

**AGENDA**  
*All items are for discussion and possible action.*  
**Perquimans County Board of Commissioners**  
**Meeting Room at Perquimans County Library**  
**April 4, 2022**  
**7:00 p.m.**

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Approval of Agenda**
- IV. **Consent Agenda**  
*(Consent Items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)*
  - A. Approval of Minutes March 7, 2022 Regular Meeting and March 21, 2022 Special Called Meeting & Work Session (cancelled)
  - B. Tax Refund & Release Approvals
  - C. Personnel Matters
    - 1. Promotion: Income Maintenance Supervisor II
    - 2. Promotion: Administrative Officer I
    - 3. Promotion: Income Maintenance Caseworker III (Lead Worker)
    - 4. FMLA: Certified Telecommunicator
    - 5. Removed from Roster: Part-Time/Fill-In Paramedic
    - 6. Resignation: Administrative Assistant – Sheriff's Office
  - D. Step Increases
    - 1. Social Services (2)
    - 2. EMS (2)
  - E. Budget Amendment Nos. 31 - 32
  - F. Board Reappointments/Resignation/Update
    - 1. Reappointments: Community Advisory Committee (2)
    - 2. Resignation: Community Advisory Committee (1)
    - 3. Update: Community Advisory Committee
    - 4. Reappointment: Tourism Development Authority (Winfall appointee) (1)
    - 5. Reappointment: Senior Tarheel Regional Legislature & Advisory Board (1)
  - G. Miscellaneous Document:
    - 1. Proclamation: Older Americans Month 2022
    - 2. Contract: GASB 73 Reporting for Special Separation Allowance
    - 3. Resolutions: Board of Elections Resolutions (2)
- V. **Presentation & Introduction of New Employees**
  - A. Presentation to Perquimans Telecommunicators
  - B. Introduction of New Employees
    - 1. Social Services (2)
- VI. **Scheduled Appointments**
  - A. Jared Harrell, NC Cooperative Extension Director 7:00 p.m.
  - B. Shelby White, Sheriff 7:10 p.m.
  - C. 7:20 p.m.
- VII. **Commissioner's Concerns/Committee Reports**
  - A.
  - B.
  - C.

**ACTION  
REQUIRED**

**NO  
ACTION  
REQUIRED**

NO  
ACTION  
REQUIRED

**VIII. Old Business**

ACTION  
REQUIRED

- A. Updates from County Manager
- B. Sale of Surplus Boat & Other Equipment & Budget Amendment No. 33
- C. Monument to the Confederate Dead Contextualization Language

**IX. Swearing in of Newly Appointed Commissioner Thelma Finch-Copeland**

ACTION  
REQUIRED

**X. New Business**

- A. Board Appointments Vacated by Commissioner Lennon
- B. Town of Hertford Request to Expand the Perquimans River No-Wake Zone
- C. Resolution: Retaining Boundaries for the Northeastern Local Workforce Development Area
- D. COA Resolution in Support of the Nursing and Allied Health Simulation Facility
- E. FY 2021-2022 Audit Contract for Perquimans County & Tourism Development Authority
- F.
- G.
- H.

NO  
ACTION  
REQUIRED

**XI. Unscheduled Appointments/Public Comments**

*(If you wish to address the Board, please state your name for the record prior to speaking)*

- A.
- B.
- C.

ACTION  
REQUIRED

**Adjournment**

**FOR INFORMATION ONLY:**



**DEPARTMENT HEAD REPORT:**

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement Reports
- Sheriff's Report

**COMMITTEE WRITTEN REPORTS:**

- 911 Communications Division Advisory Board Minutes – January 27, 2022

**NOTES FROM THE COUNTY MANAGER**

**April 4, 2022**

**7:00 p.m.**

- IV. **Enclosures:** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- V. The following presentation and introduction of new employees will be done:
  - 1. **Presentation to Perquimans Telecommunicators:** The Board will publically thank the Perquimans Telecommunicators for their service and make a presentation to them. The week of April 10-16, 2022 is National Public Safety Telecommunicators Week.
  - 2. **Susan Chaney:** Ms. Chaney, Social Services Director, will introduce Denise W. Stallings, Public Information Assistant IV (appointed 2/1/2022), and Christina Turner, IMC I Working Against IMC II (appointed 3/1/2022).
- VI.A. Jared Harrell, newly appointed Extension Director, will come introduce himself and give an update on Perquimans County's Cooperative Extension.
- VI.B. Shelby White, Sheriff, will provide several updates to the Board.
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.B. The County has adopted resolutions proclaiming the following boat and other equipment as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus items with GovDeals will close on April 4, 2022 at 11:00 a.m. The Board will need to consider the sale of the following items that has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	1982 Boston Whaler 25' Board Vessel #M825	9/7/2021	\$10,000	
	Simon 1066 Telephone Punch Panel	3/7/2022	\$25	

As discussed and approved at the Board's October 4, 2021 meeting, the Board will need to approve Budget Amendment No. 33 to add funds to the EMPG funds from the sale of this boat. Board action is being requested.

- VIII.C. County Manager Heath will provide information on the contextualization language for the Monument to the Confederate Dead which was discussed at the Board's meeting on September 7, 2021 meeting. Board action is being requested.
- IX. Todd Tilley, Clerk to Superior Court, will give the Oath of Office to newly appointed Commissioner Thelma Finch-Copeland who is replacing Alan Lennon who resigned on February 21, 2022.
- X.A. **Enclosure.** With the appointment of Ms. Finch-Copeland, the Board will need to fill vacancies on the following advisory board on which Alan Lennon served:

Committee/Board Name	Term	Appointment Date	Expiration Date
Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2019	indefinite
Water Committee	unlimited	2/1/2019	unlimited
Tourism Development Authority (Commissioners)*	2 yrs.	4/1/2020	3/31/2022
➤ <i>According to the General Statutes, the Board of Commissioners appoints the Chairman of the Tourism Development Authority.</i>			

Board action is being requested.

- IX.B. **Enclosures:** The Hertford Town Council requests that the Board take the necessary step to make a formal application to the NC Wildlife Resources Commission to expand the No-Wake Zone in the area of the Perquimans River near Missing Mill Park. We have requested that someone from the Town of Hertford come and officially present their request. Board action is being requested.
- IX.C. **Enclosures:** The County received a copy of the enclosed Resolution which was adopted at Currituck County Commissioners' last meeting. They have asked that it be forwarded to our Board for consideration. Chairman Nelson and Vice Chair Leigh support this Resolution and recommend the Board to adopt it. Board action is being requested.

- IX.D. **Enclosures:** The College of the Albemarle is requesting that the Board adopt the enclosed Resolution supporting the Nursing and Allied Health Simulation Facility at College of The Albemarle. Board action is being requested.
- IX.E. **Enclosures:** At the Board's February meeting, County Manager Heath informed the Board that Donna Winborne had to decline preparing our FY 2021-2022 audit for Perquimans County and Tourism Development Authority due to staffing issues. Tracy Mathews, Finance Officer, will present the FY 2021-2022 Audit Contract with Thompson, Price, Scott, Adams & Co., PA. Mr. Heath and Ms. Mathews recommends the approval of this contract. Board action is being requested.

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**CONSENT AGENDA NOTES**

*(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal from the Consent Agenda is heard from a Commissioner)*

- A. **Enclosures:** March 7, 2022 Regular Meeting and March 21, 2022 Special Called Meeting & Work Session (cancelled)
- B. **Enclosure:** Tax Refund & Release Approvals – see attached listing.
- C. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Kristin Lassiter	Income Maintenance Supervisor II	Promotion	67/3	\$40,864	04/01/2022
Rebecca Corprew	Administrative Officer I	Promotion	67/10	\$48,488	04/01/2022
Jovan Ward	Income Maintenance Caseworker III (Lead Worker)	Promotion	65/5	\$39,293	04/01/2022
Fantasia Corprew	Certified Telecommunicator	FMLA Request	6-8 weeks		04/13/2022
Alexander Zobel	Part-Time/Fill-In Paramedic	Remove from Roster			03/14/2022
Sharon Twine-Goodwin	Administrative Assistant – Sheriff's Office	Resignation			04/14/2022

- D. **Enclosures:** During the Budget process, the following step increases were approved for the employee. The following individuals are being recommended by their supervisor for step increases:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Caitlyn Gardner	IMC II	63/3	\$34,266	04/01/2022
Elena Radcliff-Howell	Processing Assistant V	61/2	\$30,633	04/01/2022
Cody Chappell	Paramedic	68/3	\$20.53/hour	04/01/2022
Jessica Houdek	Paramedic	68/2	\$20.04/hour	04/01/2022

- E. **Enclosures:** Budget Amendment Nos. 31 - 32 are enclosed for your review and action.
- F. **Enclosure.** The following board reappointments/resignation/and update was approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Pfeunig, Deborah	Community Advisory Committee	Reappointment	3 yrs.	04/01/2022
White, Anne	Community Advisory Committee	Reappointment	3 yrs.	04/01/2022
Mary Corprew	Community Advisory Committee	Resignation		10/14/2021
Updates on Vacancies	Community Advisory Committee	Update		
Yates, Fred	Tourism Development Authority (Winfall appointee)	Reappointment	2 yrs.	04/01/2022
Harrell, Darlene	Senior Tarheel Regional Legislature & Advisory Board	Reappointment	1 yr.	04/01/2022

- G. **Enclosures:** Miscellaneous document for the Board to review and possibly take action:
- Proclamation:** Every May, the Administration for Community Living (ACL) leads the celebration of Older American's Month (OAM). They are asking that the Commissioners adopt the enclosed Proclamation proclaiming May as Older American's Month in Perquimans County. Board action is being requested.
  - GASB 73 Reporting for Special Separation Allowance:** The Board will need to consider the enclosed 2022 Memorandum of Participation for Separation Allowance Benefit with Cavanaugh Macdonald Consulting to complete the GASB 73 Report. County staff recommends approval. Board action is being requested.
  - Resolutions from Board of Elections:** The Board of Elections adopted the following Resolution on February 1<sup>st</sup> and March 8<sup>th</sup> and are presented for Board information:
    - Perquimans County Board of Elections Resolution #2022-01:** This resolution was adopted on February 1, 2022 and approved the relocation of the West Hertford Precinct to 103 Charles Street, Hertford, NC 27944.
    - Perquimans County Board of Elections Resolution #2022-02:** This resolution was adopted on March 8, 2022 and approved the counting of absentee ballots on Monday, May 16, 2022, at 601 Edenon Road Street, Hertford, NC 27944.

- > In order to shall appoint a successor by the deadline, we will need to have the applicants to return their letter of intent by March 14, 2022.
- > County Manager Heath will bring the applications back to the Board for action. We will possibly have to hold a Special Called Meeting.

It was the consensus of the Board to move forward to advertise for the vacancy, receive the letters of intent, review the letters and/or applications, and have a Special Called Meeting to review them and to take action on appointing Mr. Lennon's replacement on March 21, 2022.

**UPCOMING DATE FOR BOARD RETREAT**

County Manager Heath asked the Board to check their calendars to see if April 20 or April 21 would be available for their Board Retreat. He asked that they let him know as soon as possible so that he could arrange a facilitator.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:05 p.m. on motion made by Joseph W. Hoffer, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

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**REGULAR MEETING**  
 March 7, 2022  
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, March 7, 2022, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

- MEMBERS PRESENT:** Wallace E. Nelson, Chairman                      Fondella A. Leigh, Vice Chair  
 Joseph W. Hoffer    T. Kyle Jones  
 Charles Woodard
- MEMBERS ABSENT:** Alan Lennon (*resigned February 21, 2022*)
- OTHERS PRESENT:** Frank Heath, County Manager                      Mary Hunnicutt, Clerk to the Board  
 Hackney High, County Attorney

Chairman Nelson called the meeting to order. Commissioner Woodard gave the invocation and Chairman Nelson led the Pledge of Allegiance.

**AGENDA**

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Fondella A. Leigh made a motion to approve the Agenda as presented. The motion was seconded by Charles Woodard and unanimously approved by the Board.

**CONSENT AGENDA**

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, the following items were considered to be routine and were unanimously approved on motion made by Joseph W. Hoffer, seconded by Charles Woodard.

1. **Approval of Minutes:** February 7, 2022 Regular Meeting and February 21, 2022 Work Session were approved.

2. **Tax Refund Approval:**

Kathy Santato ----- \$174.05  
 Sold vehicle; 12-month refund. Account #51282379.

**Tax Release Approvals:**

Christine Camilleri ----- \$289.57  
 Incorrect assessment. Account #263846.

Chad White ----- \$156.16  
 Billed in error. Out of business in 2021. Account #247079.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Christina Turner	IMC I Working Against IMC II	Appointment	6173	\$21,381	03/01/2022
Robert Elliott	Equipment Operator	Job Reclassification	5816	\$37,775	03/01/2022
Jennifer Ayses	PT/FT Certified Telecommunicator	Resignation			02/08/2022
Chris Wharton	Water Plant Operator	Resignation			02/28/2022
Casey Forward	Business Personal Property Clerk	Resignation			02/28/2022
Nicole Elliott	Administrative Officer I	Retirement			05/01/2022
Kathy Matthews	Water Clerk	Retirement			06/30/2022

4. **Merit Increase:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
James Fowden	Investigator	68/5	\$44,839	03/01/2022

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 25  
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-362-000	Senior Center Donations	1,500	
10-660-331	Senior Center Donations	1,500	

**EXPLANATION:** To amend FY 21/22 budget to include senior center donations.

**BUDGET AMENDMENT NO. 26  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-351-003	NCDPS - Law Enforcement Allocation	84,270	
10-510-430	NCDPS - Law Enforcement Allocation	84,570	
EXPLANATION: To amend FY 21/22 budget to include NCDPS grant allocation for law enforcement to be used by the Sheriff's Office for law enforcement expenses.			

**BUDGET AMENDMENT NO. 27  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	10,000	
10-530-339	EM - Drills/Exercises	10,000	
EXPLANATION: To amend FY 21/22 budget to include grant funding for emergency training/exercises - this one is specific to the Active Shooter Drill at the Courthouse/Annex Buildings.			

**BUDGET AMENDMENT NO. 28  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-359-000	RACE - CARS Trail	7,300	
10-592-744	RACE - CARS Trail	7,300	
EXPLANATION: To amend FY 21/22 budget to include RACE - CARS Trail funds. (Randomized Cluster Evaluation of Cardiac Arrest Systems) Funds to be used for training/treating cardiac patients.			

**BUDGET AMENDMENT NO. 29  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Misc. Revenue	28,616	
10-500-130	Building - Utilities	552	
10-511-020	Dispatch - FT Salaries	13,500	
10-511-030	Dispatch - FT Salaries	14,564	
EXPLANATION: To amend FY 21/22 budget to include Gates County 911 reimbursement for the 911 Center.			

6. **Board Resignation:** The following board resignation was approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Lynn Mathis	Trilium Northern Region Advisory Board	Resignation		02/10/2022

7. **Miscellaneous Documents:** The following miscellaneous documents were unanimously approved by the Board:

a. **Resolution Authorizing Sale of Certain Surplus County Equipment:** The following Resolution to dispose of certain surplus property of the County and authorize the sale of this vehicle on GovDeals:

**RESOLUTION AUTHORIZING SALE  
OF CERTAIN SURPLUS COUNTY PROPERTY**

WHEREAS, the Perquimans County Board of Commissioners desires to dispose of certain surplus property of the County:

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners that:

- The following described personal property is hereby declared surplus to the needs of the County:
  - Siemon 1066 Telephone Punch Panel
  - Spectracom Antenna Radio Wire
  - Intrado Phone Equipment & Various Wires - Model No. 220P000080-401
  - Unity Rectifier Power Supplies - Rack Mount - Model No. UR48-3
  - Blackbox RJ-11 Data Broadcast Unit - Model No. TL139A
  - West Telephone Gateway Shell Enclosure - Model No. 912800

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell these surplus items on GovDeals.

3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 7<sup>th</sup> day of March, 2022.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunicutt, Clerk to the Board

SEAL

**STEVE LANE, INTELIPORT**

Mr. Lane came before the Board to request that they partner with him to provide Broadband Internet to areas in the county that are currently unserved and/or under served as outline in the NC GREAT Grant Program. His requested grant amount will be for \$2.2 million plus a 30% match, which will be \$250,000. He is requesting that the County supply the matching funds. He further explained that he would be installing 60+ miles of fiber to the homes in the affected area. After making his full presentation, he ask the Board to sign a Document of Partnership stating that they would partner with him and provide the match fund of \$250,000. Chairman Nelson asked if there were any questions. There being none, T. Kyle Jones made a motion to authorize County Manager Heath to prepare the Letter of Partnership including the matching funds and to authorize Chairman Nelson to sign the document. Charles Woodard seconded the motion, which was unanimously approved by the Board.

**JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR**

Mr. Nixon, along with Julie Solesbee, Public Information Officer/Grant Manager/AEMT, presented their annual Public Officials Conference to the Board of Commissioners and to the following public officials from the Towns of Hertford and Winfall and the School System:

TOWN OF HERTFORD

Ennell Brown, Mayor  
Janice Cole, Town Manager  
Ashley Hodges, Councilman  
Jery Mimblich, Councilman

TOWN OF WINFALL

Fred Yates, Mayor  
Preston White, Councilman

PERQUIMANS COUNTY SCHOOL SYSTEM

Tanya Turner, Superintendent  
James Bunch, Assistant Superintendent

Mr. Nixon and Ms. Solesbee covered the following items:

- > Overview of accomplishments
- > Overview of grants applied for and/or received
- > Overview of the County Debris Contracts
- > Review of local and regional assets
- > Boards and Support Groups

After their presentation, they asked if there were any questions from the Board, the Town public officials and members of the Perquimans County School System. Their being none, Mr. Nixon stated that he had two items that required Board action. They were as follows:

- > Debris Contracts: Mr. Nixon stated that the Board needed to approve a letter of intent to renew the post-storm debris contracts. On motion made by Fondellin A. Leigh, seconded by Charles Woodard, the Board unanimously approved the letter of intent to renew the debris contracts for another five (5) years.
- > Gates County Reimbursements: As the Board is aware, Perquimans County 911 has been assisting Gates County 911 for the last couple of months. The County has received the first reimbursement check from Gates County for the 911 Center and submitted the second invoice for payment. The first invoice was for \$20,769.84 and the second invoice was for \$7,846.38 making it a total of \$28,616.22 for the two months that Perquimans County hosted/provided support for the Gates County 911 at our 911 Center. Mr. Nixon provided the following recommendations on how to disburse these revenues to offset the expenses/work associated with hosting Gates 911:
  - \* Utilities: Appropriate \$522.54 to line #10-500-130 Utilities (based on invoice amounts)
  - \* Payroll: Appropriate \$13,500.00 to Line Items #10-511-020 Full-time Salaries and \$14,563.68 to line item #10-511-030 Part-time Salaries
    - Included with this appropriation would be a one-time stipend (to be paid to staff in their April payroll) for all 911 Division employees that worked during the time we hosted Gates (December 17, 2021 – February 17, 2022).
      - \* There were two shifts where there were no Gates Telecommunicators (TC's) and we provided a third TC to backfill their open spot.
      - \* There were multiple shifts where there was no EMD certified Gates TC
      - \* During the two winter events we staffed up a third TC
      - \* The two 911 Shift Supervisors and Grant Manager were instrumental behind the scenes to make the equipment work, coordinate with Gates, and coach our staff
      - \* The bulk of the call-taking and dispatching was absorbed by the TC's on shift

	NUMBER OF EMPLOYEES	STIPEND REQUEST	TOTAL AMOUNT
Full-Time TC's, 911 Supervisors, & Grants Manager	9	\$500.00	\$4,500.00
Perm. Part-Time TC's	2	\$250.00	\$500.00
Part-Time TC's	9	\$200.00	\$1,800.00
Total			\$6,800.00

Mr. Nixon asked the Board if they had any questions. Chairman Nelson stated that he felt that we should add Jonathan Nixon to the above list. There being no further comments or questions, Joseph W. Hoffer made a motion to approve Mr. Nixon's recommendation adding Jonathan Nixon to the list of recipients. The motion was seconded by Charles Woodard and unanimously approved by the Board. Chairman Nelson thanked Mr. Nixon and his staff for a job well done.

PERQUIMANS COUNTY SCHOOL SYSTEM

Tanya Turner, School Superintendent, and James Bunch, Assistant School Superintendent, were present to discuss a grant opportunity. Ms. Turner made the presentation. Ms. Turner thanked the Board for allowing them to come and speak about improving the facilities in Perquimans County Schools. The School System recently was made aware of a 2021-2022 needs based public schools capital fund grant that is available for this school year. The total amount of this funding is \$395 million. Ms. Turner explained that this grant was established to assist counties with building needs. The funds for this grant are received from the revenues from the NC Education Lottery fund and the grants are available to eligible counties for construction of new buildings and additions and/or repairs and renovations of existing school facilities.

Ms. Turner explained the requirements of the grant application. There is no deadline to use or encumber the funds. There is no pre-requisite for the application other than an agreement with the County Board of Commissioners. They do require that the Board of Education Chair and the Board of Commissioners Chairman sign the signature page which she had available tonight should the Board approve to partner with the Board of Education. The grant maximums that are available is as follows: \$30,000,000 Elementary Schools; \$40,000,000 Middle Schools; and \$50,000,000 High Schools. Counties that receive the grant are required to provide local matching funds from the County funds or other non-state funds or a combination of both resources in accordance to NCGS #115C-546. Local matching funds range from 0% to 35% of the grant amount. However, Perquimans County has a 0% match requirement. Therefore, the County would have to pay no matching funds for this grant if awarded. The applications are evaluated as follows:

- > Critical Needs
- > Tier Designation (we currently are Tier 2) with Tier 1 counties receiving highest priority.
- > Application Status means that, if the County has not received a grant in the last three years, they would have a better opportunity of receiving this grant.
- > Facility Construction & Replacement Needs, which means that they look at the proposed projects and those that combine two schools into one facility would receive higher consideration.
- > Critical Deficiencies which is the ratio of debt to revenues, the ability to generate tax revenues, and budget details

Based on all this information, Ms. Turner said that the Board of Education felt that it would be more beneficial for the County to apply for a \$40,000,000 grant that would be used for the construction of a grade 3 to 5 school (Hertford Grammar School) in combination with a grade 6 to 8 school (Perquimans Middle School) within one building. When you combine schools, you will receive the highest grant amount. The schools will be separate but they will be housed under the same structure. The grant application is due on March 15, 2022 with an award announcement date scheduled by April 12, 2022.

Although the School System has not had the opportunity to gather details with regard to new construction, they probably will not do that until they receive the grant funds. Then, they would partner with the County. She further explained that the opportunity to receive a \$40 million grant to construct a new facility with no county match requirement is an opportunity that does not come along very often.

Tonight, she is asking for the support of the Board of County Commissioners in applying for the needs based public schools capital fund grant and, if the funds are received, the Perquimans County School System will work with the County Commissioners to construct this facility.

Chairman Nelson asked if there were any questions or comments. The following questions and/or comments were made:

- **Chairman Nelson:** Mr. Nelson asked if the Board of Education had approved the application. Ms. Turner stated that they had unanimously approved the application.
- **Commissioner Jones:** Mr. Jones asked if the county has applied for a grant in the last three years. Ms. Turner said that we have not. She further added that we fluctuate between Tier 1 and Tier 2. She believes that we are a Tier 2 county now.
- **County Manager Heath:** Mr. Heath asked how much state grant funding was available. Ms. Turner stated that it is \$395 million this year but she understands that it will be offered again next year but she does not know the amount for that grant yet. If the School System does not get the grant this year, they are planning on applying again next year. Mr. Heath said that he recommends that they keep the total project within the \$40,000,000.

Chairman Nelson asked if there were any further questions or comments. There being none, he asked for a motion. Charles Woodard made a motion to support the application for \$40,000,000. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

The following commissioners' concerns or committee reports were made:

- **Chairman Nelson:** Mr. Nelson explained that he had received a phone call regarding a Resolution for catch quotas for Striped Bass. A copy of Dare County's resolution was placed at your seats tonight. Mr. Nelson further explained that they are asking the counties around the sounds to ask the NC Department of Marine Fisheries to revisit the numbers. After some discussion, Mr. Nelson asked if the Board wanted to move forward or take no action on the matter. He said that they were meeting the end of the month to make a decision. It was the consensus of the Board to table the matter until the Special Called Meeting on March 21, 2022.
- **Commissioner Jones:** Mr. Jones asked Mr. Heath if the Special Called Meeting on March 21, 2022 was to find a replacement for Commissioner Alan Lannon who resigned on February 21, 2022. Mr. Heath and Mr. Nelson stated that it was. A question was asked if we had received any letters of intent. Mr. Heath said that they had received one but have received several phone calls about it.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- **Cooperative Extension Director:** Mr. Heath reported that he had received a copy of a letter from Art Bradley welcoming Jared Harrell as the new Perquimans County Cooperative Extension Director. Mr. Heath thanked Ms. Moore for serving as the Interim Director since Jewel Winslow retired in August, 2021. Mr. Harrell is scheduled to come to the April meeting to greet the Board and give an update on Extension Department.
- **Perquimans County High School Baseball Team:** Mr. Heath informed the Board that the championship rings were presented to the Perquimans County High School Baseball Team last week. The Board contributed to the purchase of these rings and the School System, coaches, and team members thanked the Board for their support.
- **Arnold White:** Mr. Heath reported that Arnold White retired from the Water Department on March 1, 2022 after 30 years of service. Mr. Heath showed a picture of Mr. White receiving his plaque at his retirement party on February 24, 2022.
- **Hertford American Legion Post #126:** American Legion Post #126 will be hosting a Commemoration post open house marking the 50<sup>th</sup> anniversary ending of the Vietnam War and to honor the service of all Vietnam War veterans. The event will occur on March 26, 2022 from 12:00 noon to 3:00 p.m. at the American Legion Post 126 Hall located at 111 West Academy Street in Hertford. The Board is invited to attend. Invitations were placed at their seats tonight.

**REQUEST FOR DEPUTY DIRECTOR OF ELECTIONS**

Chairman Nelson recognized Kathy Treiber who gave a brief overview of their request at the February 7, 2022 meeting. They are requesting a new position entitled Deputy Director of Elections to begin working on April 1, 2022. This employee will work as the Deputy Director until August 1, 2022 when he/she will become Director of Elections and Ms. Treiber will become the Deputy Director until her retirement on November 1, 2022. As reported last month, the funds to cover the new position has been pulled from other areas of the budget so there will be no additional funds needed for this fiscal year. However, for the next fiscal year, they would need to appropriate the funds for future fiscal years. On motion made by Joseph W. Hoffer, seconded by T. Kyle Jones, the Board unanimously approved the new position of Deputy Director.

**PLANNING ITEM: PRELIMINARY PLAT REVIEW OF ALBEMARLE PRESERVE – PHASE 1A**

Chairman Nelson recognized Rhonda Repanshek, County Planner, who provided the following summary of this request:

Thank you Chairman Nelson. Albemarle Preserve is the new name for the 1500 acre Planned Unit Development, now known as a Conditional Zone District, that was rezoned in 2019 and stretches from Albemarle Plantation, goes across Holiday Island Rd. and Harvey Point Rd. all the way to the Perquimans River.

Preliminary plat review of Albemarle Preserve phase 1A is an administrative decision that does not require a public hearing. NC General Statutes Chapter 160D-801 states that decisions on approval or denial of preliminary plats may be made only on the basis of standards explicitly set forth in the subdivision ordinance.

This preliminary plat is for the first 46 lots of the Conditional Zone. As noted on the plat cover sheet, total area of lots is 66.28 acres, common space is approximately 60 acres, and right-of-way is 7½ acres. Only residential housing is proposed for this phase.

Subdivision Regulation Sections 305.1 and 306.7 are two checklists outlining what is required in a preliminary plat and they are in tonight's meeting packet. Conditions for this Conditional Zone recorded in Deed Book 494, page 775 lists several other items to be completed prior to Preliminary Plat approval. Board members should use the two checklists and conditions to determine plat approval.

Per section 305.4 "A preliminary plan of subdivision must not be approved unless the Board of Commissioners determine that the proposed subdivision will not exceed the county's ability to provide adequate public facilities..." And section 701, which requires a water access lot, is satisfied by a lot east of lot number 33 which has an upland entrance off a half cul-de-sac with the remainder of the lot being wetland swamp available for a boardwalk.

Technical Review Committee comments are in the staff report for your reading pleasure. Ms. Repanshek is only pointing out two; our Water Dept. Director questioned some numbers in the potable water line data and our District Soil and Water Technician stressed the importance of DOT maintaining the culvert that goes under Harvey Point Road because it drains a big portion of what is going to be developed.

**Analyzing this against the recorded Conditions:**

**Condition A7** discusses setbacks. There are two different sets of setbacks; waterfront lots get smaller setbacks due to their narrow lot widths.

**Condition D1** states that a Traffic Impact Analysis (TIA) shall be reviewed by NCDOT and a report provided for County Commissioners prior to preliminary plat. Planning staff is still waiting for NCDOT comments on ANY of the phase 2's 1500-acre development proposal. The applicant and myself have both reached out to NC DOT and received no response back.



Condition E2) is about water hydrants. They appear to be properly spaced.

Condition F1) states, "Prior to approval of a Preliminary Plat, the Developer shall obtain County Attorney approval of the Articles of Incorporation for the Property Owners Association or Homeowners Association and Restrictive Covenants for Albemarle Plantation Phase 2 PUD. There were two things the document needed to include. This document was not available at the time of the Planning Board meeting, but it was supplied in a timely manner afterward and our County Attorney had adequate time to review it and approve its wording.

Condition F2) states that accompanying an application for Preliminary Plat approval, the Developer shall make a payment to the County to allow the County to retain engineering services to review the adequacy of plans and installation of water and wastewater systems, roads, stormwater drainage, etc. No fees were charged because there is so very little to review.

Section 306.7 preliminary plat checklists items, which are not present, are as follows:

- > Street names which can be remedied in a ½ hour of research for suggested names
- > With regard to the balance of these items, the Board will need to ask the applicant for answers to these items:
  - Plans for utility layouts including sanitary sewers or sewerage disposal systems, water distribution lines and electric service
  - Letter of tentative approval of water supply and sewage disposal plans by appropriate county and state authorities
  - Letter of applicability of a Stormwater Drainage Plan from NC DEQ
  - Certificate of approval from NCDOT as to proposed roadway alignment and construction
  - Letter from NC DEQ Division of Energy, Mineral and Land Resources approving the Sedimentation and Erosion Control Plan
- > County Subdivision Regulations section 108 requires proposed subdivisions to comply with the locally adopted Land Use Plan and if you read the CAMA Land Use Compatibility Policies then #2 states that, the County shall review the Land Suitability Analysis map as a source of information for determining the general suitability of land for the proposed development. Staff referenced the Map (Exhibit VII-C, p. VII-3) and found that most of proposed phase 1A is in a 'moderate suitability for development' area, but the east side is in a 'low suitability for development' area most likely due to poor soils.
- > Land Use Compatibility Policies #3, 1) and 32 encourage cluster type residential subdivision development, planned unit developments in harmony with adjoining land uses, and subdivisions with lots fronting on internal streets as opposed to lots with State road frontage.

#### Recommendations:

Planning Board unanimously approved the plat with two conditions. The first condition was that our County Attorney would have 3 weeks prior to the Commissioners' meeting to review all documents relating to Restrictive Covenants and the Articles of Incorporation for the Property Owners Association. County Attorney High has accomplished this condition. The second condition was to recommend that, to completely satisfy the Subdivision Regulation section 701 requirement for a Water Access Lot, the applicant should actually construct a boardwalk prior to the first issuance of a zoning permit for a principal residential structure.

The reasoning behind the second condition is because the Planning Board's interpretation of section 701 wording was that reserving a parcel of swamp land is not the same as reserving water access to the residents. They felt that the boardwalk would need to be installed and fully useable to be considered as reserving water access for landowners of interior lots. Originally they wanted that condition prior to final plat approval but that would mean a boardwalk would require a Major CAMA permit which takes many months, but if you wait until *after* final plat approval then a boardwalk would only require a Minor CAMA permit which can be obtained within a month.

Which leads to the consideration that this is a review of the *preliminary* plat, so if you were considering the boardwalk condition after final plat then you have the option to think about it until a final plat comes to the Board and put it as a condition on final plat approval at that time.

The applicant, Mr. Bobby Masters and their engineer Mr. Dave Klebitz from Bissett Professional Group are here to offer explanations and answer questions. Woody Perry is also in attendance tonight.

After completing her presentation, Ms. Repanshek asked the Board if they had any questions or comments. The following questions and/or comments were made:

- > Commissioner Jones: Mr. Jones asked about the items that were not met yet. How does this relate to tonight's action? Ms. Repanshek said that the preliminary plat that the Board is considering tonight may not have all the conditions but the Planning Board will be considering them tomorrow night at their meeting. She said that the engineer could explain it better.
- > Chairman Nelson: Mr. Nelson asked where the lot they are talking about is located. Ms. Repanshek showed where the lot is located on the map that was on the television screen.
- > Commissioner Hoffer: Mr. Hoffer asked if they were going to keep the name Albemarle Preserve. The applicant stated that it was going to remain Albemarle Preserve.
- > County Manager Heath: Mr. Heath asked about the water department concerns and if they had been resolved yet. Mr. Klebitz stated that they had not but he was going to explain things further.

Mr. Klebitz explained each of the above conditions and what they are doing to correct them. The items covered were: storm water, sewer, water, and erosion. There being no further comments or questions, Chairman Nelson asked for a motion. T. Kyle Jones made a motion to approve the Preliminary Plat Phase A1 of Albemarle Preserve with the conditions mentioned above and to approve its consistency with the County CAMA Land Use Plan. Fondella A. Leigh seconded the motion and the Board unanimously approved the motion.

#### PERQUIMANS COUNTY DIGITAL INCLUSION PLAN

County Manager Heath explained that a copy of the Perquimans County Digital Inclusion Plan was included in their Agenda Packets. This document was formulated by the County and is suggested for many broadband grants. He reviewed the following goals:

- > Goal 1. Improve broadband connectivity and access throughout the county.
- > Goal 2. Improve digital literacy skills among various communities in the county.
- > Goal 3. Integrate digital inclusion strategies into community and economic development efforts.

Mr. Heath recommends the approval of this document. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved the Perquimans County Digital Inclusion Plan.

#### CENTURYLINK MOU-GREAT GRANT

County Manager Heath presented the Memorandum of Understanding for CenturyLink who made a presentation at their February 21, 2022 Work Session to partner with the County to apply for the GREAT Grant to extend broadband services throughout the County. He recommends approval of this Memorandum of Understanding. On motion made by Joseph W. Hoffer, seconded by T. Kyle Jones, the Board unanimously approved the following CenturyLink Memorandum of Understanding for the GREAT Grant:

#### MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding ("MOU") are Perquimans County, North Carolina ("Perquimans County") and Connect Holding II, LLC d/b/a Brightspeed ("Brightspeed"). The purpose of this MOU is to establish a commitment by the parties to partner in the North Carolina Growing Rural Economies with Access to Technology ("GREAT") program established by the North Carolina Broadband Infrastructure Office ("Broadband Office"). Although a partnership

between Perquimans County and Brightspeed has not yet been formalized for Brightspeed -- Perquimans County Fiber Project ("Project"), which Project is described more specifically below, both parties are anticipating to collaborate on a contract ("Contract") to be executed if the Broadband Office awards a GREAT Grant to Brightspeed for the project during the supplemental round of applications due on April 4, 2022. The Contract would require Brightspeed to complete the Project and would require Perquimans County to pay Brightspeed a portion of the costs associated with the Project. Neither party would be under any obligation to the other: (1) if Brightspeed is not awarded the Project by the Broadband Office; or (2) if, in Brightspeed's sole discretion, Brightspeed chooses not to submit an application to the Broadband Office for the Project; or (3) if the change in control of the holding company ownership of Brightspeed to Connect Holding, LLC, expected to close in the third quarter of 2022, fails to close. The various obligations in the Contract contemplated by the parties are summarized below:

If Brightspeed is awarded the Project by the Broadband Office, Brightspeed would commit to:

- a. Execute a five-year service agreement with the Broadband Office for the Project, which will deploy fiber-to-the-home service to approximately 2,648 locations with a total Project cost of approximately \$7,130,000;
- b. Draft and submit to Perquimans a draft Contract once advised by the Broadband Office of a successful application and anticipated award.
- c. Execute a Contract with Perquimans County to formalize a partnership whereby Brightspeed, under the ownership of Connect Holding, LLC will complete the Project and Perquimans County will pay a portion of the Project costs as described below and in the Contract;
- d. Complete all Grant Activities to be described in the Contract;
- e. Provide a copy of any required Progress Report to Perquimans County on the status of the Project;
- f. Notify Perquimans County if assistance is needed with the project;
- g. Submit requests for payment Perquimans County when the Project is completed, or earlier at the request of Perquimans County;
- h. Complete all Project work within the required timeframe;
- i. Provide Perquimans County information on the locations where broadband had been enabled as part of the Project;
- j. Prepare and execute any required nondisclosure agreements related to the Project; and
- k. Include this MOU in its application to the Broadband Office for the Project.

Perquimans County would commit to:

- a. Execute a Contract with Brightspeed, if Brightspeed is awarded the Project by the Broadband Office. The Contract will formalize a partnership whereby Brightspeed will complete the Project and Perquimans County will remit \$250,000 to Brightspeed at the conclusion, as addressed in this MOU and the Contract;
- b. Include, as part of the remittance of the \$250,000, any American Rescue Plan Act ("ARPA") funding;
- c. Obtain all necessary approvals to enter the Contract and remit \$250,000 to Brightspeed at the conclusion of the Project;
- d. Process requests for payment for the Project pursuant to the Contract in a timely manner;
- e. Provide assistance with the Project in accordance with the Contract within the scope of Perquimans County's authority;
- f. Execute any necessary non-disclosure agreement related to the Project;
- g. Provide information about the Project on the Perquimans County Broadband Initiative website;
- h. Assist in publicizing the Project to Perquimans County residents; and
- i. Allow Brightspeed to include this MOU in its application to the Broadband Office for the Project.

Connect Holding II, LLC d/b/a Brightspeed

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PERQUIMANS COUNTY

Name (printed): Wallace E. Nelson

Title: Chairman

Signature: \_\_\_\_\_

Date: March 7, 2022

**HERTFORD GRANT MATCH REQUEST**

Chairman Nelson explained that at the February 21, 2022 meeting, the Town of Hertford presented a request for \$60,000, which is one-half of the matching funds for their grant. Mr. Nelson asked Ashley Hodges, Hertford Mayor Pro Tem, to give a brief review of their request. After his presentation, Mr. Nelson asked if there were any questions or comments from the Board. County Manager Heath stated that, should the Board decide to approve their request, the motion should state that they approve to provide up to \$60,000 and to approve Budget Amendment No. 30 to cover this match out of their Fund Balance line item. There being no further questions or comments, Fondella A. Leigh made a motion to provide one-half of the matching funds in the amount of \$60,000 and to approve the following Budget Amendment No. 30 taking the funds from our Fund Balance. The motion was seconded by Joseph W. Hoffler. Chairman Nelson asked if there was any further questions or discussions. Commissioner Jones stated that he seems to remember that, should this request gets approved tonight, the Town of Hertford would be coming back to request more matching funds. Mr. Hodges asked Mr. Jones if this was in terms of the drawing phase. Mr. Jones said that was correct. County Manager Heath stated that, at the March 7, 2022 meeting, he asked the question that, after they get all the drawings done and the engineering done, and they begin the construction phase, would they come back to ask for additional matching funds for the construction phase. Mr. Hodges stated that the Town of Hertford would do whatever they could to raise the funds to cover the match at that point. There being no further questions or discussion, Chairman Nelson called for a vote. The motion was approved by a vote of five (4) to one (1) with Commissioner Jones voting against the motion.

**BUDGET AMENDMENT NO. 30  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	60,000	
10-690-982	Waterfront Grant Match - Hertford	60,000	
EXPLANATION: To amend FY 21/22 budget to include a grant match for the Waterfront Project - Town of Hertford as approved at the 3/7/2022 BOC meeting.			

**DOCUMENTATION FOR RECREATION PARTF GRANT**

At their February 7, 2022 meeting, County Manager Heath reported that the Recreation Department had received the Recreation PARTF Grant in the amount of \$65,600 to building tennis court at the Recreation Center. This month, we received the documentation that we need to sign to accept the funds. On motion made by Charles Woodard, seconded by Fondella A. Leigh, the Board unanimously authorized the Chairman to sign this documentation.

**PUBLIC COMMENTS**

The following public comment was made:

- **Pete Perry:** Mr. Perry said that he had no comments since the Board had already taken action on the matter he was going to talk about.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 9:06 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffer.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

\*\*\*\*\*  
**SPECIAL CALLED MEETING**  
March 21, 2022  
7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, March 21, 2022, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman  
Joseph W. Hoffer  
Charles Woodard  
Fondella A. Leigh, Vice Chair  
Kyle Jones

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager  
Mary Hunnicutt, Clerk to the Board

Chairman Nelson called the meeting to order. Commissioner Hoffer gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting was to find a replacement for Commissioner Alan Lennon who resigned on February 21, 2022 due to his relocation out of state.

**AGENDA**

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Fondella A. Leigh made a motion to approve the Agenda. The motion was seconded by Charles Woodard and unanimously approved by the Board.

**ALAN LENNON'S REPLACEMENT ON BOARD OF COMMISSIONERS**

Chairman Nelson explained that Mr. Lennon resigned from the Board of Commissioners due to his relocation out of state. Mr. Nelson gave a brief description of what transpired since his resignation and asked County Manager Heath to explain the process that we have done to locate a replacement for Mr. Lennon. Mr. Heath stated that, per NC General Statutes, we have 60 days to replace Mr. Lennon and the individual that replaces him would need to be from the Libertarian Party since that was what Mr. Lennon ran under at the last election. Since there were no formal Libertarian Party Committee, the County needed to advertise for interested Libertarians to forward their letters of intent. We advertised in The Perquimans Weekly, the County Website, and on the County Facebook page. We received two letters of intent. One from Thelma Finch-Copeland and one from Christopher Richardson. Chairman Nelson opened the meeting for discussion on how they wanted to proceed with the appointment. All the Commissioners wanted to take action on the appointment tonight and have the individual sworn in at our April 4, 2022 meeting. The following comments were made:

- > **Commissioner Leigh:** Ms. Leigh commended both of these individuals for their interest in serving. She then made a motion to appoint Thelma Finch-Copeland as the replacement for Alan Lennon. Commissioner Jones seconded her motion.
- > **Commissioner Jones:** Mr. Jones commended Mr. Richardson for his interest in serving as a Commissioner and he had a great resume. He further stated that he has personally known Ms. Finch and knows that she demonstrates integrity in anything that she does.
- > **Commissioner Hoffer:** Mr. Hoffer agreed with Ms. Leigh and Mr. Jones
- > **Chairman Nelson:** Mr. Nelson said that he knew her through the School Board and has no problem with her appointment. He further stated that Mr. Richardson's resume was very good.

There being no further comments, the Board unanimously approved the appointment of Thelma Finch-Copeland to complete Commissioner Lennon's term which expires on December 1, 2022.

**PARTNERSHIP AGREEMENT WITH ATLANTIC TELEPHONE MEMBERSHIP CORPORATION**

Chairman Nelson asked County Manager Heath to present this to the Board. Mr. Heath explained that this was the third and possible last agreement we will have to be able to get broadband services through Perquimans County as was explained to the Board at previous meetings. We have already signed an agreement with CenturyLink and with Inteliport. He recommends approval. T. Kyle Jones made a motion to approve the Memorandum of Agreement with Atlantic Telephone Membership Corporation. The motion was seconded by Charles Woodard. Chairman Nelson asked if there were any questions or discussion on the motion. Commissioner Woodard asked if we needed to endorse all three. Mr. Heath stated that we would. He further stated that the State of North Carolina will decide on the grantee for the GREAT Grant. Chairman Nelson asked when awarded, would there be another document that would list their process and procedures. Mr. Heath said that there would not be any other documentation. There being no further questions or discussion, the Board unanimously approved the following Partnership Agreement:

STATE OF NORTH CAROLINA )  
 )  
 ) PARTNERSHIP AGREEMENT  
 )

THIS AGREEMENT, entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2022, among Atlantic Telephone Membership Corporation (dba. FOCUS Broadband), a nonprofit entity, located at 640 Whiteville Road, Shalotte, North Carolina 28459 and Perquimans County, a political subdivision of North Carolina, whose principal address is located at 128 N. Church Street, Hertford, NC 27944; with each of the parties acting by and through its authorized representatives and in accordance therewith, the parties acknowledge, recite, and agree as follows:

RECITALS:

1. The purpose and spirit of this Agreement is to facilitate the engineering, construction, and installation of high-speed broadband facilities and opportunities within Perquimans County. It is the intent and purpose of entering into this Agreement to provide, promote, construct, engineer, and operate high speed broadband services within Perquimans County through the collaborative efforts, initiatives, and undertaking of each of the above-named entities.
2. It is understood and agreed that FOCUS Broadband shall design, engineer, construct and enter into the appropriate steps, initiatives, and applications with the appropriate state and federal regulatory agencies and facilitating partners including, but not limited to NC Great Grant for the service territories within Perquimans County North Carolina, and in accordance with the plans and purposes of FOCUS Broadband and Perquimans County Government, which shall be developed in a collaborative and cooperative manner.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, and purposes as above set forth, the parties hereto agree and acknowledge the following:

1. FOCUS Broadband will design and apply for a NC Great Grant for service territories within Perquimans County, North Carolina that are unserved. (An unserved area is defined as "being where inhabitants or businesses do not have access to high-speed broadband services.")
2. It is the objective, mission, and intent of this Agreement that FOCUS Broadband will endeavor to maximize the number of unserved addresses to be included in the grant application.
3. FOCUS Broadband shall cover all costs associated with the submission of the grant applications and will cover any additional costs beyond the grant application as may be necessary to provide services and fulfill the grant obligations.
4. As part of the Partnership Agreement, in the event a NC GREAT Grant is awarded to FOCUS Broadband through the NC GREAT Grant program, Perquimans County agrees to provide a project match up to \$250,000 in matching funding contributions with 100% of those funds coming from funds designated for broadband expansion and received by county through the American Rescue Plan Act (ARPA). For clarity, these funds are only obligated should FOCUS Broadband receive an award through the NC GREAT Grant program in the first round of the NC GREAT Grant program for 2022.
5. Perquimans County shall provide FOCUS Broadband with a Deed of Easement on county-owned land property at the water tower located at 2396 New Hope Road for the express purposes of constructing and maintain a fiber optic switching office, otherwise known as an OLT (Optical Line Termination site to be used to facilitate the expansion of broadband internet services in Perquimans County the purposes of meeting the intent and mission of this Agreement.
6. It is further agreed that the intent and purpose of this Agreement is for the sole purpose of enabling broadband access in unserved and underserved areas wherein inhabitants or businesses do not have access to high-speed broadband services as of the date of this Agreement. It is acknowledged and agreed that upon the energizing and ability to deploy and maintain high speed broadband services, that FOCUS Broadband shall assume and remain the sole operating business entity of the high-speed broadband services within the above-identified parcel identified in Item 5, and nothing in this Agreement shall constitute a joint operating agreement in terms of costs or revenue starting upon completion of this project.
7. FOCUS Broadband shall comply with all safety and federal, state, and local construction requirements applicable to the installation, deployment, and rendition of high-speed broadband services.
8. Each party will hold the other harmless from any and all claims, including costs, expenses, and damages which may occur as a result of any action, activity, negligence, and/or conduct committed by its employees arising from any third party out of the rendition of high-speed broadband services.
9. This Agreement shall be construed in accordance with the laws of the State of North Carolina and shall be binding upon the parties hereto.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, the day and year first written above.

\_\_\_\_\_(SEAL)  
 Michael K. Holden  
 CEO/General Manager  
 Atlantic Telephone Membership Corp.  
 640 Whiteville Road  
 Shallotte, North Carolina 28459

\_\_\_\_\_(SEAL)  
 Wallace Nelson  
 Chairman  
 Perquimans County Commissioners  
 128 N. Church Street  
 Hertford, NC 27944

COUNTY MANAGER UPDATE

County Manager Heath explained that he had forwarded a copy of a proposed Budget Meeting Schedule to the Commissioners and asked the Board to review. Thus far, there was only one change and that was to change the May 12<sup>th</sup> meeting to May 11<sup>th</sup> since Chairman Nelson could not attend. It was the consensus of the Board to approve the list as presented. The final list will be e-mailed to the Commissioners.

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:20 p.m. on motion made by Joseph W. Hoffer, seconded by Charles Woodard.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

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WORK SESSION  
March 21, 2022  
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on March 21, 2022 was cancelled.

\*\*\*\*\*

March 30, 2022

**Tax Refunds: (Perquimans County)**

Matthew Kenneth Price                      \$119.83  
Sold vehicle; 11-month refund  
Account#: 63550116

**Tax Releases: (Perquimans County)**

New Beginnings Church                      \$3084.09  
Church should have been exempt property.  
Account#: 265573  
Year: 2021

New Beginnings Church                      \$3241.67  
Church should have been exempt property.  
Account#: 265573  
Year: 2020

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 21, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kristin Lassiter  
POSITION: Income Maintenance Supervisor II

SOC.: SEC. NO.:  
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: April 1, 2022

GRADE: 67 STEP: 3 SALARY: \$ 40,864.00

Ms. Lassiter has been promoted from the Lead Worker in the Food & Nutrition, Energy, Program Integrity Unit to the Supervisor of those programs.

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date  
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)  
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan M Chamey

Frank Heath

DATE: March 21, 2022

DATE: 3/22/22

FINANCE OFFICER

DATE: \_\_\_\_\_

COPY

PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
P.O. BOX 107  
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD  
Terissa J. Blanchard, Chair  
Brenda Dillard  
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR  
Susan M. Chaney

MEMORANDUM

Date: March 21, 2022

To: Frank Heath, County Manager  
~~Tracy Mathews, County Finance~~  
Mary Hunnicutt, Clerk to the Board  
Casey Winn, Human Resources

From: Susan Chaney, Social Services Director *Susan Chaney*

Subject: Employee Promotion

I am pleased to announce that Kristin Lassiter has been promoted to Income Maintenance Supervisor II in the Food & Nutrition, Energy Programs, and Program Integrity unit with the Perquimans County Department of Social Services. She is classified as Grade 67; Step 3 with a salary of \$ 40,864.00 and this is effective April 1, 2022.

If you have any questions, please do not hesitate to contact me at 426-7373, ext. 128.

**Perquimans County's Vision**

To be a community of opportunity in which to live, learn, work, prosper and play.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 16, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rebecca T. Corprew  
POSITION: Administrative Officer I

SOC.: SEC. NO.:  
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: April 1, 2022

GRADE: 67                      STEP: 10                      SALARY: \$ 48,488.00

ENDING DATE OF PROBATIONARY PERIOD:  
CURRENT: GRADE:              STEP:              SALARY:

JOB PERFORMANCE EVALUATION

YEAR    1    2    3    4    (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

<sup>Date</sup>  
GRADE:    STEP:    SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR    2    3    4)  
GRADE:              STEP:              SALARY: \$

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date:              GRADE:              STEP:              SALARY: \$

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

Susan Chaney

DATE: March 16, 2022

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 3/21/22

FINANCE OFFICER

DATE:

COPY



PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107  
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair  
Brenda Dillard  
Charles Woodard

252-426-7373 -- FAX 426-1240

DIRECTOR

Susan M. Chaney

MEMORANDUM

Date: March 16, 2022

To: Frank Heath, County Manager  
Tracy Mathews, County Finance  
Mary Hunnicutt, Clerk to the Board  
Casey Winn, Human Resources

From: Susan Chaney, Social Services Director

*Susan Chaney*

Subject: Change in Employee Position

Perquimans County Department of Social Services has offered the position of Administrative Officer I to Rebecca Corprew and she has accepted. Ms. Corprew's position is a Grade 67 and she will be a Step 10 with an annual salary of \$ 48,488.00. She will begin her new position with the Department on April 1, 2022.

If you have any questions, please do not hesitate to contact me at 426-7373, ext. 128.

**Perquimans County's Vision**

To be a community of opportunity in which to live, learn, work, prosper and play.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/28/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jovan Ward  
POSITION: Income Maintenance Caseworker III  
(Lead Worker)  
EMPLOYEE EFFECTIVE DATE: April 1, 2022

SOC.: SEC. NO.:  
DEPT.: Social Services

GRADE: 65                      STEP: 5                      SALARY: \$ 39,293.00

Ms. Ward has been promoted from a Caseworker in the Food & Nutrition, Energy, Program Integrity Unit to the Lead Worker of those programs.

ENDING DATE OF PROBATIONARY PERIOD:  
CURRENT: GRADE:              STEP:              SALARY:

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date  
GRADE:              STEP:              SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
RAISE. (YEAR      2      3      4)  
GRADE:              STEP:              SALARY: \$

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:  
Date:              GRADE:              STEP:              SALARY: \$

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

Suzan Cheney

DATE: March 28, 2022

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 3/28/22

FINANCE OFFICER

DATE: \_\_\_\_\_

COPY

PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
P.O. BOX 107  
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD  
Terissa J. Blanchard, Chair  
Brenda Dillard  
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR  
Susan M. Chaney

MEMORANDUM

Date: March 28, 2022

To: Frank Heath, County Manager  
~~Tracy Mathews, County Finance~~  
Mary Hunnicutt, Clerk to the Board  
Casey Winn, Human Resources

From: Susan Chaney, Social Services Director *Susan Chaney*

Subject: Employee Promotion

I am pleased to announce that Jovan Ward has been promoted to Income Maintenance Caseworker III (Lead Worker) in the Food & Nutrition, Energy Programs, and Program Integrity unit with the Perquimans County Department of Social Services. She is classified as Grade 65; Step 5 with a salary of \$ 39,293.00 and this is effective April 1, 2022.

If you have any questions, please do not hesitate to contact me at 426-7373, ext. 128.

**Perquimans County's Vision**

To be a community of opportunity in which to live, learn, work, prosper and play.



# PERQUIMANS COUNTY

## BOARD OF COMMISSIONERS

P.O. BOX 45  
 HERTFORD, NORTH CAROLINA 27944  
 TELEPHONE: 1-252-426-7550

WALLACE E. NELSON  
 CHAIRMAN  
 FONDELLA A. LEIGH  
 VICE CHAIR  
 JOSEPH W. HOFFLER  
 T. KYLE JONES  
 ALAN LENNON  
 CHARLES WOODARD  
 W. HACKNEY HIGH, JR.  
 COUNTY ATTORNEY

MARY P. HUNNICUTT  
 CLERK TO BOARD

W. FRANK HEATH, III  
 COUNTY MANAGER

### MEMORANDUM

**TO:** Tracy Mathews, Finance Officer  
 Mary Hunnicutt, Clerk to the Board

**FROM:** Frank Heath  
 Frank Heath, County Manager

**DATE:** March 24, 2022

**RE: FMLA LEAVE**

We have received a letter from Fantasia Corprew, Certified Telecommunicator, requesting Family Medical Leave for approximately six to eight (6-8) working weeks beginning April 13, 2022. This request has been approved by her supervisor, Jonathan Nixon. I have determined that Ms. Corprew is eligible for Family & Medical Leave as requested.

Therefore, I am notifying you that Ms. Corprew's request for Family Medical Leave will begin on April 13, 2022 and continue for six to eight (6-8) working days. The necessary paperwork has been forwarded to her and returned to us as requested.

If you have any questions, please contact me.

cc: Fantasia Corprew, Certified Telecommunicator  
 Jonathan Nixon, Director  
*Department of Emergency Services*

**Perquimans County's Vision:**

*To be a community of opportunity in which to live, learn, work, prosper and play.*



## PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-3306 Fax

Jonathan A. Nixon, Emergency Services Director

Mr. Alexander D. Zobel  
306 Mizzen Way  
Elizabeth City NC 27909

March 14, 2022

Mr. Zobel,

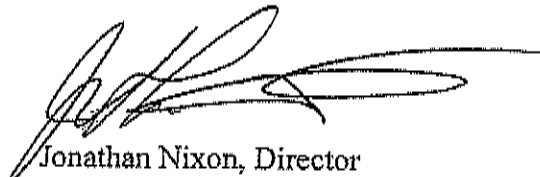
This letter is to inform you that according to employee expectations as outlined in Emergency Services SOG 001 you have not followed the following:

### Section 2. Scheduling

E. Part-time staff members are an integral and important component of the Perquimans EMS System. For this reason, the part-time staff is required to work a minimum of 6 shifts every 90 days. Some of these shifts can be substituted for volunteer work with the Perquimans Water Rescue Team or other volunteer opportunities as approved by the Emergency Services Director.

According to our records, you have not submitted any time for scheduling in our organization since January of 2022. Availability is due on the 5<sup>th</sup> of each month for the upcoming month, since you have failed to communicate with us regarding your intentions, we are removing you from Perquimans EMS System Roster. Your past service to the community is appreciated however, you are no longer affiliated with Perquimans County Emergency Services and all uniform items along with the key fob should be returned immediately.

Regards,



Jonathan Nixon, Director  
Perquimans Emergency Services

- c. Frank Heath, County Manager  
EMS Shift Supervisors/Compliance Officer  
Mary Hunnicutt, Human Resources

To: Sheriff Shelby White


From: Sharon Goodwin

Date: March 30, 2022

Re: Letter Of Resignation

With the deepest regards, this letter is to inform you I will be resigning from Perquimans Sheriff Office as an Administrative Assistant. It has been nothing, but an honor and privilege to have worked with such a wonderful group of people.

Please accept this resignation, with an effective date of April 14, 2022 at 5:00pm.

Sincerely,  
  
Sharon Goodwin

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 17, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Caitlyn Gardner  
POSITION: Income Maintenance Caseworker II

SOC.: SEC. NO.:  
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE:                      STEP:                      SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:              STEP:              SALARY:

JOB PERFORMANCE EVALUATION

YEAR    1    2    3    4    (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date  
GRADE:    STEP:    SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR    2    3    4)  
GRADE:              STEP:              SALARY: \$

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: April 1, 2022    GRADE: 63    STEP: 3    SALARY: \$ 34,266.00

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

Suzanne M Chaney

DATE: March 17, 2022

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 3/21/22

FINANCE OFFICER

DATE:

COPY

PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
P.O. BOX 107  
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD  
Terissa J. Blanchard, Chair  
Brenda Dillard  
Charles Woodard

252-426-7373 -- FAX 426-1240

DIRECTOR  
Susan M. Chaney

MEMORANDUM

Date: March 17, 2022

To: Frank Heath, County Manager  
~~Tracy Mathews, County Finance~~  
Mary Hunnicutt, Clerk to the Board  
Casey Winn, Human Resources

From: Susan Chaney, Social Services Director

*Susan Chaney*

Subject: Employee Step Raise

I am recommending that Caitlyn Gardner be given a Step Raise bringing her to a Grade 63, Step 3 with a salary of \$ 34,266.00 effective April 1, 2022.

If you have any questions, please do not hesitate to contact me at 426-7373, ext. 128.

**Perquimans County's Vision**

To be a community of opportunity in which to live, learn, work, prosper and play.



EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/17/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Elena Howell  
POSITION: Processing Assistant V

SOC.: SEC. NO.:  
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE:                      STEP:                      SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:                      STEP:                      SALARY:

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date  
GRADE:      STEP:      SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR      2      3      4)  
GRADE:                      STEP:                      SALARY: \$

DATE OF EMPLOYEE RESIGNATION:

**XX**  RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: April 1, 2022      GRADE: 61      STEP: 2      SALARY: \$ 30,633.00

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Susan Chaney

Frank Heath

DATE: March 17, 2022

DATE: 3/21/22

FINANCE OFFICER

DATE: \_\_\_\_\_

**COPY**

PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107  
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD  
Terissa J. Blanchard, Chair  
Brenda Dillard  
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR  
Susan M. Chaney

MEMORANDUM

Date: March 17, 2022

To: Frank Heath, County Manager  
~~Tracy Mathews, County Finance~~  
Mary Hunnicutt, Clerk to the Board  
Casey Winn, Human Resources

From: Susan Chaney, Social Services Director

*Susan Chaney*

Subject: Employee Step Raise

I am recommending that Elena Howell be given a Step Raise bringing her to a Grade 61, Step 2 with a salary of \$ 30,633.00 effective April 1, 2022.

If you have any questions, please do not hesitate to contact me at 426-7373, ext. 128.

**Perquimans County's Vision**

To be a community of opportunity in which to live, learn, work, prosper and play.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/21/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cody Chappell

SOC. SEC. NO.: \_\_\_\_\_

POSITION: EMS Full-Time Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR      2      3      4)  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

**X** 4/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 68 STEP: 3 SALARY: \$20.53 per Hour

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION  
[Signature]  
DATE: 3/2/22

COUNTY MANAGER APPROVAL  
[Signature]  
DATE: 3/21/22

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/22/2022

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Jessica Houdek

SOC. SEC. NO.: \_\_\_\_\_

POSITION: EMS Part-Time, Paramedic

RESCUE: \_\_\_\_\_

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE:     STEP:     SALARY:     \$ per hour

*Complete following information only if for new employee.*

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_


**X** 4/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO  
Date CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~

GRADE: 68 STEP: 2 SALARY: \$20.04 Per Hour

\*\*\*\*\*

EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL

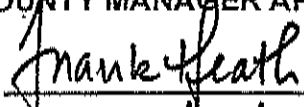
RESCUE SQUAD RECOMMENDATION

  
DATE: 3/22/22

\_\_\_\_\_  
DATE: \_\_\_\_\_

COUNTY MANAGER APPROVAL

FINANCE OFFICER

  
DATE: 3/22/22

\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 31**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF APRIL, 2022, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	5,000	
10-610-202	DSS - Low Income Water Assistance	5,000	
<b>EXPLANATION:</b> To amend FY 21/22 budget to include additional funding for LIHWAP as awarded by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 4th DAY OF APRIL, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF APRIL, 2022.

\_\_\_\_\_  
Chairman, Board of Commissioners

\_\_\_\_\_  
Finance Officer

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**COUNTY CONSTRUCTION FUNDS**  
**NO. 32**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF APRIL, 2022, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-007	SCIF Basin Grant	4,000,000	
50-000-725	SCIF Basin Grant	4,000,000	
<b>EXPLANATION:</b> To amend FY 21/22 budget to include a SCIF Grant as awarded for the Basin Project.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 4th DAY OF APRIL, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF APRIL, 2022.

\_\_\_\_\_  
Chairman, Board of Commissioners

\_\_\_\_\_  
Finance Officer



March 18, 2022

CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Dear Commissioners,

The purpose of this correspondence is to inform you that, according to our records, **Ms. Deborah Pfennig's** appointment to the **Perquimans County Joint Community Advisory Committee (CAC)** is due to expired on March 31, 2022. During her year on the board, Ms. Pfennig has remained eager and willing to serve on this committee. Due to the pandemic and forced closure of Long- Term Care Facilites to the public, she has not been able to serve in her full capacity. Her knowledge and commitment to the CAC is invaluable. I am therefore, respectfully requesting that the Perquimans County Board of Commissioners re-appointment of Ms. Pfennig to the Perquimans County CAC for a three year term.

Please forward copies of the appointment to:  
 Albemarle Commission Area Agency on Aging  
 Attn: Jasmine Wilson  
 512 S Church Street  
 Hertford, NC 27944

If you have questions regarding this appointment, please feel free to contact me at (252) 426-8244 or [jwilson@accog.org](mailto:jwilson@accog.org). Thank you in advance for your consideration.

Sincerely,

Jasmine S. Wilson  
 Aging Program & Contract Specialist  
 CAC Program Assistant



March 18, 2022

CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Dear Commissioners,

The purpose of this correspondence is to inform you that, according to our records, **Ms. Anne White's** appointment to the **Perquimans County Joint Community Advisory Committee (CAC)** expired on July 6, 2020. During her year on the board, Ms. White has remained eager and willing to serve on this committee. Due to the pandemic and forced closure of Long- Term Care Facilities to the public, she has not been able to serve in her full capacity. Her knowledge and commitment to the CAC is invaluable. I am therefore, respectfully requesting that the Perquimans County Board of Commissioners re-appointment of Ms. White to the Perquimans County CAC for a three year term.

Please forward copies of the appointment to:  
 Albemarle Commission Area Agency on Aging  
 Attn: Jasmine Wilson  
 512 S Church Street  
 Hertford, NC 27944

If you have questions regarding this appointment, please feel free to contact me at (252) 426-8244 or [jwilson@accog.org](mailto:jwilson@accog.org). Thank you in advance for your consideration.

Sincerely,

Jasmine S. Wilson  
 Aging Program & Contract Specialist  
 CAC Program Assistant





DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 DIVISION OF AGING AND ADULT SERVICES  
 OFFICE OF THE STATE LONG-TERM CARE OMBUDSMAN

NOTIFICATION REQUESTING REMOVAL OF  
 COMMUNITY ADVISORY COMMITTEE MEMBER(S)

TO: Clerk/County Manager: Perquimans County  
 FROM: Brandi Jordan, Regional Ombudsman Region: B  
 Volunteer Name: Mary Corprew  
 Date: 10/19/2021  
 County Committee Assignment: Adult Care Home Nursing Home  Joint  
 Date of Appointment: Nov. 2018

Reason for Request

Volunteers are a vital part of the services that support older adults in your county. However, the volunteer indicated above has been de-designated by the Office of the State Long-Term Care Ombudsman and is no longer eligible for continued service for the following reason:

- Conflict of Interest
1. G.S. 131 E-128 (f) Nursing Home
  2. G.S. 131 D-31 (g) Adult Care Home
  3. 45 CFR §1324.21
- Failure to attend required on-going training or complete required orientation and training.
1. G.S. 131 E- 128 (g) Nursing Home
  2. G.S. 131 D- 31 (h) Adult Care Home
- Dates offered: \_\_\_\_\_
- Other (Non-attendance at quarterly meetings and facility visits)
1. As determined by the Long-Term Care Ombudsman Program Policies and Procedures
  2. As determined by the committee by-laws
  3. As determined by resignation of the member
  4. As determined by removal of designation by the Office of the State Long-Term Care Ombudsman
  5. Expiration of term
  6. Committee member is deceased

This is an official notification to the Board of Commissioners to remove named individual from service on the above-mentioned committee (HB 248, July 2017). Should you have any questions, please contact Brandi Jordan, Regional Ombudsman, 252-404-7086. Thank you in advance for your prompt attention to this matter.

Region R Long-Term Care Ombudsman Program  
Community Advisory Committee Update  
October 2021

Name Mary Carpenter County Perquimans

Address 101 River Dr.  
Hertford NC 27944

Mailing Address (if different) \_\_\_\_\_

Phone (please use best contact number) 252-339-2349

Email (only include if you check at least once weekly) \_\_\_\_\_

- Are you able to use Zoom or other virtual meeting rooms?  YES  NO
- Do you work or have other commitments that limit the time that you are available to meet during normal business hours?  YES  NO
- If so, please list other commitments (work, volunteer, personal, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you understand that it is a requirement of the Community Advisory Committee Program that volunteers must attend quarterly trainings?  YES  NO

Do you have any concerns regarding your ability to serve as a CAC volunteer? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The ACL has mandated changes to the CAC Program that will take effect on October 1, 2021. Please indicate that you have been informed of these changes by initialing here \_\_\_\_\_

Understanding that the changes to the program are federally mandated and will require an increase in the amount of training, continuing education and time that each CAC volunteer will have to invest, are you willing to remain a CAC volunteer or applicant with this program?  
 YES  NO  Other I feel my time and energy can best be used by visiting the residents on my own.

\_\_\_\_\_  
CAC Volunteer/Applicant Signature Date Oct. 14, 2021

**Re: Community Advisory Committee Reappointment**

Jasmine Wilson <jwilson@accog.org>

Fri 3/18/2022 2:59 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

3 attachments (619 KB)

D.Pfennig REAPPOINTMENT.pdf; A. White REAPPOINTMENT.pdf; Mary Corprew (Perquimans).pdf;

Good Afternoon Ms. Mary,

I have attached the reappointment letter for Deborah Pfennig and Anne White. I've also attached the Removal Notification for Mary Corprew.

As far as the vacancies, we are diligently working to re-establish the program to meet the Administration for Community Living's (ACL) guidelines. We are still taking applications but we cannot move forward with the training until the State Ombudsman's office approves it.

Please let me know if you need anything else! I hope you have a wonderful weekend!

Jasmine S. Wilson

Aging Program and Contracts Specialist &

Long Term Care Ombudsman CAC Program Assistant

[jwilson@accog.org](mailto:jwilson@accog.org)

Albemarle Commission Area Agency on Aging

512 South Church Street

Hertford, NC 27944

Direct Phone Line: (252)426-8244

Fax: (252)426-8482

[www.albemarlecommission.org](http://www.albemarlecommission.org)

*"The best way to find yourself is to lose yourself in the service of others" ~ Mahatma Gandhi*

**Re: Winfall Representative on Tourism Development Authority Board**

Valerie Jackson &lt;valeriejackson275@gmail.com&gt;

Wed 3/16/2022 11:33 AM

To: Mary Hunnicutt &lt;mhunnicuttt@perquimanscountync.gov&gt;

Cc: Fred Yates &lt;fred@inteliport.com&gt;; Stacey Layden &lt;tourismdirector@visitperquimans.com&gt;

Good morning, The new person to be serving will be Preston White, but have to be approved by council. He wanted to know what or when the meetings are? Please let me know. After approval I will send you a letter

Valerie

---

On Tue, Mar 15, 2022 at 5:10 PM Mary Hunnicutt <mhunnicuttt@perquimanscountync.gov> wrote:  
According to my schedule, Fred Yates' term on the above reference Authority expires on March 31, 2022. Is he still willing to continue to serve? If so, can you please have the Winfall Town Council approve his reappointment and send me a letter or e-mail that his reappointment has been approved for another 2-year term.

Thanks.

Mary P. Hunnicutt  
Clerk to the Board  
Perquimans County  
P.O. Box 45  
Hertford, NC 27944  
Phone: (252) 426-8484  
Fax: (252) 426-4034  
E-Mail: [mhunnicuttt@perquimanscountync.gov](mailto:mhunnicuttt@perquimanscountync.gov)

*Perquimans County's Vision:**To be a community of opportunity in which to live, learn, work, prosper and play.*

--  
Valerie J. Jackson  
Town Clerk  
Town of Winfall  
PO Box 275  
Winfall, NC 27985

Re: Senior Tarheel Delegate & Senior Tarheel Regional Legislature & Advisory Board

Laura Alvarico <lalvarico@accog.org>

Wed 3/16/2022 1:28 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Cc: Lee Gray <lgray@accog.org>; Darlene Harrell (STHL) <leneharrell@yahoo.com>

Mary,

Darlene will continue to serve in this capacity, representing the older adults in Perquimans County.

Thank you!

---

**From:** Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

**Sent:** Tuesday, March 15, 2022 5:07 PM

**To:** Laura Alvarico <lalvarico@accog.org>

**Subject:** Senior Tarheel Delegate & Senior Tarheel Regional Legislature & Advisory Board

According to my schedule, Darlene Harrell's term on the above reference Boards expires on March 31, 2022. Is she eligible to be reappointed and do you know if she is still willing to serve?

Thanks.

Mary P. Hunnicutt  
Clerk to the Board  
Perquimans County  
P.O. Box 45  
Hertford, NC 27944  
Phone: (252) 426-8484  
Fax: (252) 426-4034  
E-Mail: [mhunnicutt@perquimanscountync.gov](mailto:mhunnicutt@perquimanscountync.gov)

*Perquimans County's Vision:*

*To be a community of opportunity in which to live, learn, work, prosper and play.*



MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER



# PERQUIMANS COUNTY

## BOARD OF COMMISSIONERS

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 1-252-426-7550

WALLACE E. NELSON  
CHAIRMAN  
FONDELLA A. LEIGH  
VICE CHAIR  
JOSEPH W. HOFFLER  
T. KYLE JONES  
ALAN LENNON  
CHARLES WOODARD  
W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

### Older Americans Month 2022

#### A PROCLAMATION

Whereas, Perquimans County includes a growing number of older Americans who contribute their strength, wisdom, and experience to our community; and

Whereas, communities benefit when people of all ages, abilities, and backgrounds are welcomed, included, and supported; and

Whereas, Perquimans County recognizes our need to create a community that provides the services and supports older Americans need to thrive and live independently for as long as possible; and

Whereas, Perquimans County can work to build an even better community for our older residents by:

- Planning programs that encourage independence.
- Ensuring activities are responsive to individual needs and preferences.
- Increasing access to services that support aging in place.

Now, therefore, we of Perquimans County do hereby proclaim May 2022 to be Older Americans Month. We urge every resident to recognize the contributions of our older citizens, help to create an inclusive society, and join efforts to support older Americans' choices about how they age in their communities.

ADOPTED the 4<sup>th</sup> day of April, 2022.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTESTED:

Mary P. Hunnicutt, Clerk to the Board  
Perquimans County Board of Commissioners

SEAL

**Perquimans County's Vision:**

*To be a community of opportunity in which to live, learn, work, prosper and play.*

## Older American's Month

Lee Gray <lgray@accog.org>

Wed 3/23/2022 12:11 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Dear Ms. Hunnicutt,

Every May, the Administration for Community Living (ACL) leads the celebration of Older American's Month (OAM). This year's theme, *Age My Way*, focuses on how older adults can age in their communities, living independently for as long as possible and participating in ways they choose.

We ask that Perquimans County join us declaring May as Older American's Month in your county by approving the attached proclamation. Please let us know when it will be on the agenda so we can try to send a representative, if possible. We appreciate your continued support of older adults in your community and throughout the Albemarle Region. Please don't hesitate to contact Laura Alvarico, Director, if you have any questions at 252-404-7078.

After approved, please return a copy to Lee Gray at lgray@accog.org.

Thank you.

Mrs. Lee Gray  
Administrative Assistant  
Albemarle Commission Area Agency on Aging  
512 South Church St.  
Hertford, NC 27944  
(252) 404-7096



## Memorandum

**To:** Finance Directors and Human Resource Directors  
**From:** Joseph Walls & Todd Green  
**Date:** March 10, 2022  
**Subject:** GASB 73 Reporting for Special Separation Allowance

Cavanaugh Macdonald Consulting, LLC (CMC) is offering local governments the chance to have actuarial studies performed for the Special Separation Allowance for Law Enforcement Officers. The separation allowance is a locally administered benefit provided to certain law enforcement officers upon their departure from service.

CMC is a premier actuarial consulting firm founded solely for the purpose of providing actuarial services to state and local governments. CMC also performs the actuarial valuation for Other Postemployment Benefits (OPEB) in accordance with GASB 74 and 75. A separate data request is issued for OPEB valuations.

GASB Statement No. 73 establishes accounting and financial reporting requirements for pensions that are not within the scope of GASB 68. GASB 68 relates to pension plans that are administered through qualified trusts. **For most units, GASB 73 will apply to the Law Enforcement Officers' Special Separation Allowance (LEOSSA).** *If you currently administer the Special Separation Allowance for Law Enforcement Officers through a qualified trust, please contact Joseph Walls at CMC for the data request related to the preparation of the actuarial valuation report required under GASB Statement 68.*

The reporting date for GASB 73 will be June 30, 2022. The valuation date will be December 31, 2020 and the measurement date will be December 31, 2021. For measurement of the Total Pension Liability and Pension Expense, the December 31, 2020 accrued liability will be rolled forward to the measurement date of December 31, 2021 using standard roll-forward procedures. If alternative valuation or measurement dates are requested for GASB 73 reporting, additional fees will apply.

If your local government participated in the actuarial study in 2021, the retired participant data provided last year will be used for the Fiscal Year 2022 report. The active participant data is provided by the Local Government Employees Retirement System (LGERS). In addition, we are requesting information that will be necessary for Fiscal Year 2023 reporting. Additional information is provided on the following pages.





**NOTE:** You must complete the attached forms in order to participate, even if you participated in previous years. The cost to your local unit of government and the procedures you must follow are outlined below:

- 1) The base fee for all Units will be **\$550** per local unit, plus **\$3.95** per covered employee and retiree. If your local government offers the Separation Allowance benefit to any other employee groups (General Employees, Firefighters, etc.), a base fee of \$550 will apply to each additional employee group, plus \$3.95 per additional covered employee and retiree.
- 2) Units must return the 2022 Memorandum of Participation to Cavanaugh Macdonald Consulting, LLC indicating their desire to participate and the Data Collection Sheet **no later than May 15, 2022** to receive the pricing above. If the forms are received after May 15<sup>th</sup>, the reports will be completed as soon as possible following receipt of the required information. Additional fees may apply if the information is not received by the deadline.
- 3) Units are to receive copies of their actuarial reports by **July 31, 2022** provided the required information is received by the deadline above. Units will be billed directly by Cavanaugh Macdonald Consulting, LLC. **DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.**
- 4) Units may negotiate other services with Cavanaugh Macdonald Consulting, LLC outside the scope of the agreement. The hourly rates for consulting services range from \$140 to \$420.
- 5) Additional fees may apply if corrected data collection items are provided after the report is issued and/or time is accrued answering auditor questions.

**Note:** Unless Cavanaugh Macdonald Consulting, LLC has questions, you may not hear from them until you get your copy of the actuarial report.

The main contact persons with Cavanaugh Macdonald Consulting, LLC are Joseph Walls and Todd Green ([NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)). If you have any questions, please contact Joseph at (678) 388-1704 or Todd at (678) 388-1705.

Cavanaugh Macdonald Consulting, LLC  
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
[NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)



### 2022 MEMORANDUM OF PARTICIPATION FOR SEPARATION ALLOWANCE BENEFIT

UNIT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE #: (        ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

On behalf of the unit government noted above, we agree to engage Cavanaugh Macdonald Consulting, LLC to prepare the disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers.

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify Cavanaugh Macdonald Consulting by letter of our desire to cancel. In order to complete the report in time for Fiscal Year 2022 reporting, CMC will need to receive all requested information no later than May 15<sup>th</sup>, 2022.

I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and copies of the actuarial report will be emailed to our office by Cavanaugh Macdonald Consulting by July 31, 2022. **DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.**

By signing this document I have accepted the terms and conditions outlined in the cover memorandum and agree to pay Cavanaugh Macdonald Consulting upon the completion of all work.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE)

**Cavanaugh Macdonald Consulting, LLC**  
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
[NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)



**DATA COLLECTIONS SHEET FOR  
SEPARATION ALLOWANCE BENEFIT  
FOR FISCAL YEAR ENDING JUNE 30, 2022**  
*(Article 12D of Chapter 143 N.C. General Statutes)*

This form should be completed and returned by **May 15, 2022**.

**UNIT:** \_\_\_\_\_

**UNIT'S RETIREMENT SYSTEM (LGRS) I.D. NUMBER (if available):** \_\_\_\_\_

- 1) The active participant data as of December 31, 2020 has been provided by the North Carolina Local Government Employees' Retirement System for use in the actuarial study. Typically, the Separation Allowance benefit is provided only to law enforcement officers (LEO). Please check the box(es) below if any of the following employee groups have been extended this benefit at the option of the local government. If only LEO are offered the separation allowance benefit, please skip to #2.

- Firefighters  
 General Employees

- 2) Please provide the total gross separation allowance payments made to all retired members for Calendar Year 2021 (January 1, 2021 to December 31, 2021):

\$ \_\_\_\_\_

- 3) Please provide the administrative expenses\* for Calendar Year 2021

(January 1, 2021 to December 31, 2021): \_\_\_\_\_

\* Costs incurred by the employer related to the administration of the separation allowance benefit (e.g. actuarial report fees, costs to process separation allowance payments, costs to send annual tax statements, staff time to assist employees in projecting retirement amount, staff time in preparing the data needed for the actuarial report, etc.). If no amount is provided, \$0 administrative expenses will be assumed for GASB 73 purposes.

If you have questions about the form, please contact **Joseph Walls** or **Todd Green** ([NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)) at Cavanaugh Macdonald Consulting at (678) 388-1704 or (678) 388-1705.

**Cavanaugh Macdonald Consulting, LLC**  
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
[NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)



## **SUPPLEMENTAL DATA COLLECTIONS SHEET FOR FISCAL YEAR ENDING JUNE 30, 2023**

In preparation for the GASB 73 reporting required for Fiscal Year ending June 30, 2023, please provide a Microsoft Excel file of any retired employees receiving a separation allowance as of December 31, 2021. The file should contain the following information and can be emailed to [NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com). Please include the name of the local government in the email. We are enclosing a template to use for providing the retiree information.

- Name
- Separation Allowance Payment Amount PER PAY PERIOD as of December 31, 2021
- Pay Period: Bi-weekly, monthly, semimonthly, weekly, etc.
- Date of Birth (MM/DD/YYYY)
- Gender (Male/Female)
- Date of Retirement (MM/DD/YYYY)

This information will be used for the Fiscal Year 2023 reporting period. We are requesting this information since it may be easier for your unit to provide the retiree information as of December 31, 2021 now instead of producing the information in 2023.

**12/31/2021 Retiree Data**

**Enter MUNICIPALITY/UNIT Name:**

Please refer to the Memorandum of Participation for details.

Data represents Separation Allowance Retirees as of 12/31/2021.

Do not include Retirees that terminated or retired after 12/31/2021.

Disregard this file if you had no Separation Allowance Retirees as of 12/31/2021.

i. Name ENTER: Last, First (ie: Smith, John)	ii. Allowance AMOUNT Per PAY PERIOD as of 12/31/2021	iii. Pay Period FREQUENCY (Weekly, Biweekly (26 pymts/yr), Monthly, Semimonthly (24 pymts/yr))	iv. Date of Birth (MM/DD/YYYY)	v. Gender (M/F)	vi. Date of Retirement (MM/DD/YYYY)
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# Perquimans County Board of Elections

601 A South Edenton Road Street

PO Box 336

Hertford, N.C. 27944

Phone: 252.426.5598

Fax: 252.426.5068

## Perquimans County Board of Elections Resolution #2022-01

WHEREAS, the Perquimans County Board of Elections (BOE) is responsible through G.S. 163-129(a), to provide a suitable structure in each precinct in which registration and voting may be conducted;

BE IT RESOLVED that the Perquimans County Board of Elections shall move the voting place in West Hertford Precinct to the Conference Room in the rear of the Department of Social Services; located at 103 Charles Street, Hertford;

BE IT ALSO RESOLVED that this move shall take place beginning with the Primary election of 2022.

Approved: February 1, 2022

Vera Murrell, Board Chair

Ellen Finkel-Brown, Secretary

Victoria Butler, Member

Bobby L. Miller, Member

Shirley Ashworth, Member



# Perquimans County Board of Elections

601 A South Edenton Road Street

PO Box 336

Hertford, N.C. 27944

Phone: 252.426.5598

Fax: 252.426.5068

## Perquimans County Board of Elections Resolution #2022-02

WHEREAS, the Perquimans County Board of Elections (BOE) is responsible for ensuring all absentee ballots are counted;

BE IT RESOLVED that the Perquimans County Board of Elections shall meet on Tuesday, May 17, 2022, Election Day at 2:00 p.m. at 601 South Edenton Road Street, Hertford to count absentee ballots received by the county board of elections pursuant to G.S. 163-232(b)(1).

BE IT ALSO RESOLVED that the Perquimans County Board of Elections shall meet on Monday, May 16, 2022 at 5:30 p.m. at 601 South Edenton Road Street, Hertford if additional absentee ballots are received by the county board of elections pursuant to G.S. 163-232(b)(2).

Approved: March 8, 2022

Vera R. Murrill, Board Chair

Ella Tils Burch, Secretary

Victoria Butler, Member

Cathy S. Siller, Member

Shirley Anderson, Member



## PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-1875 Fax

Jonathan A. Nixon, Director

March 16, 2022

Perquimans County 911 Communications Staff,

The week of April 10-16, 2022, we will celebrate National Public Safety Telecommunicators Week. Sponsored by the Association of Public-Safety Communications Officials (APCO) International and celebrated annually, this week honors the thousands of men and women who respond to 911 calls by dispatching emergency professionals and equipment while rendering life-saving assistance to the world's citizens.

Locally, this week is a reminder to us of the selfless job each of you perform when you enter our 911 Center. Everything you do is heard by the 911 callers, first responders, and administrators. We recognize you are on the front lines of every emergency, although you rarely leave your seat.

The Board of County Commissioners also appreciates the work you do and would like to honor you by requesting your presence at their Monday, April 4, 2022 meeting, beginning at 7pm. This should take less than 30 minutes of your time but would allow the Commissioners to personally thank you for the important part you play in the 911 response system.

We hope you will be able to join us on April 4<sup>th</sup>, and truly appreciate your commitment to ensuring every caller receives the help they need, and every unit goes home at the end of their shift.

Frank Heath  
County Manager

Jonathan Nixon  
Emergency Services Director



National Public Safety  
Telecommunicators Week

April 10-16, 2022



**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 33**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF APRIL, 2022, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management		
10-530-333	EM - Performance Grant		

**EXPLANATION:** To amend FY 21/22 budget to include addiitonal EMPG funds from the sale of the boat on GovDeals as discussed and approved at the 10/4/2021 meeting.

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 4th DAY OF APRIL, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF APRIL, 2022.

\_\_\_\_\_  
Chairman, Board of Commissioners

\_\_\_\_\_  
Finance Officer

## BOARD LISTING

Name	Board/Committee	Term	Appt.	Expire
<b>JOSEPH HOFFLER</b>				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Hoffler, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2021	1/31/2023
Hoffler, Joseph	Court Security Committee	unlimited	2/1/2017	unlimited
Hoffler, Joseph	Historic Hertford, Inc.	3 yrs.	7/1/2020	6/31/2023
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
<b>KYLE JONES</b>				
Jones, Kyle	Albemarle District Jail Commission	2 yrs.	2/1/2021	1/31/2023
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2021	6/30/2022
Jones, Kyle	RPO Transportation Advisory Committee	2 yrs.	2/1/2021	1/31/2023
Jones, Kyle	Water Committee	unlimited	2/1/2019	unlimited
<b>FONDELLA LEIGH</b>				
Leigh, Fondella	Albemarle Commission	unlimited	1/1/2015	unlimited
Leigh, Fondella	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Leigh, Fondella	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Leigh, Fondella	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2020	6/30/2023
Leigh, Fondella	Senior Citizens Advisory Board	2 yrs.	2/1/2021	1/31/2023
Leigh, Fondella	Water Committee	unlimited	1/5/2015	unlimited
Leigh, Fondella	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
<b>ALAN LENNON</b>				
Lennon, Alan	✘ Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Lennon, Alan	✘ Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2019	indefinite
Lennon, Alan	✘ Water Committee	unlimited	2/1/2019	unlimited
Lennon, Alan (Chairman)	✘ Tourism Development Authority (Commissioners)	2 yrs.	4/1/2020	3/31/2022
<b>WALLACE NELSON</b>				
Nelson, Wallace	Albemarle Commission ( <i>alternate</i> )	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2021	12/31/2021
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2021	6/30/2025
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace	EMS Advisory Board	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace	Trillium Northern Region Advisory Board	unlimited	5/4/2015	unlimited
<b>CHARLES WOODARD</b>				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Social Services Board ( <i>as long as Commissioner</i> )	3 yrs.	7/1/2019	6/30/2022
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2021	1/31/2023
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited

**RESOLUTION REQUESTING THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS TO APPLY TO THE NORTH CAROLINA WILDLIFE RESOURCE COMMISSION TO EXPAND THE PERQUIMANS RIVER NO-WAKE ZONE**

**Resolution No. 03.14.2022-1**

WHEREAS under authority of North Carolina General Statute § 75A-15(b) any subdivision of the State of North Carolina may make formal application to the North Carolina Wildlife Resources Commission for rules pertaining to the safe and reasonable operation of vessels on waters within the subdivision's territorial limits; and

WHEREAS, under authority of 15A NCAC 10F.0355(d) the Board of Commissioners of Perquimans County shall be designated for placement of markers implementing this Rule; and

WHEREAS, the Perquimans River in and around the Town of Hertford is within the territorial limits of Perquimans County; and

WHEREAS, the safety for property owners adjacent to the current no-wake zone has come into question by those citizens and others concerned with wakes created by boats and personal watercraft operating at high speeds; and

WHEREAS, the narrow portion of the Upper Perquimans River that flows through the area referenced in this resolution makes it dangerous for canoers and kayakers who use the Town launch sites in this area, and swimmers, to be in such close proximity to power boaters operating their vessels at higher than necessary speeds; and

WHEREAS, the safety of the boat and personal watercraft operators and their passengers, often including children, has come into question operating at high speeds outside the channel and within 50 feet of docks, piers and shoreline; and

WHEREAS, the Town Council wishes to increase the No-Wake zone adjacent to the New "S" Bridge per the attached map and as described as follows:

*North of the Perquimans River Bridge (Bridge No 8) on US 17 Business  
And extending northeast to 25 yards past USCG Shoal Marker 9 (Green).*

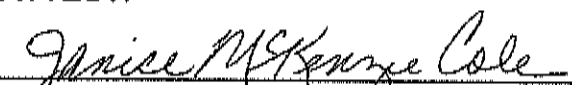
NOW THEREFORE, BE IT RESOLVED that the Hertford Town Council requests that the Perquimans County Board of Commissioners take the necessary steps to make a formal application to the North Carolina Wildlife Resources Commission to expand the no-wake zone per the attached map and description above.

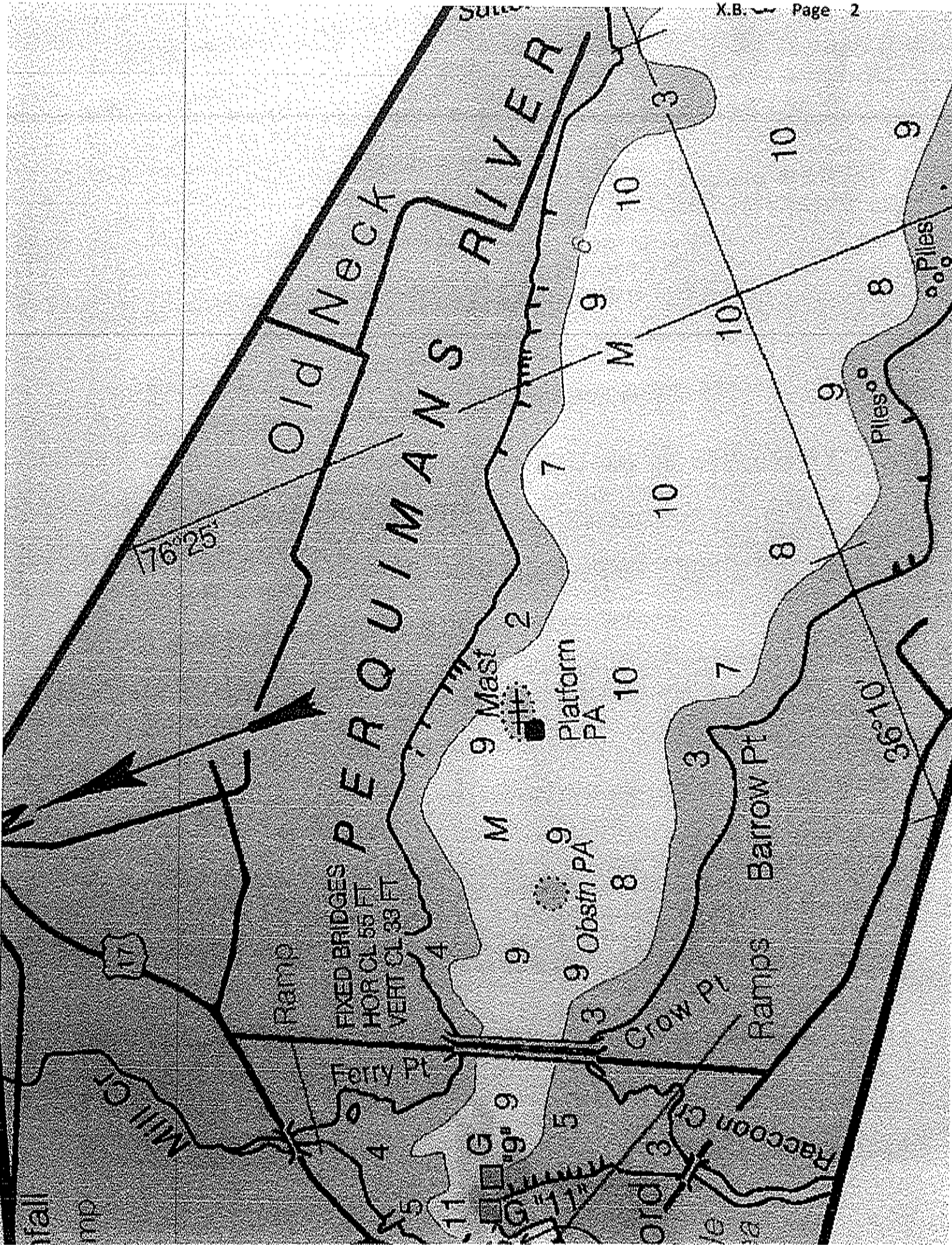
Adopted this 14<sup>th</sup> day of March 2022



R. Ashley Hodges, Mayor Pro Tem

ATTEST:

  
Janice McKenzie Cole, Deputy Clerk







**PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS**

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 1-252-426-7550

WALLACE E. NELSON  
CHAIRMAN  
FONDELLA A. LEIGH  
VICE CHAIR  
THELMA FINCH-  
COPELAND  
JOSEPH W. HOFFLER  
T. KYLE JONES  
CHARLES WOODARD  
W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

**RESOLUTION OF THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS REQUESTING  
THE NORTH CAROLINA DEPARTMENT OF COMMERCE, NC WORKS COMMISSION TO RETAIN  
BOUNDARIES FOR THE NORTHEASTERN LOCAL WORKFORCE DEVELOPMENT AREA**

WHEREAS, the Northeastern Local Workforce Development Area is the designated planning and administrative area for receipt of funds allocated under the Workforce Innovation and Opportunity Act for Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties; and

WHEREAS, the Northeastern Local Workforce Development Board purpose and work is to improve the development area's workforce infrastructure and provide area job seekers and employers with the ability to compete in the global economy; and

WHEREAS, a committee of the North Carolina Works Commission is recommending the realignment of existing Workforce Development Areas "in order to promote alignment with economic development activities in the state" or within Prosperity Zones; and

WHEREAS, Perquimans County is informed that if realigned, the Northeastern Local Workforce Development Area counties will be in a Workforce Development Area that will be administered from Greenville, North Carolina and a Prosperity Zone unfamiliar, dissimilar and remote to Perquimans County's current Workforce Area; and

WHEREAS, Perquimans County has a long-established relationship with the counties in its Workforce Area working cooperatively for decades to resolve regional issues; and

WHEREAS, Perquimans County and its citizens have suffered the loss of effective programs and services when other "realignments" occurred in regional partnerships such as the merger of the Northeast Commission with the Mid-East Commission, the merger of Albemarle Mental Health Agency with Trillium as in those instances the successor agencies lose interest in servicing Northeastern North Carolina; and

WHEREAS, without common community growth patterns anchored by metropolitan and micropolitan statistical areas, shared labor pools, commuting patterns, coordinated economic strategies, and regional alignment with state and federal programs and services it can be expected the value and work of the Northeastern Local Workforce Development Area merged with another Work Area or Prosperity Zone will be insufficient to meet a Work Force Development Area mission.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Perquimans County, North Carolina that:

Section 1: Perquimans County does not support any final recommendation from the North Carolina Works Commission which calls for the separation of counties from the Northeastern Workforce Development Area, merges those counties into a larger area or consolidates other Local Workforce Development Areas in the Northeastern Workforce Development Area.

Section 2. The Clerk to the Board of Commissioners is directed to forward a copy of this resolution to the North Carolina Works Commission, Senator Bob Steinburg, Representative Bobby Hanig and the counties comprising the Northeastern Workforce Development Area.

Section 3. This resolution is effective upon its adoption.

This the 4<sup>th</sup> day of April, 2022.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to Board

**Perquimans County's Vision:**

*To be a community of opportunity in which to live, learn, work, prosper and play.*



# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 1-252-426-7550

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W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## Resolution In Support of the Nursing and Allied Health Simulation Facility at College of The Albemarle

**WHEREAS**, for more than 60 years, College of The Albemarle has served the counties of Camden, Chowan, Currituck, Dare, Gates, Perquimans, and Pasquotank and its citizens by opening the door to education and career training; and

**WHEREAS**, College of The Albemarle annually contributes approximately \$105.3 million to the regional income; equivalent to 2.1% of the gross regional product and supporting one out of every 33 jobs; and

**WHEREAS**, College of The Albemarle's nursing program was ranked as the #1 RN nursing program in NC by registerednursing.org for the years 2021 and 2018; and

**WHEREAS**, College of The Albemarle was ranked as the #6 Community College in the United States in 2020 by smartasset.com; and

**WHEREAS**, College of The Albemarle has been selected as one of the 150 community colleges in the nation to compete for the \$1M Aspen Prize, which is considered by America's community colleges to be the signature recognition of high achievement and performance; and

**WHEREAS**, healthcare job growth is expected to increase 18.1% in the coming years, which is 3times that of other job sectors; and

**WHEREAS**, facilities to expand programs at College of The Albemarle is limited and current facilities are woefully inadequate to provide the state-of-the-art training expected of a top-tier community college; and

**WHEREAS**, all counties served by College of The Albemarle benefit from the excellent training the college provides to future health care practitioners; and

**WHEREAS**, an expansion of the Nursing and Allied Health Simulation Facility at College of The Albemarle would enhance current training, expand opportunities for future programming, and incentivize healthcare graduates to remain in the area to serve our rural communities.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners of Perquimans County unanimously supports College of The Albemarle in its efforts to secure public and grant funding for this resource on this Day of 2022.

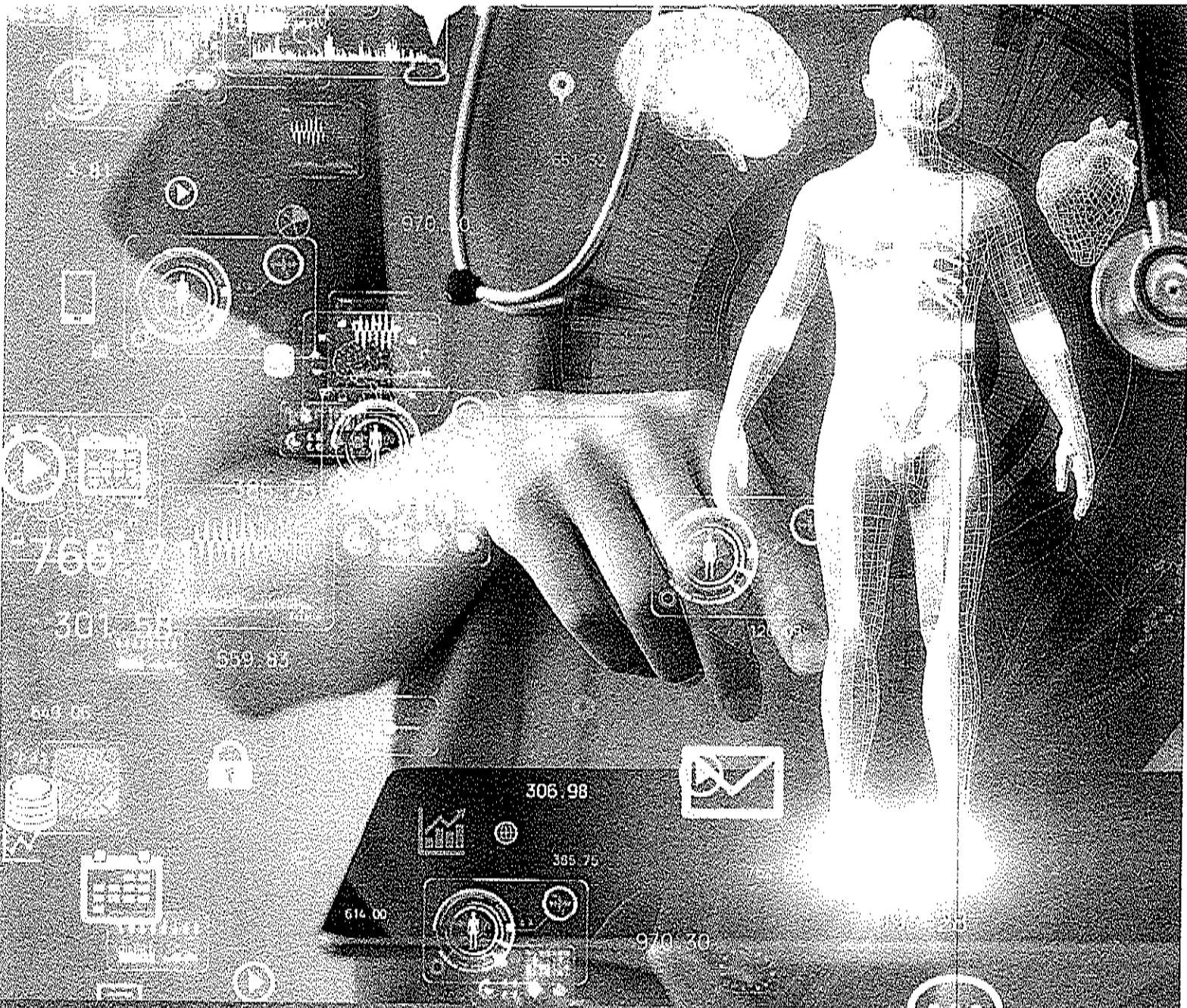
Wallace E. Nelson, Chairman  
Board of Commissioners

Frank Heath, Manager  
Perquimans County

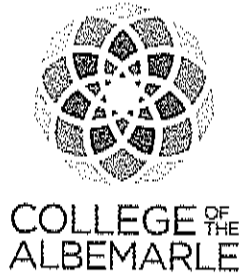
SEAL

**Perquimans County's Vision:**

*To be a community of opportunity in which to live, learn, work, prosper and play.*



To Keep Transforming Tomorrows We Must Transform Health Science Education



Melissa Lewis Emergency Medical Science 2022 Virginia Stocker Nurse Aide 2021 Van Nguyen Medical Lab Technology 2022 Janna Tyx Medical Assisting 2022 Nasir Hall Health & Fitness Science 2022 Rowan Berry Surgical Technology 2022 Ava Johnson Associate Degree Nursing 2022

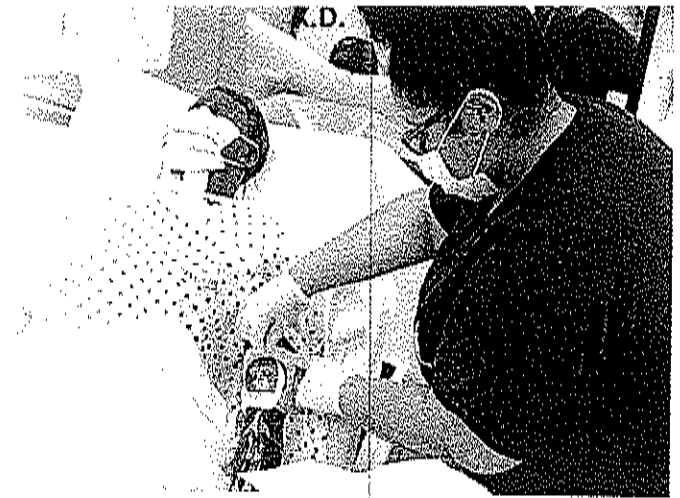


# YOUR HELP CAN MAKE THAT TRANSFORMATION HAPPEN AT COA!

As the first comprehensive community college in North Carolina, College of The Albemarle has provided high-quality workforce training for the region for the past 60 years. In the past two years alone, the college has been ranked as the #2 and #6 Community College in the nation by *smartasset.com*. The college was also honored in 2021 by being selected to compete for the 2023 Aspen Prize, which recognizes the best community colleges in the US.

The college's nursing and allied health programs have consistently produced excellent graduates and outcomes. The registered nursing program was named the #1 program in North Carolina by *registerednursing.org* for 2021. The success of our programs is not measured by the number of recognitions received but rather by the impact they have on our community. COA is the healthcare workforce provider for many healthcare professionals in The Albemarle, and our graduates are well respected and exceptionally well qualified.

The COA faculty and staff have achieved a great deal, but they have done so with increasingly outdated facilities. The Owens Center, the college's home for nursing and health sciences, serves more programs and more students than was intended when the facility was constructed almost 20 years ago. In addition, simulation has emerged as a critical component of health science education.



## THE NEED IS GREAT

With an aging population and the retirement of huge numbers of baby boomers — including a large number of healthcare workers — highly trained, job-ready nurses and other health occupation workers are in critical demand.

*US Bureau of Labor Statistics 2016-2026 Projections*

**Healthcare  
Job Growth  
Rate**

**18.1%**

3X That Of All  
Other Job Sectors

**7** Of Top  
**30**

**Fastest Growing  
Occupations Will  
Be In Healthcare**

**3.5M**

**New Healthcare  
Job Created**

### Replacements Needed For Occupational Exits

Register Nurse	90,900
Nurse Aide	96,700
Medical Assistant	31,900
Practical Nurse	27,100
Pharmacy Tech	13,800

Sarah Harris  
Emergency Medical Science  
2022

Alecia Hill  
Medical Assisting  
2022

Zackery Hudgins  
Emergency Medical Science  
2021

Ruth Mallory  
Medical Lab Technology  
2022

Dana Curtin  
Nurse Aide  
2021

Dená Pettus  
Associate Degree Nursing  
2023

Jazmine Kneiper  
Associate Degree Nursing  
2022







## OUR FACILITY

The 20,000 square foot Dr. Zach D. Owens Health Sciences Center at COA - Elizabeth City opened in 2004 as the home of the college's Health Sciences and Wellness programs.

### 2004 - Building Designed For:

Associate Degree Nursing	50 students
Practical Nursing	20 students
Nurse Aide/ Health Occupations	80 students
Surgical Technology	20 students
<b>Total</b>	<b>170 Students</b>



### 2021 - Building Accommodating:

Associate Degree Nursing	65-70 students
Practical Nursing	27 students
Surgical Technology	20 students
Medical Assisting	20 students
Medical Laboratory	12 students
Phlebotomy	20 students
Pharmacy Technology	20 students
Medication Aide	10-12 students
Health Fitness Science	6-10 students
Human Services Technology	10-30 students
EKG Technology	10-12 students
<b>Total</b>	<b>220-253 Students</b>

*Nurse Aide, Emergency Medical Science currently housed in other buildings.*

## ACCOLADES

**#1 RN Program**  
2021 and 2018  
Among North Carolina  
Colleges and Universities  
by *registerednursing.org*

**#2 Community College**  
in United States 2020  
by *smartasset.com*

**Selected to Complete for**  
**2023 Aspen Prize**

Ashley Bunch  
Medical Assisting  
2022

Shonna Richard  
Nurse Aide  
2021

Dana Pierce  
Medical Lab Technology  
2022

Jake Messina  
Health & Fitness Science  
2021

Raven Hankins  
Associate Degree Nursing  
2022

Jasmine Snowden  
Emergency Medical Science  
2022

Ila Stambaugh  
Associate Degree Nursing  
2022



# WHAT'S MISSING

While a major upgrade when it was built, our facility does not provide adequate space for our current programs. Classrooms are at capacity, labs are not adequate to provide students true-to-life simulated experiences, storage has been created wherever there is an empty nook, and some programs are located in other buildings.

- SPACE: Classrooms, labs, offices
- Realism in simulation
- Adequate and safe Storage
- Student collaboration areas
- Versatility for future changes

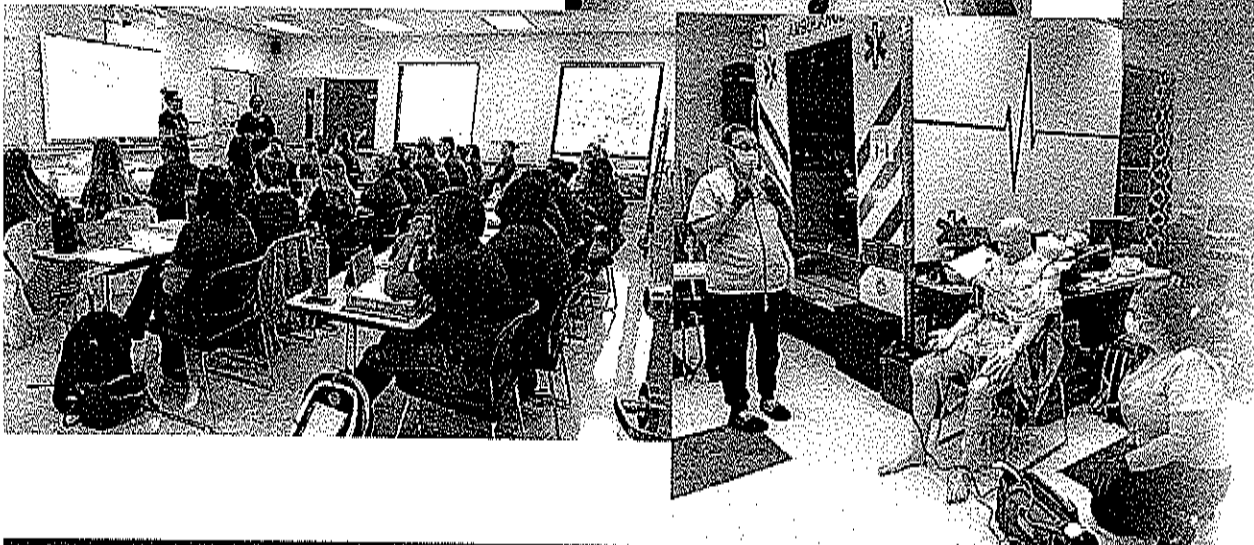


# THE CURVE BALL

In 2017, the North Carolina Board of Nursing passed a new rule:

**Nursing education programs shall provide a simulation environment with adequate faculty, space, equipment and supplies that simulate realistic clinical experiences to meet the curriculum and course objectives.**

*Health Sciences and Wellness programs at College of The Albemarle had been utilizing simulation as part of best practices. This new rule, however, meant expansion and improvements were needed to meet new standards that would allow this time to qualify as clinical hours for students.*

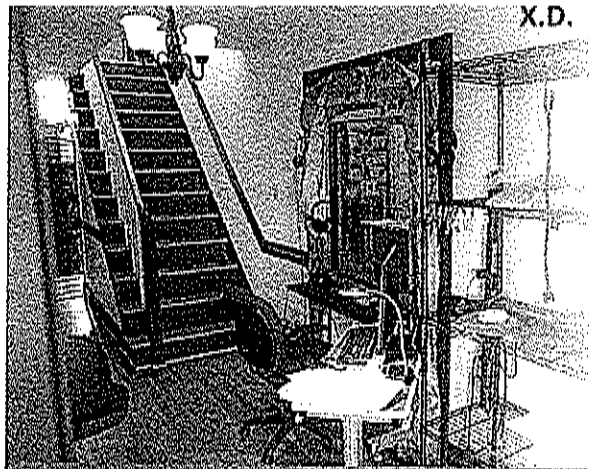


Bonnie Robertson Associate Degree Nursing 2022	Bettine Gatling Medical Lab Technology 2022	Jessica Elliot Associate Degree Nursing 2022	Jarrod Henson Associate Degree Nursing 2022	Stephanie Forbes Nurse Aide 2021	Donna Vaughn Emergency Medical Science 2022	Jordan Jones Associate Degree Nursing 2022
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## A TEMPORARY FIX

COA Board of Trustees approved the use of the former college president's house for use as a temporary simulation lab for the period of one year. With cramped rooms and makeshift operational areas, the conditions are far from ideal for providing students the high-fidelity experience they need and deserve. We are now in our third year using this facility.



## THE IMPACT

With current facilities, we face challenges to:

- Quality of programming
- Meeting accreditation and governing agency requirements
- Ability to expand current programs
- Ability to add new programs
- Ability to meet workforce needs of service area

Megan Butler  
Nurse Aide  
2021

Kody Jopp  
Emergency Medical Tech  
2021

Brittney Phthisic  
Associate Degree Nursing  
2022

Tiffany Haynes-Wilson  
Nurse Aide  
2021

Celia McLennan  
Emergency Medical Science  
2021

Angeline Trenholm  
Associate Degree Nursing  
2022

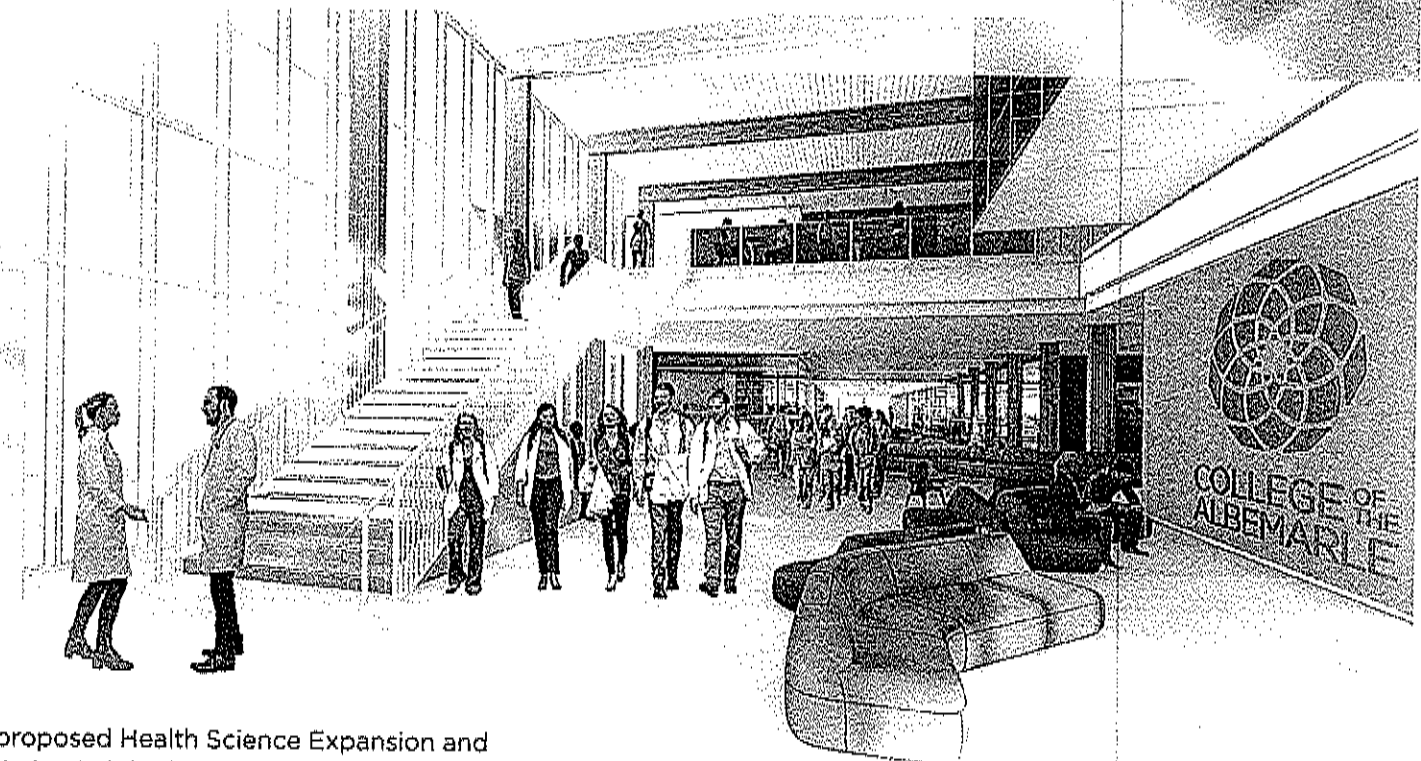
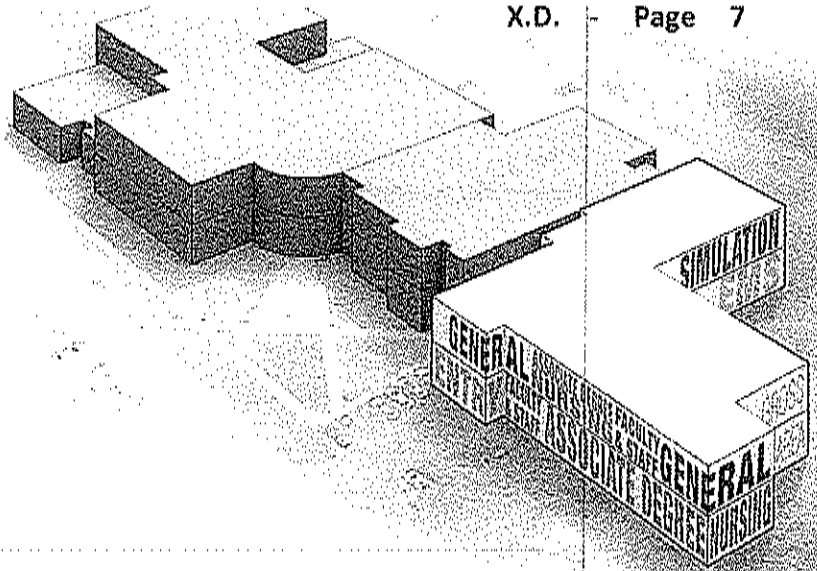
Shannon Abbott  
Medical Assisting  
2022





# THE SOLUTION

## Health Science Expansion and Simulation Lab



The proposed Health Science Expansion and Simulation Lab building would add nearly 26,000 square feet to the current Owen's Center facility. While additional classrooms, labs, storage and a high-fidelity simulation center will provide for our expanding education needs, new student collaboration areas will foster interaction and teamwork while promoting a true "college experience" for students.

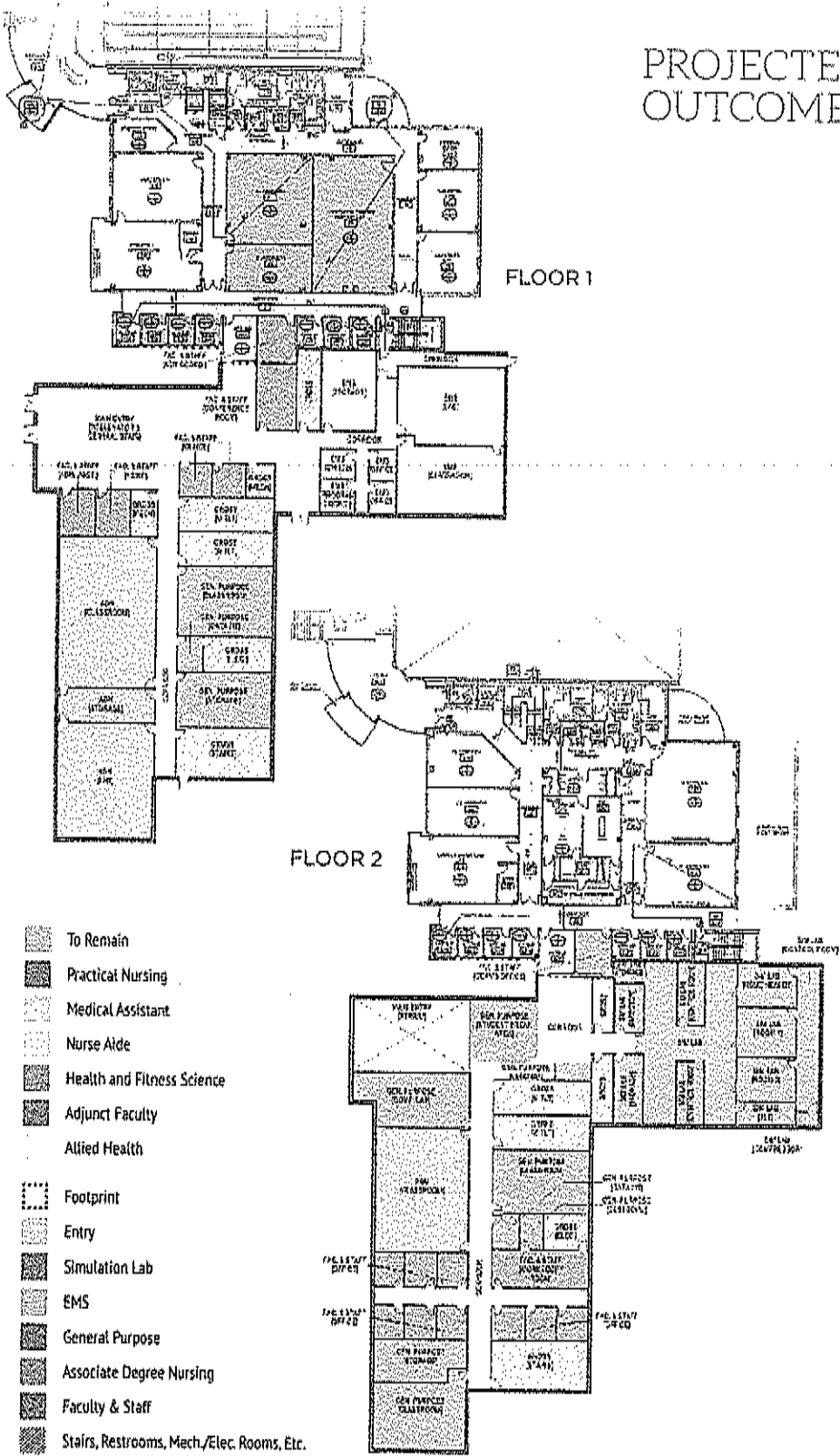
### WHAT'S INCLUDED

Classrooms and Labs	5,400 sq ft
Simulation Center	3,000 sq ft
Student Collaboration and Convenience Areas	6,470 sq ft
Program Storage	1,400 sq ft
Offices and Administrative Areas	3,040 sq ft
Area for Future Expansion	3,000 sq ft

Lachlan Midgett Health & Fitness Science 2022 | Dion Bogue Surgical Technology 2021 | Meredith Zuber Associate Degree Nursing 2022 | Luz Maria Sanchez Medical Assisting 2022 | Chelsey Worley Associate Degree Nursing 2022 | Courtney Whitehurst Associate Degree Nursing 2023 | Rebekah Gardner Emergency Medical Tech 2021



# PROJECTED OUTCOMES



- Classrooms and labs able to accommodate all students
- Realism
- Technology-integrated instruction
- Ability to incorporate additional simulation settings such as home health, telemedicine, bathroom care and more
- Opportunity to bring more Health Sciences programs under one roof — also frees space in other buildings
- More effective student:student and student:faculty collaboration
- Adequate and organized storage for supplies and equipment
- Office space for increased staffing

## Projected Program Expansions

- Associate Degree Nursing: 10-15 students
- Practical Nursing: 5-10 students
- Medical Assisting: 5-10 students
- Emergency Medical Science: Unlimited
- Human Services Technology: Unlimited
- Health Fitness Science: Unlimited

## New Programs Being Considered

- Dental Assisting
- Physical Therapy Aide/Assistant
- Veterinary Tech/Assistant
- Massage Therapy

## Additional Opportunities

- 3,746 square feet of space in other buildings reallocated for programs in different disciplines including career and technical education
- Health training for community partners — schools, home health, medical facilities

Ashley Timmons Associate Degree Nursing 2022 | Damaris Holloway Associate Degree Nursing 2025 | Dustin Winslow Emergency Medical Science 2021 | Victoria Norrell Associate Degree Nursing 2022 | Abby Haring Emergency Medical Tech 2021 | Blair Crijder Associate Degree Nursing 2022 | Brandy Russell Medical Assisting 2022



## LEARN MORE

To learn more about this project and how you can help College of The Albemarle transform the future of health science education, please contact us.

**Dr. Jack Bagwell**

President, College of The Albemarle

jack\_bagwell88@albemarle.edu / 252-232-8553

**Patti Kersey**

Chair, College of The Albemarle Board of Trustees

patti\_kersey@albemarle.edu / 252-209-4731

**Paul O'Neal**

Chair, Health Sciences Simulation Center Ad Hoc Committee

sponeal@hotmail.com / 252-207-5399

**Robin Harris**

Dean, Health Sciences and Wellness Programs

robin\_harris@albemarle.edu / 252-335-0821 ext. 2395



COLLEGE OF  
THE  
ALBEMARLE

[www.albemarle.edu](http://www.albemarle.edu)

**COA - Currituck**  
107 College Way  
Barco, NC 27917  
252-453-3035

**COA - Dare**  
132 Russell Twiford Road  
205 S Business Highway 64/264  
Manteo, NC 27954  
252-473-2264

**COA - Edenton-Chowan**  
118 Blades Street  
Edenton, NC 27932  
252-482-7900

**COA - Elizabeth City**  
1208 N Road Street  
Elizabeth City, NC 27909  
252-335-0821

**Re: Fw: COA Resolution in Support of the Nursing and Allied Health Simulation Facility**

**From:** [valerie\\_mueller50@albemarle.edu](mailto:valerie_mueller50@albemarle.edu) <[valerie\\_mueller50@albemarle.edu](mailto:valerie_mueller50@albemarle.edu)> on behalf of COA President <[president@albemarle.edu](mailto:president@albemarle.edu)>

**Sent:** Tuesday, March 29, 2022 2:12 PM

**To:** Wallace Nelson <[wallacenelson@perquimanscountync.gov](mailto:wallacenelson@perquimanscountync.gov)>

**Cc:** Frank Heath <[frankheath@perquimanscountync.gov](mailto:frankheath@perquimanscountync.gov)>; Mary Hunnicutt <[mhunnicutt@perquimanscountync.gov](mailto:mhunnicutt@perquimanscountync.gov)>; Jack Bagwell <[jack\\_bagwell188@albemarle.edu](mailto:jack_bagwell188@albemarle.edu)>; Patti Kersey <[patti\\_kersey@albemarle.edu](mailto:patti_kersey@albemarle.edu)>; [sponeal@hotmail.com](mailto:sponeal@hotmail.com) <[sponeal@hotmail.com](mailto:sponeal@hotmail.com)>

**Subject:** COA Resolution in Support of the Nursing and Allied Health Simulation Facility

Dear Chairman Nelson,

We are writing to request the support of Perquimans County's Board of Commissioners for the attached "Resolution in Support of the Nursing and Allied Health Simulation Facility at College of The Albemarle."

As you know, College of the Albemarle serves seven counties from our four campuses. As such, we approach current needs and future planning through a regional lens. It is cost prohibitive to offer every program on our four campuses, and this is especially true for our nursing and allied health related programs. We anchor the majority of these programs in Elizabeth City, and the college is in dire need of additional space, which will allow us to grow current programs, expand to new programs, and improve our ability to provide high-fidelity simulation facilities to support our current and future workforce.

Given recent cost increases associated with inflationary pressures, the current estimated cost of the proposed facility is \$24M. While the Board of Commissioners of Pasquotank County is supportive of our request, this is a heavy financial lift for the county. As such, the Pasquotank County Board of Commissioners is looking for ways to fund the project, including reaching out to state representatives for assistance in identifying state funds that might be used to support the project. Senator Steinburg and Representative Hanig have both expressed support for the project and have committed to trying to identify state money that might be dedicated to this very important regional need. To bolster their requests at the state level, both have indicated that having the support of our other six supporting Boards of Commissioners would be very helpful to establish this as a state priority for The Albemarle Region.

We have attached a draft resolution to this email along with a brochure outlining the new spaces and program opportunities we hope to bring to COA. We are asking that you review this information and present it to your Board of Commissioners for consideration. We hope to have all our counties and other interested parties show their support for this initiative.

Dr. Bagwell or another COA representative will be glad to attend an upcoming meeting of your Board to present this information and to answer any questions.

Thank you for your consideration.

\*Dr. Jack N. Bagwell, COA President

Patricia F. Kersey, Chair - COA Board of Trustees

S. Paul O'Neal, Trustee and Chair - Nursing and Allied Health Simulation Facility Ad-Hoc Committee

[www.albemarle.edu](http://www.albemarle.edu)

"E-mail correspondence to and from this address may be subject to the North Carolina public Records Law and shall be disclosed to third parties when required by the statutes. (NCGS.Ch. 132)"



Thompson, Price, Scott, Adams & Co., P.A.  
4024 Oleander Drive Suite 3  
Wilmington, North Carolina 28403  
Telephone (910) 791-4872  
Fax (910) 239-8294

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January 1, 2022

Perquimans County  
P.O. Box 45/128 N Church Street  
Hertford, NC 27944

We are pleased to confirm our understanding of the services we are to provide Perquimans County for the year ended June 30, 2022. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Perquimans County as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Perquimans County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Perquimans County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Net Pension Asset/Liability RSI
- 3) OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies Perquimans County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial



statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards.
- 2) Budget to actual schedules
- 3) Individual Fund Statements
- 4) Supporting Schedules and Combining Fund Statements

### **Audit Objectives**

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

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

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

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We

will issue written reports upon completion of our Single Audit. Our reports will be addressed to Commissioners of Perquimans County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

#### **Audit Procedures—General**

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

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

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

**Audit Procedures—Internal Control**

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

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

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

**Audit Procedures—Compliance**

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

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

**Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Perquimans County in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. This nonaudit service do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will

perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

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

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

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

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

terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on the date of the audit report.

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

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

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

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our

assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes, financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

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

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

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

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit

finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately July 1, 2022 and to issue our reports no later than October 31, 2022. Gregory S. Adams is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services is stated in the LGC approved contract. Any additional work out of the normal scope of the audit will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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

Very truly yours,

Thompson, Price, Scott, Adams & Co., P/A

RESPONSE:

This letter correctly sets forth the understanding of Perquimans County.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Auditor signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



LGC-205

CONTRACT TO AUDIT ACCOUNTS

Rev. 11/2021

The	Governing Board
of	Primary Government Unit Perquimans County
and	Discretely Presented Component Unit (DPCU) (if applicable) NA

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

and	Auditor Name Thompson, Price, Scott, Adams & Co., PA
	Auditor Address 4024 Oleander Dr., Suite 103, Wilmington, NC 28403

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending	Audit Report Due Date
	06/30/22	10/31/2022

*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

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

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

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

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

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

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

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

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

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

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

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

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

CONTRACT TO AUDIT ACCOUNTS

FEES FOR AUDIT SERVICES

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

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

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

Name:  Title and Unit / Company:  Email Address:

OR Not Applicable  (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

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

3. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	Perquimans County
Audit Fee	\$ 42,000.00
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 31,500.00

DPCU FEES (if applicable)

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

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Thompson, Price, Scott, Adams & Co., PA	
Authorized Firm Representative (typed or printed)*	Signature*
Gregory S Adams, CPA	
Date*	Email Address*
	gadams@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit*	
Perquimans County	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Wallace E Nelson, Chairman	
Date	Email Address
	wallacnelson@perquimanscountync.gov

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

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

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

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

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Tracy Mathews, Finance Officer	
Date of Pre-Audit Certificate*	Email Address*
	tracymathews@perquimanscountync.gov



## CONTRACT TO AUDIT ACCOUNTS

SIGNATURE PAGE – DPCU  
(complete only if applicable)

## DISCRETELY PRESENTED COMPONENT UNIT

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

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

## DPCU – PRE-AUDIT CERTIFICATE

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

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

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

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

PRINT



Thompson, Price, Scott, Adams & Co., P.A.  
4024 Oleander Drive Suite 3  
Wilmington, North Carolina 28403  
Telephone (910) 791-4872  
Fax (910) 239-8294

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January 1, 2022

Perquimans County Tourism Development Authority  
P.O. Box 45/128 N Church Street  
Hertford, NC 27944

We are pleased to confirm our understanding of the services we are to provide Perquimans County Tourism Development Authority for the year ended June 30, 2022. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Perquimans County Tourism Development Authority as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Perquimans County Tourism Development Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Perquimans County Tourism Development Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Net Pension Asset/Liability RSI
- 3) OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies Perquimans County Tourism Development Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit

of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Budgetary Comparison Statements
- 2) Combining Statements
- 3) Individual Fund Statements
- 4) Supporting Schedules

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Perquimans County Tourism Development Authority and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Perquimans County Tourism Development Authority's financial statements. Our report will be addressed to the governing board of Perquimans County Tourism Development Authority. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Perquimans County Tourism Development Authority is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

#### **Audit Procedures—General**

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

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

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

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

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

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

#### **Other Services**

We will also assist in preparing the financial statements and related notes of Perquimans County Tourism Development Authority in conformity with U.S. generally accepted accounting principles based on information provided by you. In addition, we will assist in preparing depreciation schedules and adjusting entries to convert cash basis financial information to accrual. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

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

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

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

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

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

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

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect

the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

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

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

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

We expect to begin our audit on approximately July 1, 2022 and to issue our reports no later than October 31, 2022. Gregory S. Adams is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services is stated in the approved audit contract. Any additional work out of the normal scope of the audit will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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

Very truly yours,

Thompson, Price, Scott, Adams & Co., PA

RESPONSE:

This letter correctly sets forth the understanding of Perquimans County Tourism Development Authority.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Auditor signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



CONTRACT TO AUDIT ACCOUNTS

The	Governing Board
of	Primary Government Unit Perquimans County Tourism Development Authority
and	Discretely Presented Component Unit (DPCU) (if applicable) NA

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

and	Auditor Name Thompson, Price, Scott, Adams & Co., PA
	Auditor Address 4024 Oleander Dr., Suite 103, Wilmington, NC 28403

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/22	Audit Report Due Date 10/31/2022
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*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

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

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

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

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

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

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.
23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

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

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

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

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

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

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

**FEES FOR AUDIT SERVICES**

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

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

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

Name:  Title and Unit / Company:  Email Address:

OR Not Applicable  (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

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

3. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

**PRIMARY GOVERNMENT FEES**

Primary Government Unit	Perquimans County Tourism Development Authority
Audit Fee	\$ 2000.00
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> <i>(not applicable to hospital contracts)</i>	\$ 1,500.00

**DPCU FEES (if applicable)**

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

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Thompson, Price, Scott, Adams & Co., PA	
Authorized Firm Representative (typed or printed)*	Signature*
Gregory S Adams, CPA	
Date*	Email Address*
	gadams@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit*	
Perquimans County Tourism Development Authority	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

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

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

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

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

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



CONTRACT TO AUDIT ACCOUNTS

SIGNATURE PAGE – DPCU  
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

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

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

DPCU – PRE-AUDIT CERTIFICATE

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

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

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

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

PRINT

FOR  
INFORMATION  
ONLY  
ITEMS

# DEPARTMENT HEAD REPORTS

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JOSIAH A WEBB III ALVIN RAY COPELAND, JR	X	3-3-2022	X	SUBDIVISION & RECOMBINATION 1-0029-0035K & 1-0029-0035B PARCEL 1/1.82 ACRES PARCEL 2 /3.75 ACRES
PAUL J TOTI JUSTIN ROBERSON	X	3-14-2022	X	SUBDIVISION OF 1-0016-0009A /2.00 ACRES
JOSIAH A WEBB III JONATHA D WARD & JOHN H CORPREW	X	3.16-2022	X	SUBDIVISION OF 5-D051-0007-RC & RECOMBINED WITH 5- D051-0006-RC & 5-D051-0008-RC
ALBEMARLE LAND MICHAEL & KIMBERLY OWENS	X	3-17-2022	X	SUBDIVISION OF 4-0053-0037 / 2.84 ACRES

BISSELL SURVEYING  
 PO BOX 168  
 KITTY HAWK, NC 27949  
 (252)261-3266  
 J H MILLER JR.  
 166 COTTONWOOD DRIVE  
 HERTFORD, NC 27944  
 339-6932  
 MCKIM & CREED  
 504 E ELIZABETH ST STE 1  
 ELIZABETH CITY, NC 2790  
 338-2929  
 ROBAY  
 215 B STREET  
 CAMDEN, NC 27921  
 335-1888  
 SCOTT TEMPLE  
 PO BOX 422  
 ELIZABETH CITY, NC 27907  
 303-4016

BOWMAN CONSULTING  
 PAUL J TOTI  
 131 MAIN STREET  
 GATESVILLE, NC 279  
 357-1581  
 EUGENE JORDAN  
 402 SIGN PINE ROAD  
 TYNER, NC 27980  
 221-4795  
 MARK PRUDEN  
 146 OAK GROVE ROAD  
 EDENTON, NC 27932  
 482-7804  
 GORIA ROGERS  
 215 B STREET  
 CAMDEN, NC 27921  
 338-1415/333-8781  
 SL CARDWELL SURVEYING  
 1206 FRANCIS STREET  
 ELIZABETH CITY, NC 27909  
 338-6328

CHARLES E BROWN, III  
 2005 JOHNSON ROAD  
 ELIZABETH CITY, NC 27909  
 335-0928  
 PAT MCDOWELL  
 PO BOX 391  
 ELIZABETH CITY, NC 27909  
 338-4161  
 RACKLEY SURVEYING  
 MACEY JO COURT  
 ELIZABETH CITY, NC 27909  
 (252)679-7670  
 SAUNDERS SURVEYING  
 510 AVENUE ROAD  
 BLACK MOUNTAIN, NC 28711  
 (828) 669-2777  
 TIMMONS GROUP  
 1805 W CITY DR UNIT E  
 ELIZABETH CITY, NC 27909  
 (252)621-5030

TONY WEBB PO BOX 381 EDENTON, NC 27937 (252)482-3056



107 N. Front Street  
Post Office Box 7  
Hertford, NC 27944

Phone: (252) 426-7010  
(252) 426-5564  
Fax: (252) 426-3624

**PERQUIMANS COUNTY  
TAX DEPARTMENT**

**Enforced Collections-March 2022**

**GARNISHMENTS: \$1,131.52**

**PAYMENT AGREEMENTS: \$12,494.70**

**DEBT SETOFFS: \$1,307.22**



107 N. Front Street  
Post Office Box 7  
Hertford, NC 27944

Phone: (252) 426-7010  
(252) 426-5564  
Fax: (252) 426-3624

**PERQUIMANS COUNTY  
TAX DEPARTMENT**

3/30/2022

To: Perquimans County Board of Commissioners

I will be present at the May 2, 2022 meeting to ask for a motion to convene the 2022 Board of Equalization and Review.

An affirmation/oath will have to be signed by each of you prior to the meeting.

Thank you,

A handwritten signature in cursive script that reads "Bill Jennings".

Bill Jennings  
Perquimans County  
Tax Administrator

PERQUIMANS COUNTY  
OFFICIAL REPORT

Date: March 2022

Board of Commissioners:  
Finance Officer:

I wish to report that during March 2022 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS	#	ELECTRICAL PERMITS	#	PLUMBING PERMITS	#	INSULATION PERMITS	#	MECHANICAL PERMITS	#	MOBILE HOME	#	STATE TAX	MISC	TOTAL DEPOSITED
3/1/2022			\$50	1	\$400	2			\$430	3					\$880
3/2/2022															\$0
3/3/2022															\$150
3/4/2022	\$722	3	\$160	1					\$150	2					\$882
3/5/2022															\$0
3/6/2022															\$0
3/7/2022			\$1,076	2					\$75	1				\$5	\$1,156
3/8/2022	\$243	2	\$110	1	\$55	1			\$75	1					\$483
3/9/2022	\$300	2													\$300
3/10/2022	\$150	2	\$245	1											\$395
3/11/2022	\$96	1							\$75	1					\$171
3/12/2022															\$0
3/13/2022															\$0
3/14/2022					\$55	1									\$55
3/15/2022	\$1,235	3	\$270	3	\$135	2	\$75	1					\$10	\$445	\$2,170
3/16/2022															\$0
3/17/2022	\$715	2	\$1,332	4	\$200	1	\$75	1					\$10		\$2,332
3/18/2022	\$180	1	\$50	1					\$375	2					\$605
3/19/2022															\$0
3/20/2022															\$0
3/21/2022	\$233	1	\$70	1											\$0
3/23/2022			\$130	1	\$100	1	\$75	1	\$225	3					\$303
3/24/2022	\$1,774	3	\$360	5	\$55	1	\$150	2					\$20		\$2,359
3/25/2022	\$965	1	\$50	1			\$75	1					\$10	\$100	\$1,200
3/26/2022															\$0
3/27/2022															\$0
3/28/2022			\$336	1	\$405	5			\$225	2					\$966
3/29/2022															\$0
3/30/2022															\$0
3/31/2022															\$0
<b>TOTAL</b>	<b>\$6,613</b>	<b>21</b>	<b>\$4,239</b>	<b>23</b>	<b>\$1,405</b>	<b>14</b>	<b>\$450</b>	<b>6</b>	<b>\$1,630</b>	<b>15</b>	<b>\$0</b>	<b>0</b>	<b>\$50</b>	<b>\$550</b>	<b>\$14,937</b>

Signed: \_\_\_\_\_ Building Inspector



## Case Activity Report

3/1/2022 - 3/29/2022

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
3/28/2022	36	483 DEEP CREEK RD	junk vehicle	junk vehicle	Inspection	RV has been pushed back into trees on property but is still very visible from the road
3/24/2022	50	145 BETHEL FISHING CENTER RD	solid waste	solid waste	Inspection	No real change to property condition. Most of the issue appears to be solid waste/scrap, may be a hoarding situation
3/24/2022	82	167 WHITE OAK AVE	AMH/junk vehicle	abandoned mobile home and 1 junk vehicle	Inspection	No change to property. Property is part of an estate, trustee appears to be in california
3/24/2022	86	761 BEECH SPRINGS RD	junk vehicles	junk vehicles	Inspection	Property appears to have several possible junk vehicles in front yard



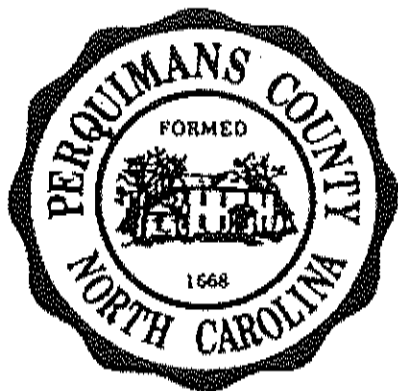
Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
3/23/2022	87	627 SANDY CROSS RD	junk vehicles	junk vehicles	Inspection	Property has several junk vehicles spread out on it.
3/21/2022	88	143 BAGLEY SWAMP RD	junk vehicles	junk vehicles	Inspection	Property has several apparent junk vehicles
3/21/2022	89	184 BAGLEY SWAMP RD	abandoned house	abandoned house	Inspection	Property is a house with severe fire damage from an old fire years ago.
3/21/2022	90	188 BAGLEY SWAMP RD	solid waste	solid waste	Inspection	Large amount of debris in yard, apparently being burned in the yard next door in an old boat
3/21/2022	91	192 BAGLEY SWAMP RD	solid waste	solid waste	Inspection	Property has debris and trash in yard, apparently being burned regularly in an old boat in backyard
3/14/2022	85	546 WHITEHAT RD	nuisance vehicles/solid waste	junk vehicles/camper/fridge	Inspection	Confirmed multiple junk vehicles, a camper and some solid waste on property

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
3/14/2022	74	248 MUDDY CREEK RD	junk vehicles	junk vehicles	Inspection	Subjects were removing one vehicle from property at time of inspection, and it appears at least one other vehicle has been removed. Will continue to monitor.
3/14/2022	75	332 MUDDY CREEK RD	junk vehicles	junk vehicles	Inspection	No change to property
3/8/2022	77	720 OLD NECK RD	junk vehicles	junk vehicles	Inspection	Progress being made, about 6 vehicles already removed from property. Will continue to monitor.
3/4/2022	84	840 COUNTY LINE RD	solid waste	mobile home has a trailer full of trash behind it	Inspection	Property has an open trailer in the backyard with trash bags on it. Complainant states animals are getting into trash causing it to spread
3/3/2022	76	112 BUCK HORN CT	junk vehicles	junk vehicles	Inspection	Single junk vehicle still on lot
3/3/2022	53	142 HUNT CLUB TRL	Nuisance vehicle	Nuisance vehicle	Inspection	Vehicles have been removed by owner, case closed

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
3/1/2022	74	248 MUDDY CREEK RD	junk vehicles	junk vehicles	Inspection	Spoke with property owner regarding junk vehicles. Stated he had just gotten out of the hospital but would work to get vehicles off the property as soon as possible.

Total Records: 17

3/29/2022



## Case Detail Report

3/1/2022 - 3/29/2022

Case #	Case Date	Parcel Address	Violation	Description	Main Status	Assigned To
91	3/21/2022	192 BAGLEY SWAMP RD	solid waste	solid waste	Open	Erle Solesbee
90	3/21/2022	188 BAGLEY SWAMP RD	solid waste	solid waste	Open	Erle Solesbee
89	3/21/2022	184 BAGLEY SWAMP RD	abandoned house	abandoned house	Open	Erle Solesbee
88	3/21/2022	143 BAGLEY SWAMP RD	junk vehicles	junk vehicles	Open	Erle Solesbee
87	3/23/2022	627 SANDY CROSS RD	junk vehicles	junk vehicles	Open	Erle Solesbee
86	3/24/2022	761 BEECH SPRINGS RD	junk vehicles	junk vehicles	Open	Erle Solesbee
85	3/14/2022	546 WHITEHAT RD	nuisance vehicles/solid waste	junk vehicles/camper/fridge	Open	Erle Solesbee
84	3/4/2022	840 COUNTY LINE RD	solid waste	mobile home has a trailer full of trash behind it	Open	Erle Solesbee

Total Records: 8

3/29/2022

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# COMMITTEE REPORTS



## PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-3306 Fax

### 911 Communications Division Advisory Board

Thursday, January 27, 2022 – 7:00 P.M. - Perquimans Emergency Services Building

#### MINUTES

**Welcome** – Provided by Jonathan Nixon, followed by the blessing by Chief Drew Woodard, HFD.

**Host** – Town of Hertford (FD)

**Minutes from October 2021 Meeting** – Meeting canceled.

**Introductions** (see sign-in sheet for attendance)

#### Reports:

❖ **911 Communication Division** – Jonathan Nixon provided the following report:

#### **911 Communications Division Advisory Board**

- Purpose - The purpose of the 911 Communications Division Advisory Board is to analyze and evaluate community expectations for 911 service delivery, assess and recommend new strategies to improve public safety, identify and advocate for needed resources to achieve public safety objectives, and serve as a communication forum for public safety matters. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.
- Members:
 

-County Commissioner	*Fire Chief's Association
-Town of Hertford	*Bethel Fire Dept
-Town of Winfall	*Belvidere Fire Dept
-County Manager	*NC Forestry
-Emergency Services Director	
-911 Shift Supervisors	
-EMS Shift Supervisor	
-Emergency Management	
-Emergency Services PIO	
-Fire Marshal	

-Law Enforcement

\*Sheriff's Office

\*Winfall PD

-Volunteer Rescue Squad

-Fire Service

- Meeting Schedule - The 911 Communications Division Board meets on the 4<sup>th</sup> Thursday in January, April, July, and October, unless rescheduled.
- Oversight - The Emergency Services Director is tasked with organizing and conducting the quarterly meetings to include producing an agenda and meeting minutes for each meeting. Meeting correspondence is relayed via email to members.

Reports:

**GENERAL INFO, EQUIPMENT, & SOFTWARE:**

- We have hosting Gates County 911 since December 17, 2021, due to an urgent staffing shortage. An MOU and a Backup Plan have been drafted for the two centers. Our 911 Center will serve as a Backup Center to both Chowan and Gates.
- 911 Center Console Radio Upgrade project to be completed by June 30, 2022.
- Grounding ring added to the radio tower at the 911 Center.
- We are in the process of preparing a Funding Reconsideration for the NC 911 Board in February.

**PERSONNEL & TRAINING:**

- Two new part-time hires, one fully certified and one in training.
- Both shift supervisors routinely covering shifts on the console, due to staff being out sick/COVID.
- All cardiac arrest calls being evaluated in conjunction with RACE-CARS trial
- New process implemented for Telecommunicator log-in so that the 911 Recorder System can be used to enhance EMD-Q process.

**SHERIFF'S OFFICE:** Absent.

**WINFALL PD:** Absent.

**NC WILDLIFE:** Absent.

**RESCUE SQUAD:**

Memorial donation to Rescue Squad from a family of an overdose victim. A portion of these funds are being used to help a couple, utilizing MIH. \$9000 used so far.

**FIRE CHIEFS' ASSOCIATION:**

Chief Cartwright asked about FEMA grant for fire department radio communications. Jonathan Nixon advised BRIC grant sent to NC Emergency Management, but they deemed it not viable. Applied to State 911 Board with no success. Assistance of Firefighters' grant tried twice. Just trying to locate funding. Chief Cartwright given price of over \$8,000,000 for project. County consolidation study discussed and advised that study will not be happening. Equipment grant to State 911 board will probably be applied, upgrades to Winfall tower, etc. If Board approves a portion of it, then we must take on the whole project and county would have to fit the bill. Joint budget request with Sheriff's Office and Emergency Services to replace radios – 3 yr. lease. CERT currently has VHF radio access.

**BETHEL FIRE DEPARTMENT:** Absent**BELVIDERE FIRE DEPARTMENT:**

Reminder about Chicken Dinner fundraiser.

Chief Dail discussed a carbon dioxide alarm call. He asked that if EMS speaks with someone on scene, have them give a size up to responding units before they cancel the FD. There was a leak coming in the sunroom. Homeowner was venting a gas heater into the sunroom, but homeowner would not let fire department personnel in to take a reading.

**DURANTS NECK FIRE DEPARTMENT:**

Chief Eure asked that if Law Enforcement or EMS gets on scene, have occupants stay out of vehicle until vehicle secured. Raffle scheduled for June. Tickets \$5. Over \$2000 in prizes.

**HERTFORD FIRE DEPARTMENT:**

Thank you to Jonathan, Krystal, & Julie reference passing fire inspections. Reminder about all traffic going over Fire Main during a call such as landing Nightingale, etc.

**INTERCOUNTY FIRE DEPARTMENT:**

BBQ Fundraiser March 5, tickets available. Firefighter's Ball Feb 5 at Nixon's in Edenton. Proceeds go to scholarships. High School Fire Academy/FFA fundraiser for teen involved in accident Feb 18. Fried pork chops, 11 am-2 pm & supper 4 pm-6pm.

**WINFALL FIRE DEPARTMENT:** – Absent.**NC FORESTRY:**

Robert Lacy is new ranger, Forestry I. Aiden Owens, smokechaser. Hopefully by February 7, new assistant ranger will be in place.



**TOWN OF HERTFORD:** – Janice Cole had no report.

**TOWN OF WINFALL:** Absent

**COUNTY COMMISSIONER:** – Absent.

**COVID-19 UPDATE:**

Jonathan Nixon reviewed the latest ARHS graphic showing First, Second Dose, and One-Dose Administrations by County. (See attached PowerPoint)

**WINTER STORM UPDATE:**

Winter Storm Watch from 01/28/2022 7:00 pm to 01/29/2022 4 pm EST for Perquimans County, NC. Accumulating snow could lead to hazardous travel Friday night – midday Saturday. A total of 1-2" of total snow accumulation for Perquimans County is forecast for this event, with a high-end max at 6". Potential exists for reduced visibility early Saturday as wind gusts may exceed 30 mph.

**RESPONSE AGENCY PREPAREDNESS ACTIONS:**

- High Wheel Vehicles are on standby at Emergency Services.
- Perquimans 911 will have a 3<sup>rd</sup> telecommunicator during anticipated peak call times.
- Sheriff's Office will have 4WD vehicles available for staff on shift.
- Perquimans EMS is working to staff 3 EMS Crews beginning Friday at 6 pm through Sunday at 6 pm. Zone 1 will be out of service at 6 pm Friday.
- Inter-County FD is making the normal storm preparations concerning facilities/equipment and will have 4WD departmental/personal vehicles available.
- Belvidere FD has a 4WD truck available and equipment is ready for use.
- Hertford FD has a 4WD truck available to assist in any operations.
- Winfall FD has a 4WD vehicle available at the station and will have firefighters available throughout the storm.
- County Water Dept generators are fueled and ready should they be needed.
- NC DOT crews are now applying a brine solution to state roads. They have 8 pieces of equipment locally to move snow and 2 contractors on standby if needed.
- Perquimans County Schools Transportation Dept. is well-stocked for diesel and gas, should it be needed for public safety response.

Thank you to those who helped previous during snow event previous weekend.

**EMERGENCY SERVICES REPORT:**

Focus on Active Shooter Exercise Feb 4 and HazMat shipping exercise. Joint exercise with Chowan in the fall. Several projects, trainings, community preparedness activities, and public information updates discussed as well (See attached PowerPoint).

**GRANT UPDATES:**

Several grant applications pending. 2022 Q2 Firehouse Subs Grant for 12 AEDs to the Perquimans County Sheriff's Office - \$32,003 – submitted.

**WATER RESCUE TEAM:**

- Billy Winn slowly making progress on the Intro to Water Rescue training class
- New WR1 is at Ratchliffe Marine having motor rebuilt
- Transom buckle straps install on WR2 trailer
- Quick Launch System install on WR2/WR2 trailer
- Radar purchased for WR2 – awaiting installation
- Garmin Chart Planner/Sonar installed on WR3
- New trailer lights and wood refinished on WR3
- Garmin Sonar/Depth Finder installed on WR4
- Gyroscope Binoculars with Night Vision attachment repaired – can be used on all 4 vessels
- Handheld FLIR device in service – can be used on all 4 vessels

**EMS UPDATES:**

- Alyssa Polumbo has been named Compliance Assistant.
- New ambulance on order; hopefully here by end of 2<sup>nd</sup> quarter.
- NCOEMS system renewal. Six-year re-approval process.
- EMS protocol committee. Perquimans, Gates, Currituck, & Dare EMS agencies have participated. COA will assist in facilitating rollout training for staff. All protocols and procedures have been reviewed and will be regional. Some policies will be specific by agency.

**RACE-CARS PROJECT:**

Kick-off meeting July 23, 2021; 7-year commitment. Primary goal is to improve Out-of-Hospital Cardiac Arrest Calls for Perquimans County. Program hopes to train 10% of population (1,300 for Perquimans County) in Hands-Only CPR over the next 2 years. We would like to combine Hands-Only CPR, Narcan Administration, How to Call 911, and Stop-The-Bleed. If you know of an opportunity for us to share with a group, please let us know. The 911 Subcommittee is looking for ways to decrease time from answering the 911 call to hands-on-chest for cardiac arrest patients.

**GENERAL UPDATES:**

Call volume graphic showing total calls volumes from 2000 to 2021. (See attached PowerPoint)

**4<sup>TH</sup> QUARTER CALL VOLUME:**

Graphic showing 4<sup>th</sup> quarter call volume for each department. (See attached PowerPoint)

**2021 CALL VOLUME:**

Graphic showing 2021 call volume. (See attached PowerPoint)

**OLD BUSINESS:** Request form for standby & training. Asked for as much notice as possible. Special events - consolidated effort for any type of community event. Cycle NC coming through Belvidere and crossing Hwy 17, continuing through Bethel and back to Chowan County, April 23, 2022.

**NEW BUSINESS:**

3<sup>rd</sup> & 4<sup>th</sup> Quarter 2021 Report by Agency via email

Texting update: Rosters distributed.

Fire units out of station but available – CFS or no CFS. Chief Cartwright advised not needed.

Dispatching stations by station numbers: Chief Cartwright advised this will need to be discussed by the Fire Chiefs' Association.

**HOST FOR NEXT MEETING:** – Perquiman's County Sheriff's Office.

**Meeting Schedule:** ~~January 27, 2022~~, April 28, 2022, July 28, 2022, October 27, 2022

**Adjournment**

Respectfully submitted – Andrea Stoner, 911 Shift Supervisor & Jonathan Nixon, Emergency Services Director