resume if so desired.

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

Warren County Health Department
544 West Ridgeway Street
Warrenton, N.C. 27589
(252) 257-1185
Fax (252) 257-2897

Dr. Margaret Brake, DHA, MHA
Health Director

MEMORANDUM

TO: Paul Pulley
Clerk to the Board of County Commissioners

FROM: Dr. Margaret Brake MB
Health Director

DATE: January 24, 2024

RE: Statements of Interest to Serve on Health Board

The Warren County Board of Health at its January 16, 2024 meeting reviewed and approved the Statement of Interest to Serve from Alan Daeke. They are recommending that Mr. Alan Daeke fill the Engineering position that was previously held by Mr. Michael Kilian.

Thanks for your assistance in this matter.

WCHD mission: To provide services to improve and protect the health of Warren County Citizens.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. BOARD OF HEALTH
2. _____
3. _____
4. _____

Your full name ALAN GARY DAEKE
Date of Birth 08/09/1963 Sex M Race W
Mailing Address 500 US HWY 1 SOUTH
City and Zip Code NORLINA, NC 27563
Street Address 500 US HWY 1 SOUTH
City and Zip Code NORLINA, NC 27563
Home Phone 919-761-4236 Work Phone 919-513-5081
Job Title DIRECTOR, UTILITIES
Company or Agency N.C. STATE UNIVERSITY
Email Address agdaeke@ncsu.edu / daeke@aol.com (PREFERRED)

Do you live in the county? Yes ☒ No ☐

Please list your County Commissioner District 003
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended WARREN ACADEMY, WARRENTON, NC
Name and Address of College Attended NC STATE UNIVERSITY, RALEIGH, NC
Degree Received B.S. MECHANICAL ENGINEERING
OBTAINED PE LICENSE IN 1990

Please list any military experience NONE

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

If you are presently serving as an elected or appointed official, please explain: _____

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience PLANT ENGINEERING/UTILITIES FOR ~35 YEARS
NCSU - 2007 - CURRENT
CONE MILLS - 1986 - 2007 ICI FILMS - 1979

Volunteer Experience YOUTH BASEBALL COACH: WAKE FOREST PARKS & REC DEPT - 12 yrs
CUB SCOUT DEN LEADER - PACK 500, 6 yrs
ASST. SCOUT MASTER - TROOP 511, 6 yrs

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper Current Warren County Volunteer (Other)

If other, please explain: MICHAEL KILIAN

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature _____

Date 1/4/24

Please feel free to attach a resume if so desired.

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.