

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Meeting Room at Perquimans County Library  
April 1, 2024  
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 4, 2024 Regular Meeting and March 18, 2024 Regular Work Session

B. Tax Refund & Tax Release Approvals

C. Personnel Matters

1. Data Manager/CAL Assistant – Center for Active Learning
2. Resignation: IMC III
3. Resignation: Deputy
4. Leave Without Pay Request: Social Worker IA&T
5. Payroll Changes in Telecommunications' Department for Consolidation of Gates 911 Center
  - a. Emergency Services Director
  - b. Assistant Emergency Services Director
  - c. 911 Operations Manager
  - d. 911 AQ Coordinator
  - e. Full-Time Telecommunicator II (4)
  - f. Full-Time Certified Telecommunicator II (5)
  - g. Full-Time Certified Telecommunicator I (5)
  - h. Full-Time Non-Certified Telecommunicator (2)
  - i. Part-Time Certified Telecommunicator II (1)
  - j. Part-Time/Fill-In Certified Telecommunicator II (3)
  - k. Part-Time/Fill-In Certified Telecommunicator I (4)
  - l. Part-Time/Fill-In Non-Certified Telecommunicator (3)

D. Step Increases/Merit Increases

1. Social Services (2)
2. EMS (3)

E. Board Appointments/Reappointments

1. Resignation: Recreation Advisory Board – Winfall Representative
2. Appointment: Recreation Advisory Board – Winfall Representative
3. Reappointment: Tourism Development Authority – Winfall Representative
4. Resignation: Home & Community Care Block Grant Committee
5. Appointment: Home & Community Care Block Grant Committee
6. Reappointment: Agricultural Advisory Board (2)
7. Reappointment: Tourism Development Authority – Industrial Representative

F. Miscellaneous Documents

1. Resolution to Sale Vehicle on GovDeals
2. USDA Lease Agreement Documentation
3. GASB 73 Reporting for Special Separation Allowance
4. Sheriff's Request to Surplus Unused & Seized Weapons to be Sold to Firearms Dealer
5. Resolution By Governing Body of Applicant for Water Treatment Plant Discharge Relocations & Water Distribution System Improvements

V. Introduction of New Employees

A. Introduction of New Employees

VI. Scheduled Appointments

A. Bill Jennings, Tax Administrator

B. Albemarle Regional Health Services - Perquimans Co Tobacco Policy Work

C. Bobbie Lowe, Trillium's New Northern Regional Director

D. Jonathan Nixon, Emergency Services Director

7:00 p.m.

7:05 p.m.

7:30 p.m.

7:40 p.m.

ACTION  
REQUIRED

NO  
ACTION  
REQUIRED

POSSIBLE  
ACTION  
REQUIRED

NO  
ACTION  
REQUIRED

- NO ACTION REQUIRED VII. Commissioner's Concerns/Committee Reports
    - A.
    - B.
  - ACTION REQUIRED VIII. Old Business
    - A. Updates from County Manager
    - B. Board Vacancies
      - 1. Community Advisory Committee (4)
      - 2. Appointment: Senior Tarheel Legislature Delegate & Alternate
      - 3. Appointment: Senior Tarheel Legislature Community Advisory Committee
  - ACTION REQUIRED IX. New Business
    - A. Intergovernmental Agreement Between Perquimans County Board of Education & Perquimans County
    - B. Appointment of Additional Member from Perquimans County to COA Board of Trustees
    - C. Albemarle Resource Conservation & Development Council Appointments
    - D.
    - E.
    - F.
  - NO ACTION REQUIRED X. 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 XI. Adjournment

**FOR INFORMATION ONLY:**



**DEPARTMENT HEAD REPORT:**

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

**COMMITTEE WRITTEN REPORTS:**



NOTES FROM THE COUNTY MANAGER

April 1, 2024

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 employees will be introduced:

Department Head	Employee Name	Employee Job Title	Effective Date
Angela Jordan	Michelle Cassell	Income Maintenance Technician	03/01/2024
Frank Heath	LuRee Sawyer	Center for Active Living Coordinator	04/01/2024

VI.A. Bill Jennings, Tax Administrator, will present an update on the Reval process and discuss the Board of Equalization & Review.

VI.B. Enclosure: Gabrielle Corprew and other ARHS staff members will present information on Perquimans County Tobacco Policy. This was a project that students from Perquimans County High School worked on. These students are unable to attend the meeting but will present a recorded video. Board action may be requested.

VI.C. Enclosure: Ms. Bobbie Lowe of Trillium will present their Annual Report to the Board.

VI.D. Jonathan Nixon, Emergency Services Director, will discuss the Communications Tower Project.

VIII.A. County Manager Heath will present several updates to the Board.

VIII.B. The following board/committee has vacancies which need to be filled:

1. Community Advisory Committee: Currently, we only have one member on this Committee. We have placed an advertisement for these vacancies on the County Website & Facebook page. No new information will be provided. We still need to fill a total of four vacancies.
2. Senior Tar Heel Legislature Delegate, Alternate & Senior Tarheel Community Advisory Committee: We have received an application and a recommendation from Jasmine Wilson, Albemarle Commission, to appoint Mr. Thomas St. John to be Perquimans County's Senior Tarheel Delegate and to be a member of the Senior Tarheel Community Advisory Committee. Board action is being requested to make this appointment.

IX.A. Enclosure: Last month, County Manager Heath presented a draft copy of the Intergovernmental Agreement between the Perquimans County Board of Education and Perquimans County. The final draft is enclosed for Board consideration and action.

IX.B. Enclosures: After a meeting with President Bagwell and the COA Board of Trustees, Chairman W. David Harris forwarded a letter to Mr. Heath and Chairman Nelson requesting that the Board appoint a new member to their Board of Trustees in July 2024. Currently, Wallace Nelson is serving his 4-year term which is due to expire on June 30, 2024. Board action may be required.

IX.C. Enclosure: It is time to reappoint Lynn Mathis to the Albemarle RC&D Council but, when we checked with Albemarle RC&D, we were informed that they were changing the makeup of the Council having only one representative to serve. We were also informed that we currently had two members, Charles Matthews & Lynn Mathis. Per the e-mail that we received, Ms. Mathis' attendance has not been in good standing for the past two calendar years. Board direction 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: Approval of March 4, 2024 Regular Meeting and March 18, 2024 Regular Work Session (cancelled)

B. Enclosure: Tax Refund & Tax Release Approvals: See attached listing

C. Enclosures: Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Teresa Valentine	Data Manager / CAL Assistant	Appointment	60/6	\$34,952	04/01/2024
Samantha Farrar	Income Maintenance III	Resignation			04/04/2024
Isaia Collier	Deputy	Resignation			03/23/2024
Kene Bell	Social Worker IA&T	Leave without Pay	2 weeks		04/01/2024
Payroll Changes in Telecommunications' Department for Consolidation of Gates 911 Center:					
Jonathan Nixon	Emergency Services Director	Reclassification	79/18	\$102,956	03/01/2024
Julie Solesbee	Assistant Emergency Services Director	Reclassification	75/7	\$69,294	03/01/2024
Andrea Stoner	911 Operations Manager	Reclassification	72/8	\$62,239	03/01/2024
NaKindra Downing	911 QA Coordinator	Reclassification	70/6	\$54,280	03/01/2024
Keely Cartwright	Full-Time Telecommunicator III	Reclassification	68/7	\$50,918	04/01/2024
Anna Johnson	Full-Time Telecommunicator III	Reclassification	68/5	\$48,494	04/01/2024
Brandon Melton	Full-Time Telecommunicator III	Reclassification	68/5	\$48,494	04/01/2024
Fantasia Saunders	Full-Time Telecommunicator III	Reclassification	68/4	\$47,340	04/01/2024
Keely Cartwright	Full-Time Telecommunicator II	Reclassification	66/6	\$45,518	03/01/2024
Sue Ann Cestaro	Full-Time Telecommunicator II	Reclassification	66/6	\$45,518	03/01/2024
Brandon Melton	Full-Time Telecommunicator II	Reclassification	66/5	\$44,408	03/01/2024
Crystal Wright	Full-Time Telecommunicator II	Reclassification	66/11	\$51,406	03/01/2024
Fantasia Saunders	Full-Time Telecommunicator II	Reclassification	66/4	\$43,350	03/01/2024
Camry Harris	Full-Time Telecommunicator I	Reclassification	64/1	\$36,844	03/01/2024
Allen Foy	Full-Time Telecommunicator I	Reclassification	64/1	\$36,884	03/01/2024
Charity Gebo	Full-Time Telecommunicator I	Reclassification	64/2	\$37,805	03/01/2024
Alyssa Ratcliff	Full-Time Telecommunicator I	Reclassification	64/1	\$36,884	03/01/2024
Morgan Story	Full-Time Telecommunicator I	Reclassification	64/1	\$36,884	03/01/2024
Reagan Charlton	Full-Time Non-Certified Telecommunicator	Reclassification	60/1	\$30,930	03/01/2024
Tyanna Green	Full-Time Non-Certified Telecommunicator	Reclassification	60/1	\$30,930	03/01/2024
Zeb Dancker	Part-Time Certified Telecommunicator II	Reclassification	66/9	\$23,54/hr.	03/01/2024
Kylie Felton	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	66/13	\$25,95/hr.	03/01/2024
Emily Harrell	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	66/10	\$24,13/hr.	03/01/2024
Anna Johnson	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	66/5	\$21,35/hr.	03/01/2024
Isaia Collier	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	64/1	\$17,73/hr.	03/01/2024
Melissa Hand	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	64/11	\$22,63/hr.	03/01/2024
Logan Hogge	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	64/3	\$18,62/hr.	03/01/2024
William Ward	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	64/4	\$19,08/hr.	03/01/2024
Claire Haislop	Part-Time/Fill-In Non-Certified Telecommunicator I	Reclassification	64/4	\$14,87/hr.	03/01/2024
Courtney Langley	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	60/1	\$14,87/hr.	03/01/2024
Ashley Rison	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	60/1	\$14,87/hr.	03/01/2024

D. Enclosures: During the Budget process, the following step or merit increases were approved for the employees. The following individuals are being recommended by their supervisor for step or merit increases:

Department	Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Social Services	Elena Howell	Processing Assistant V	61/4	\$34,787	04/01/2024
Social Services	Belinda Owens	Social Worker III	69/3	\$48,264	04/01/2024
EMS	Morgan Lilly	Full-Time AEMT	66/2	\$40,286	04/01/2024
EMS	William "Rob" Mitchell	Full-Time Paramedic	68/3	\$46,184	04/01/2024
EMS	Robert "Martin" Watkins	Shift Supervisor	70/4	\$50,434	04/01/2024

E. Enclosures: The following board reappointments/resignations were presented for Board consideration and action:

Name	Board/Committee	Action Taken	Term	Effective Date
McDonald, Valery	Recreation Advisory Board - Town of Winfall	Resignation		03/06/2024
Cunningham, Cynthia	Recreation Advisory Board - Town of Winfall	Appointment	*	04/01/2024
White, Preston	Tourism Development Authority - Winfall Rep.	Reappointment	3 yrs.	04/01/2024
Gregory, Beverly	HCCBG Committee	Resignation		04/01/2024
Sawyer, LuRee	HCCBG Committee	Appointment	unlimited	04/01/2024
Winslow, Edward	Agricultural Advisory Board - Farm Bureau	Reappointment	3 yrs.	05/01/2024
Nixon, Nick	Agricultural Advisory Board - Hertford	Reappointment	3 yrs.	05/01/2024
White, Mary	Tourism Development Authority - Industrial Rep	Reappointment	2 yrs.	05/01/2024

*\*to complete Valery McDonald's term which expires 6/30/2025*

F. **Enclosures:** These miscellaneous documents are presented for Board review and action:

1. **Resolution to Sell Vehicle on GovDeals:** The enclosed Resolution is to declare a vehicle in the Sheriff's Office as surplus and authorize County Manager to sell vehicle on GovDeals. Board action is being requested.
2. **USDA Lease Amendment Documentation:** Per the attached Lease Amendment No. 7, USDA will lease a portion of office space in the Albemarle Commission Building for annual rent of \$2,726,71. Board consideration and action is being requested.
3. **GASB 73 Reporting for Special Separation Allowance:** The Board will need to consider the enclosed 2024 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.
4. **Sheriff's Request to Surplus Unused & Seized Weapons to be Sold to Firearms Dealer:** Sheriff White has requested to surplus unused & seized weapons to be sold for the fair market value or traded in to the firearms dealer that they use for purchasing their weapons. A list of these weapons is enclosed. Board consideration and action is being requested.
5. **Resolution By Governing Body of Applicant for Water Treatment Plant Discharge Relocations & Water Distribution System Improvements:** This is for application to construct, plan for, conduct a study in a project described as Water Plant Discharge Relocations (Bethel WTP & Winfall WTP) & Water Distribution System Improvements. Board consideration and action is being requested.

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REGULAR MEETING

March 4, 2024  
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, March 4, 2024, at 7:00 p.m. in the in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. The meeting room was set up for voting on Tuesday

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman  
Timothy J. Corprew Joseph W. Hoffer  
T. Kyle Jones James W. Ward

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Mary P. Hunnicutt, Clerk to the Board  
Hackney High, County Attorney Robert Daniel, High & Crowe

Chairman Nelson called the meeting to order. Commissioner Jones gave the invocation and Chairman Nelson led the Pledge of Allegiance. Chairman Nelson welcomed everyone to the meeting and explained why the meeting had been moved from the Meeting Room.

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Charles Ward made a motion to approve the amended Agenda as presented. The motion was seconded by James W. Ward 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, James W. Ward made a motion to approve the Consent Agenda as presented. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

1. **Approval of Minutes:** The Minutes of the February 5, 2024 Regular Meeting & February 19, 2024 Work Session were approved by the Board.

2. **Tax Refund & Release Approvals:**

Tax Refund (Perquimans County):

Elliott, III, William Henry ----- \$117.25  
Sold vehicle; 8-month refund. Account No. 56371688.

Tax Release (Perquimans County):

Constal Carolina Carriers, L.L.C.----- \$205.07  
Account should have been deleted last year. Account No. 539794.

Tax Refund (Hertford):

Dickmeyer, Robert Allen----- \$198.75  
Situs error. Should not have been billed for Hertford. Account No. 75963218.

3. **Personnel Matters:** The following personnel matters were approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Michelle Cassell	Income Maintenance Technician	Appointment	59/3	\$31,078	03/01/2024
Brooke Perry	Part-Time/Fill-In EMT	Appointment	63/1	\$16,971/yr.	03/01/2024
LaiRee Sawyer	Center for Active Living Coordinator	Promotion	63/10	\$43,975	04/01/2024
Logan Hogge	Part-Time/Fill-in Telecommunicator I	Reclassification	63/2	\$17,391/yr.	02/27/2023
Lindsay Brothers	Part-Time/Fill-In EMT	Removed from Roster			02/03/2024

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Logan Hogge	Part-Time/Fill-In Telecommunicator I	63/3	\$17,824/yr.	03/01/2024
James Fowden	Investigator	68/8	\$52,191	03/01/2024
DeAngelo Freemanweldy	Certified Deputy	66/2	\$41,286	03/01/2024
Bethany Buttram	MH Coordinator / Paramedic	70/6	\$54,280	03/01/2024
Brian Hickman	Part-Time/Fill-In Paramedic	68/2	\$21,681/yr.	03/01/2024
Robert Elliott	Equipment Operator	58/17	\$41,850	03/01/2024

5. **Budget Amendment Nos. 25 - 27:** The following budget amendments were approved by the Board:

BUDGET AMENDMENT NO. 25  
COUNTY CONSTRUCTION FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-349-001	Communications Tower Project	6,000,000	
50-000-730	Communications Tower Project	6,000,000	
EXPLANATION: To amend the FY 23/24 budget to include the Grant ID#20483 to be used for Communications Tower Upgrade Project.			

BUDGET AMENDMENT NO. 26  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	173,000	
10-420-040	County Manager - Professional Services	60,000	
10-500-150	Building - Maintenance/Repair Buildings	60,000	
10-500-540	Building - Insurance/Bonds	34,000	
10-450-110	Tax - Telephone/Postage	11,000	
10-450-330	Tax - Supplies	6,000	
10-685-740	Recreation - Capital Outlay	2,000	
EXPLANATION: To amend the FY 23/24 budget to include additional funding to cover expenses.			

BUDGET AMENDMENT NO. 27  
SCHOOL CONSTRUCTION FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery	430,770	
65-500-711	NB Lottery Intermediate School	430,770	
EXPLANATION: To amend the FY 23/24 budget to include funding to cover to-date expenses for new school project.			

**RECOGNITION OF EMPLOYEES' YEARS OF SERVICE**

**A. Recognition of Employee's Years of Service:**

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Andrea Stauer	Telecommunications	911 Shift Supervisor II	5 years	03/01/2024
Jovan Ward	Social Services	IMC III - Lead Worker	10 years	03/01/2024

After the presentation, the Chairman and Commissioners thanked them for their 30 years of service.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

There were no Commissioners' concerns/committee reports.

**BILL JENNINGS, TAX ADMINISTRATOR**

Mr. Jennings updated the Board on the County's collection rate through February, 2024 which was .95523. In addition, Mr. Jennings informed the Board that the revaluation notices will not be mailed out until mid-March or end of March due to some computer issues with the loss of our programmer.

**DR. TANYA TURNER & JAMES BUNCH**

Mr. Bunch presented the Board of Education's request for distribution from State Lottery Funds. The distribution was in the amount of \$36,848.16. These funds will be used to upgrade PCHS gymnasium and auditorium sound system for theater and health education classes. On motion made by Joseph W. Hoffer, seconded by Timothy J. Corprew, the Board unanimously approved the following application for withdrawal from State Lottery Funds:

DISTRIBUTION REQUEST PUBLIC SCHOOL BUILDING REPAIR & RENOVATION FUND NORTH CAROLINA EDUCATION LOTTERY	ORF USE ONLY Approved By: _____ Date: _____
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Date of Request: 2/19/2024

County: Perquimans Contact Person: Mark Heath  
 Address: PO Box 48, Hertford, NC 27544 Title: County Manager  
 LEA: Perquimans County Schools Phone: 757-426-8434  
 Address: 111 H. Edwards Road St. Helens, NC 27844 Email: markheath@perquimans.k12.nc.us

Project Title: Perquimans County High School (PCHS) Sound Upgrades  
 Project Address: 305 S. Stadium Road St. Helens, NC 27844  
 Type of Facility: Gymnasium & Auditorium

The Public School Building Repair & Renovation Fund was established by S.S. 2021-100, Section 4.4(a1). The purpose of the Fund is to provide revenue to counties for repair and renovation projects. Per G.S. 116C-546.16, counties are to utilize funds for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings within local school administrative units (LEAs) located in the county. As used in this context, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include administration, maintenance, or other facilities.


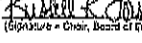
Brief Project Description (provide cost, start/end dates): Upgrade PCHS gymnasium & auditorium sound systems for repairs and renovation projects. Start date: 3-1-2024 End date: 4-30-2024

Estimated Costs:

Planning and Design Services	\$
New Construction - Facility Enlargement	\$
New Construction - Addition(s)	\$
Existing Construction - Facility Improvements	\$36,848.16
Existing Construction - Facility Repairs	\$
Existing Construction - Facility Renovations	\$
<b>TOTAL</b>	<b>\$</b>

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request the release of \$36,848.16 from the Public School Building Repair & Renovation Fund. We certify that the project herein described is within the parameters of G.S. 116C-546.16.

 3/4/2024 (Date)  
 03/01/2024 (Date)

After Mr. Bunch's request was approved, County Manager Heath explained that, later under New Business, the Board was going to consider the intergovernmental Agreement between Perquimans County Board of Education and Perquimans County. We were supposed to receive an updated copy but have not received it as of yet. The purpose of this Agreement is to allow the exchange of the School's System's real property (Hertford Grammar School & Perquimans Middle School) for the County's commitment to build a new consolidated Intermediate School. This matter will be tabled until we receive the final draft of the Agreement.

**JONATHAN NIXON & JULIE SOLESBEE, EMERGENCY SERVICES DEPARTMENT**

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

- **Emergency Services Public Officials Conference:** Mr. Nixon, Emergency Services Director, along with Julie Solesbee, Assistant Public Emergency Services Director, presented their annual Public Officials Conference to the Board of Commissioners. There was no representation from the Towns of Hertford but the following individuals were presented to represent the Town of Winfall and Perquimans County School System.

**TOWN OF WINFALL:**

- Preston White, Town Mayor
- Carol Cooper, Town Council

**PERQUIMANS COUNTY SCHOOL SYSTEM:**

- Dr. Tanya Turner, Superintendent
- Mr. James Bunch, Assistant Superintendent

They presented a PowerPoint presentation that would provide details about their current Emergency Services program which is required by the Emergency Management Performance Grant. During the presentation, Gary Coleman, representative of the American Legion explained their recent events to honor first responders in Perquimans County. The first event was called Hearts to Heroes which connects heart transplant recipients with their donors. The other event was First Responders of the Year for each


of the Fire Departments, 911 Center, Sheriff's Office, and EMS. On September 11, 2023, they presented the following awards to Perquimans County employees:

- James Fowden, Outstanding Sheriff's Office Employee
- NaKindra Dowling, Outstanding 911 Center Employee
- James Beard, Outstanding Volunteer Fireman
- Gary Wayne Jordan, Outstanding EMS Employee

The American Legion decided to take this a step further and forwarded names of recognition to the State to receive the State American Legion Award. Gary Wayne Jordan was awarded that honor and they requested that Mr. Jordan come forward to accept this award. Mr. Coleman read the award and presented it to Mr. Jordan. The Commissioners and the public applauded Mr. Jordan's accomplishment. At the end of Mr. Nixon and Ms. Solesbee's presentation, Mr. Nixon asked if there were any questions from the Board. Chairman Nelson and the Commissioners thanked Mr. Nixon and the entire Emergency Services Department for a job well done.

- Y **SCA Collections, Inc. Account Collections Agreement & HIPAA Agreement:** Mr. Nixon presented the SCA Collections, Inc. Account Collections Agreement and the HIPAA Agreement for Board action. The Agreements have been reviewed by County Attorney High and he has approved the document as presented. Mr. Nixon recommends the approval of these Agreements. On motion made by T. Kyle Jones, seconded by James W. Ward, the Board unanimously approve these Agreements as presented.
- Y **PCG Long-Term Lease Agreement:** Mr. Nixon presented the PCG Long-Term Lease Agreement to the Board for action. This Lease Agreement is for a .60 Acre Lease at the PCG Landfill to be used for an Emergency Services Communications Tower. The Perquimans County Staff recommend approval of this Agreement. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approve this Long-Term Lease Agreement with PCG.
- Y **Radio Project Contract - Motorola:** Mr. Nixon presented the Radio Project Contract with Motorola which would add towers to improve VIPER Public Safety Radio Communications for all three counties. The goal is to improve the coverage for Perquimans County. County Manager Heath made a few comments and stated that he recommends the approval of this Contract with the understanding that the proper individuals have approved it. County Manager Heath asked Sheriff White to explain how the 800mhz has helped them since his office has been using it. Mr. Heath also thanked Mr. Masters for donating the property to place the tower on. T. Kyle Jones made a motion to authorize County Manager Heath to execute the proposed contract once confirmed by the following: County Attorney High; NC State Term Contract Administrator; NC Highway Patrol – VIPER Management for radio system compliance and acceptance; and NC Emergency Management Statewide Interoperability Coordinator (SWIC) for radio system interoperability. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.
- Y **Perquimans-Gates 911 Consolation Agreement:** Mr. Heath explained that, at their last meeting, the Board was informed as to what had happened recently with the Gates 911 Center. He also presented the following Resolution from Gates County Board of Commissioners where they approved the consolidation of the Gates 911 Center and the Perquimans 911 Center:

**GATES COUNTY  
NORTH CAROLINA**



RESOLUTION  
Gates County Board of Commissioners  
For the purpose of consolidating Gates County  
911 Communications Center Dispatches as  
A Service to be shared with Perquimans County

Whereas, local governments throughout the United States are struggling to recruit and retain qualified public safety employees for law enforcement, fire, medical, emergency medical services and other public safety services;

Whereas, Gates County has experienced a significant shortage of public safety employees and is currently experiencing a significant financial deficit due to the loss of public safety employees;

Whereas, Gates County has experienced multiple staffing shortages for nearly a full-time communications employees at all levels including supervisors and dispatchers;

Now, Therefore, Be it resolved that the Gates County Board of Commissioners with the following authority steps with adoption of this Resolution:

- 1) Repeal the March 8, 2013 Resolution to merge the Gates County 911 Communications Center to the Office of the Sheriff and the establishment of a unit under the County Manager or his designee; and
- 2) Take immediate steps to work toward the consolidation and merger of the Gates County 911 Communications Center as a result of the merger with Perquimans County or other entities, with the final steps to be approved by the Board of Commissioners; and
- 3) Direct the County Manager, Emergency Director, Human Resources Director, and other related County offices to support this transition with the appropriate policies and best practices.

Adopted this day of February, 2024 by the undersigned members of the Gates County Board of Commissioners in the 1836 Training Plaza County Courthouse

*By: [Signature]*  
By: **Abby Hilditch, Board Clerk**

*[Signature]*  
**Jonathan Hinkle, Mayor**

*[Signature]*  
**Chairman**

*[Signature]*  
**Commissioner**

*[Signature]*  
**Commissioner**

*[Signature]*  
**County Manager**

Attest: *[Signature]* Clerk of Board & County Manager

After receiving this request, County Manager Heath prepared the Interlocal Agreement for the Consolidation Services for Perquimans County, NC and Gates County, NC for 911 Communications Services, which the Board will take action on later in the meeting. Gates County Board of Commissioners should approve this on Wednesday night. Basically, this Agreement spells out the following terms:

- Y Starting date will be March 1, 2024
- Y Perquimans County would assume all operational responsibility
- Y Perquimans County will manage all the combined dispatching operations
- Y Perquimans County will hold coordination meetings with Gates, particularly through our 911 Advisory Board so that they would have representation to present their ideas
- Y Any costs that it takes to transition Gates 911 Center to Perquimans 911 Center, any allocations that Gates would have received from the 911 Board would be assigned to Perquimans, all the costs associated with the operation of the 911 Communications PSAP that are not eligible for Federal funding by the State 911 Board will be equally split between Perquimans and Gates Counties
- Y Existing radio towers in Gates County will remain the responsibility of Gates County
- Y At each fiscal year budget, Perquimans County will notify Gates County of their financial obligations and what their billing process would be. For the remaining part of FY 2023-2024, Perquimans County will bill them monthly and notify them that, beginning July 1, 2024, they will follow the schedule within the Agreement
- Y Administrative calls from Gates Sheriff's Office, Department of Social Services, and Gates Public Utilities will be handled by Gates County during daytime hours (8 am – 5 pm) and by Perquimans County outside of normal County business hours



- > The balance of the Agreement contains the legal documentation including when or if one party desires to terminate the Agreement which states that party must give 24 months advance written notice to the other party, and the withdrawal shall take effect only as of the beginning of the next full fiscal year following such notice.

After reviewing the Agreement, County Manager Heath explained that Mr. Nixon had the following proposed 911 Communications Division Staffing Changes that will be required to handle the consolidation of 911 Gates Center, which will be presented for action later in the meeting:

**Perquimans County Emergency - 911 Communications Division Staffing Changes - March 2024**

Staff Member	Status	Initial Certification	Entry Date	Current Position	Current Grade/Step	Current Hourly	Reclassification	New Grade/Step	New Hourly
<b>Current Full-Time 911 Staff</b>									
Amyce Satter	FT	01/1/2010	10/1/2010	Sup II	07/2	\$24.26	One Step	7/2	\$27.51
Chakira Downing	PT	10/1/2020	10/1/2020	Sup I	07/2	\$21.15	On Hold	7/2	\$27.51
Cherry Geph	PT	2/1/2023	2/1/2023	IC I	07/1	\$16.97	TC I	07/1	\$17.72
Kopy Connerlynn	PT	11/1/2015	11/1/2015	IC II	07/3	\$20.29	TC II	07/3	\$21.04
Margie Noy	PT	3/1/2023	3/1/2023	IC I	07/1	\$16.97	TC I	07/1	\$17.72
Steph Ann Britton	PT	7/1/2016	7/1/2016	IC II	07/3	\$20.94	TC II	07/3	\$21.69
Crystal Saunders	PT	4/1/2021	7/1/2021	IC I	07/1	\$17.82	TC I	07/1	\$18.57
Carly Noy	PT	6/1/2023	5/1/2023	IC I	07/1	\$16.97	TC I	07/1	\$17.72
Ally Fox	PT	8/1/2023	07/1/2023	IC I	07/1	\$16.97	TC I	07/1	\$17.72
VACANT TC III	PT						TC III		
VACANT TC II	PT						TC II		
VACANT TC I	PT						TC I		
<b>Current Part-Time 911 Staff Transition to Full-Time Staff</b>									
Crystal Wright	PT to FT	5/1/2023	5/1/2023	IC II	07/2	\$21.45	TC II	07/2	\$24.71
Brandon Nelson	PT to FT	9/1/2019	9/1/2019	IC II	07/3	\$17.28	TC II	07/3	\$21.53
Tyanna Green	PT to FT	2/1/2024	2/1/2024	IC I	07/1	\$14.87	TC I	07/1	\$15.62
Alycia Benge	PT to FT	6/1/2023	6/1/2023	IC I	07/1	\$16.97	TC I	07/1	\$17.72
Reagan Charlton	PT to FT	1/1/2023	1/1/2023	IC I	07/1	\$14.87	TC I	07/1	\$15.62
<b>Current Part-Time 911 Staff</b>									
Emily Hines	PT	6/1/2023	2/1/2023	IC I	07/1	\$16.97	TC I	07/1	\$17.72
Steph Ann Britton	PT	10/1/2016	10/1/2016	IC II	07/3	\$20.94	TC II	07/3	\$21.69
Steph Ann Britton	PT	11/1/2007	11/1/2011	IC II	07/3	\$19.64	TC II	07/3	\$20.39
Anna Johnson	PT	2/1/2012	2/1/2016	IC II	07/3	\$19.64	TC II	07/3	\$20.39
Isaac Coffey	PT	6/1/2023	6/1/2023	IC I	07/1	\$16.97	TC I	07/1	\$17.72
Loann Jackson	PT	10/1/2019	10/1/2019	IC I	07/1	\$16.97	TC I	07/1	\$17.72
Melissa Hines	PT	6/1/2023	6/1/2023	IC I	07/1	\$16.97	TC I	07/1	\$17.72
William Ward	PT	7/1/2023	7/1/2023	IC I	07/1	\$16.97	TC I	07/1	\$17.72
Colleen McDonald	PT	7/1/2023	7/1/2023	IC I	07/1	\$16.97	TC I	07/1	\$17.72
Michelle Jones	PT	2/1/2024	2/1/2024	IC I	07/1	\$16.97	TC I	07/1	\$17.72
<b>New Part-Time 911 Staff</b>									
Clara Morley	PT						TC I	07/1	\$17.72
Quynh Langley	PT						TC I	07/1	\$17.72
Amyce Noy (Contract)	PT						TC I	07/1	\$17.72
<b>Emergency Services Administration</b>									
Julie Salas-Lee 100% for 911	FT	1999	1999	ES Admin	7/4		ES Admin	7/7	
Jonathan Hutton 100% for 911	FT	1997	2000	ES Director	7/18		ES Director	7/16	

\*Note - First Director to move to TC III in July and become salary (remain hourly currently) & Director to move to ES III in July

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

The following Commissioners' concerns/committee reports were given:

- > **Commissioner Corprew:** Mr. Corprew was wondering if the Marine Basin contractor would come to the Board meeting to update them on what their plans are to make the site more presentable and do they have a completion date. Mr. Heath has some information that he will forward to Mr. Corprew. What you see is not what the final product will look like.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- > **Retirement Celebration of Beverly Gregory:** Mr. Heath invited the Board to attend the Retirement Celebration of Beverly Gregory, Center for Active Living Coordinator, on March 27, 2024 from 1:00 to 3:00 p.m. at the Center for Active Living. An official invitation should be forwarded to them soon.

**BOARD VACANCIES**

Currently, we have the following Board vacancies:

- Community Advisory Committee:** Currently, we only have one member on this Committee. Melissa Hines, Regional Long-Term Care Ombudsman, notified Mary Hinnicutt that we currently need five members so we need to appoint four more members. She did explain that Patty Bosco has filed an application with Area Agency on Aging and will begin her training on December 14, 2023. Should she complete her training, Ms. Hines will notify the Board and we will need to appoint her. We need three more members. Currently, Ms. Hinnicutt informed the Board that she had received one call about this appointment and the ad is still on website.
- Senior Tax/Real Estate Legislative Delegate & Alternate:** Ms. Jo-Ellen Robinson Hutton resigned from this Advisory Board in October, 2023. Currently, we have no replacement for her or for an alternate. Ms. Hinnicutt informed the Board that she had not heard from anyone that was interested in this appointment. The ad is still on the website.

It was the consensus of the Board to continue with the ads on the County website and Facebook page. He asked the Board that, if they know of anyone that would be interested in serving, please let Mary Hinnicutt know so that she can provide them with the application.

**PLANNING ITEMS**

The following Planning Items were presented for Board action:

- > **Albemarle Preserve Phase 1A Preliminary Plat Extension Request:** Chairman Nelson recognized Rhonda Repanshek, County Planner, who presented their request for a Preliminary Plat Extension. Bobby Master, Albemarle Plantation, forwarded an e-mail to Ms. Repanshek on February 20, 2024 requesting an extension for Preliminary Plat approval for Albemarle Preserve Phase 1A. In the e-mail, Mr. Masters explained that they should be able to commence site work no later than this year or early 2025. Mr. Masters said that he was glad that they were able to assist the County with the Tower site and property to expand the Bethel Volunteer Fire Department facility. He then explained the purpose of his request to extend Preliminary Plat approval. Commissioner Corprew stated that he needed to be recused from the vote due to his owning a piece of land in this area. After some discussion about Mr. Corprew's request, County Attorney High said that it would probably be best for him to abstain from the vote. On motion made by T. Kyle Jones, seconded by Charles Woodard, the motion was approved by a vote of five (5) to one (1) with Commissioner Corprew abstaining from the vote.

**INTERGOVERNMENTAL AGREEMENT BETWEEN PERQUIMANS COUNTY BOARD OF EDUCATION AND PERQUIMANS COUNTY.**

Chairman Nelson stated that this matter would be tabled because we have not received the final draft of the Agreement. Action will be taken at the April meeting.

**PERQUIMANS-GATES 911 CONSOLIDATION**

Chairman Nelson recognized Jonathan Nixon, Emergency Services Director, who presented the following items for Board consideration and action:

- > **Perquimans-Gates 911 Consolation Agreement:** Mr. Nixon and Mr. Heath had presented this Agreement earlier in the meeting. Chairman Nelson asked if there were any questions or comments about this Agreement. There being none, T. Kyle Jones made a motion to approve the Interlocal Agreement pending approval of Gates County Board of Commissioners. The motion was seconded by Charles Woodard. The motion was unanimously approved the following Interlocal Agreement to consolidate the Gates County 911 Center with Perquimans County 911;

**INTERLOCAL AGREEMENT FOR THE CONSOLIDATION OF 911 OPERATIONS FROM GATES AND PERQUIMANS COUNTY TO PERQUIMANS COUNTY.**

**WITNESSETH** that the undersigned representatives of the Board of Commissioners of Perquimans County, hereinafter referred to as PERQUIMANS, and the Board of Commissioners of Gates County, hereinafter referred to as GATES, have entered into this Agreement for the following purposes:

1. The undersigned representatives of the Board of Commissioners of Perquimans County and the Board of Commissioners of Gates County have agreed to consolidate the 911 operations of both counties into a single entity, hereinafter referred to as the 911 Consolidation Entity.
2. The 911 Consolidation Entity shall be a joint venture of PERQUIMANS and GATES, with PERQUIMANS owning a 50% interest and GATES owning a 50% interest.
3. The 911 Consolidation Entity shall be organized as a limited liability company under the laws of the State of North Carolina.
4. The 911 Consolidation Entity shall have a fiscal year ending on December 31st of each year.
5. The 911 Consolidation Entity shall have a minimum capital of \$1,000,000.
6. The 911 Consolidation Entity shall have a maximum capital of \$5,000,000.
7. The 911 Consolidation Entity shall have a maximum number of 100 members.
8. The 911 Consolidation Entity shall have a maximum number of 100 members.
9. The 911 Consolidation Entity shall have a maximum number of 100 members.
10. The 911 Consolidation Entity shall have a maximum number of 100 members.
11. The 911 Consolidation Entity shall have a maximum number of 100 members.
12. The 911 Consolidation Entity shall have a maximum number of 100 members.
13. The 911 Consolidation Entity shall have a maximum number of 100 members.
14. The 911 Consolidation Entity shall have a maximum number of 100 members.
15. The 911 Consolidation Entity shall have a maximum number of 100 members.
16. The 911 Consolidation Entity shall have a maximum number of 100 members.
17. The 911 Consolidation Entity shall have a maximum number of 100 members.
18. The 911 Consolidation Entity shall have a maximum number of 100 members.
19. The 911 Consolidation Entity shall have a maximum number of 100 members.
20. The 911 Consolidation Entity shall have a maximum number of 100 members.

**PERQUIMANS COUNTY:**  
 Name: Jonathan Nixon  
 Title: Emergency Services Director

**GATES COUNTY:**  
 Name: T. Kyle Jones  
 Title: Board of Commissioners

- > **Personnel Adjustment for Telecommunications Due to Consolidation:** Chairman Nelson stated that Mr. Nixon presented staffing adjustment required for the consolidation of the Gates 911 Center and the Perquimans 911 Center. Mr. Nelson asked if there were any questions. There being none, Charles Woodard made the motion to approve the required staffing changes for the consolidation of the Gates 911 Center and Perquimans 911 Center pending approval of Gates County. The motion was seconded by James W. Ward and unanimously approved. Employee Action Forms will be presented next month for Board approval.

- > **Budget Amendment No. 28:** Chairman Nelson explained that the Board will need to approve Budget Amendment No. 28 to cover the expenses for the consolidation of the Gates 911 Center and the Perquimans County 911 Center. Mr. Nelson asked if there were any questions. There being none, T. Kyle Jones made a motion to approve the following Budget Amendment No. 28 pending approval of Gates County. Joseph W. Hoffler seconded the motion which was unanimously approved by the Board:

**BUDGET AMENDMENT NO. 28 (CONTINUED)  
 GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-397-003	Communications - Perquimans/Gates Agreement	252,013	
10-511-020	Communications - Salaries	149,054	
10-511-030	Communications - Part-Time Salaries	17,453	
10-511-050	Communications - FICA	13,067	
10-511-060	Communications - Group Insurance	29,435	
10-511-070	Communications - Retirement	22,547	
10-511-071	Communications - 401K Match	3,416	
10-511-110	Communications - Telephone/Postage	2,792	
10-511-130	Communications - Utilities	1,667	
10-511-140	Communications - Travel	1,250	
10-511-141	Communications - Recruitment/Retention	450	
10-511-150	Communications - Maintenance/Repair Building	250	
10-511-160	Communications - Maintenance/Repair Equipment	4,833	
10-511-260	Communications - Advertising	133	
10-511-320	Communications - Inventory Item	333	
10-511-330	Communications - Supplies	1,133	
10-511-360	Communications - Uniforms	1,082	
10-511-460	Communications - Medical Expense	1,150	

BUDGET AMENDMENT NO. 28 (CONTINUED)  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-511-530	Communications - Dues/Subscriptions	250	
10-511-910	Communications - DCI	600	
10-500-032	Building Maintenance - Cleaning Contracts	867	
10-500-340	Building Maintenance - Insurance/Bonds	250	
EXPLANATION: To amend the FY 23/24 budget to include Perquimans/Cates Agreement for 911 Services to cover the remainder of FY 23/24.			

County Manager Heath commended Jonathan Nixon, Julie Solesbee, Andrea Stoner, and NaKindra Downing for their hard work to get this consolidation handled within a month. The only one that he remembers that happened this quickly and it was done eight (8) months. He thanked them for the hard work and time that they did to get this accomplished in a month.

CENTER FOR ACTIVE LIVING ITEMS

Chairman Nelson recognized County Manager Heath, who presented the following items for Board consideration and action:

1. Board Appointments: Chairman Nelson explained that, with the retirement of Beverly Gregory, Active Living Coordinator, the Board will need to appoint LuRee Sawyer to the Albemarle Commission Area Agency on Aging Regional Advisory Council (RAC). In addition, their by-laws have been amended to allow two members to serve from each county. Ms. Gregory has agreed to remain on the RAC Council until she notifies them that she will be resigning from the RAC. Therefore, the Board will need to appoint her as our second representative on the RAC.
2. Bank Authorization for New Center of Active Living Coordinator to Endorse Checks: Chairman Nelson explained that, in addition, to the above request, the County's financial institution, PNC, has requested that the Board authorize LuRee Sawyer, new Center for Active Living Coordinator, to handle banking transactions for the Center at PNC Bank. This action needs to be recorded in minutes and a copy forwarded to PNC Bank.

Chairman Nelson asked if there were any questions or comments from the Board. There being none, the Chairman said that we would handle both of these items with one motion. On motion made by Joseph W. Hoffer, seconded by Timothy J. Corprew, the Board unanimously made the appointment of LuRee Sawyer and Beverly Gregory to the Albemarle Commission Area Agency on Aging and to authorize LuRee Sawyer to handle banking transaction at PNC Bank.

PERSONNEL MATTER

County Manager Heath explained that we had this one personnel matter (merit raise) that was received after the Agenda Packets were distributed. On motion made by T. Kyle Jones, seconded by Timothy J. Corprew, the following personnel matter (merit raise) was unanimously approved by the Board:

Department	Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Sheriff's Office	Preston Ward	Investigator	68/11	\$36,137	03/01/2024

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: TO DISCUSS AN ECONOMIC DEVELOPMENT MATTER AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(4), the Board went into Closed Session to discuss an economic development matter and to approve closed session minutes. On motion made by James W. Ward, seconded by Timothy J. Corprew, to go into Closed Session. The motion was unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Called Meeting reconvened on motion made by Charles Woodard, seconded by T. Kyle Jones, and unanimously approved by the Board.

No action was required from the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 8:15 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward.

Charles Woodard, Vice Chairman

Clerk to the Board

\*\*\*\*\*

BUDGET AMENDMENT NO. 28 (CONTINUED)  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
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PUBLIC COMMENTS

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The Closed Session was adjourned and the Regular Called Meeting reconvened on motion made by Charles Woodard, seconded by T. Kyle Jones, and unanimously approved by the Board.

No action was required from the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 8:44 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward.

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

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

\*\*\*\*\*  
WORK SESSION  
March 18, 2024  
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on March 18, 2024 was cancelled.

\*\*\*\*\*

March 26, 2024

**Tax Refunds: (Perquimans County)**

R & S Logging Inc \$799.47  
Vehicle sold; 11-month refund.  
Account#: 35604080

Andy Clark White \$135.04  
Vehicle sold; 10-month refund..  
Account#: 75460247

**Tax Releases: (Perquimans County)**

Gone to Get it, INC \$1173.00  
Business has moved to Virginia in 2018.  
This IRPTK is now located in Virginia.  
Account#: 420713 Year: 2022

Gone to Get it, INC \$1012.54  
Business has moved to Virginia in 2018.  
This IRPTK is now located in Virginia.  
Account#: 420713 Year: 2021

Gone to Get it, INC \$757.71  
Business has moved to Virginia in 2018.  
This IRPTK is now located in Virginia.  
Account#: 420713 Year: 2020

Gone to Get it, INC \$604.92  
Business has moved to Virginia in 2018.  
This IRPTK is now located in Virginia.  
Account#: 420713 Year: 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Teresa Valentine

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

POSITION: Data Manager / CAL Assistant

DEPT.: Center for Active Living

NEW EMPLOYEE EFFECTIVE DATE: April 1, 2024

GRADE: 60 STEP: 6 SALARY: \$34,952

ENDING DATE OF PROBATIONARY PERIOD: April 1, 2025

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

\_\_\_\_\_ DATE OF EMPLOYEE REMOVAL FROM ROSTER  
Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

COUNTY MANAGER APPROVAL

Lucretia Clavier  
DATE: 3-18-2024

W. Frank Heath, Jr  
DATE: 3/19/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Samantha Farrar SOC. SEC. NO.. \_\_\_\_\_

POSITION: Income Maintenance Caseworker III DEPT.: Social Services

\*\*\*\*\*This is a MXP position\*\*\*\*\*

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

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

**X** 4/4/2024 DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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: March 25, 2024

COUNTY MANAGER APPROVAL

W. March Heath III  
DATE: 3/26/24

FINANCE OFFICER \_\_\_\_\_

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

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/22/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Iasia Moeneak Collier

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

POSITION: Deputy

DEPT.: Sheriff's Office

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  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

X 3-23-24 DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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: 3-22-24

COUNTY MANAGER APPROVAL

W. Frank Heath, III

DATE: 3/26/24

FINANCE OFFICER

\_\_\_\_\_

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

**COPY**



**From:** Angela Jordan <ajordan@perqdss.net>  
**Sent:** Thursday, March 28, 2024 11:55 AM  
**To:** Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>  
**Cc:** Frank Heath <frankheath@perquimanscountync.gov>; Casey White <caseywhite@perquimanscountync.gov>; Tracy Mathews <tracymathews@perquimanscountync.gov>; rcorprew@perqdss.net <rcorprew@perqdss.net>  
**Subject:** Fw: Request leave without pay

Good Morning Mary!

I was looking for the agenda packet for Monday's meeting. I didn't see it online yet so I am hoping that I can get a request for leave without pay for one of my employees added to the agenda. Please let me know if this is possible. I have forwarded the request in the event that it is.

Thank you,

Angela Jordan, BSW  
Director  
Perquimans County Department of Social Services  
103 Charles Street/PO Box 107 Hertford, NC 27944  
(252) 426-7377 Ext. 128 (Office)  
(252) 464-1510 (Fax)  
(252) 426-1240 (Fax)  
ajordan@perqdss.net

You must never be fearful about what you are doing when it is right.

- Rosa Parks

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic email message and any attachments hereto, as well as any electronic mail messages(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties.

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Perquimans County Vision  
to be a community of opportunity in which to live, learn, work, prosper and play

---

**From:** Kene Bell <kenepbell@gmail.com>  
**Sent:** Thursday, March 28, 2024 11:10 AM  
**To:** Angela Jordan <ajordan@perqdss.net>  
**Cc:** kwatson@perqdss.net <kwatson@perqdss.net>  
**Subject:** Request leave without pay

March 28, 2024

11:00AM

I, Ken'eric Bell, IA&T SW employed by Perquimans DSS is requesting pay without leave due to the passing of my mother on March 23, 2024. I am requesting time off from April 1, 2024 to April 13, 2024 to return on Monday, April 15, 2024.

Sent from my iPhone

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/7/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jonathan Nixon SOC. SEC. NO.: \_\_\_\_\_

POSITION: Emergency Services Director DEPT.: Emergency Services

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 79 STEP: 16 SALARY: \$102956 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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

COUNTY MANAGER APPROVAL

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

W. Frank Heath, Jr.  
\_\_\_\_\_  
DATE: 3/20/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE 509 100

NAME: Julie Solesbee SOC. SEC. NO.: \_\_\_\_\_

POSITION: Assistant Emergency Services Director DEPT.: Emergency Services

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 75 STEP: 7 SALARY: \$33.31 Hourly (169,294)

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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: \_\_\_\_\_

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Date

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Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath, Jr.  
DATE: 3/22/24

FINANCE OFFICER

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

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE reclass

NAME: Andrea Stoner

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

POSITION: 911 Operations Manager

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 72 STEP: 8 SALARY: \$29.92 Hourly (362,229)

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 3/7/24

W. Frank Heath  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: NaKindra Downing

SOC. SEC. NO.:

POSITION: 911 QA Coordinator

DEPT.: 911

X NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 70 STEP: 6 SALARY: \$26.10 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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. GRADE: STEP: SALARY:

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: STEP: SALARY:

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

COUNTY MANAGER APPROVAL

DATE: 3/15/27

DATE: 3/27/24

FINANCE OFFICER

DATE:

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Keely Cartwright

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

POSITION: Full Time Telecommunicator III

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: April 1, 2024

GRADE: 68 STEP: 7 SALARY: \$24.48 Hourly (\$50,918)

ENDING DATE OF PROBATIONARY PERIOD: April 1, 2025

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. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 3/20/24

W. Frank Heath, E  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Anna Johnson

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

POSITION: Full Time Telecommunicator III

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: April 1, 2024

GRADE: 68 STEP: 5 SALARY: \$23.31 Hourly (\$48,498)

ENDING DATE OF PROBATIONARY PERIOD: April 1, 2025

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: \_\_\_\_\_

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Date

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Date

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 3/20/24

W. [Signature]  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandon Melton

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

POSITION: Full Time Telecommunicator III

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: April 1, 2024

GRADE: 68 STEP: 5 SALARY: \$23.31 Hourly (\$48,499)

ENDING DATE OF PROBATIONARY PERIOD: April 1, 2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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Date

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 3/20/24

W. Frank Heath  
DATE: 3/22/24

FINANCE OFFICER

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

COPY



COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Fantasia Saunders

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

POSITION: Full Time Telecommunicator III

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: April 1, 2024

GRADE: 68 STEP: 4 SALARY: \$22.76 Hourly (647,340)

ENDING DATE OF PROBATIONARY PERIOD: April 1, 2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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Date

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

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.

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 3/20/24

COUNTY MANAGER APPROVAL

W. Frank Heath  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE *Sal inc*

NAME: Keely Cartwright SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator II DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 66 STEP: 6 SALARY: \$21.88 hourly (*\$45,518*)

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
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\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

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Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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DEPARTMENT RECOMMENDATION

*[Signature]*  
DATE: 3/7/24

COUNTY MANAGER APPROVAL

*W. Frank Heath, III*  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE SOT INC.

NAME: Sue Ann Cestaro SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator II DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 66 STEP: 6 SALARY: \$21.88 Hourly (\$45,518)

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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.

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath, III  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE PT to FT

NAME: Brandon Melton SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator II DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2024

GRADE: 66 STEP: 5 SALARY: \$21.35 Hourly (544.458)

ENDING DATE OF PROBATIONARY PERIOD: March, 1 2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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Date

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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.

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath, Ce  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE PT to FT

NAME: Crystal Wright SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator II DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 66 STEP: 11 SALARY: \$24.71 Hourly (\$91.40/h)

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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.

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath, Jr.  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE *reclass*

NAME: Fantasia Saunders SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator II DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 66 STEP: 4 SALARY: \$20.84 Hourly *1442.250*

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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.

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DEPARTMENT RECOMMENDATION

*[Signature]*  
DATE: 3/7/24

COUNTY MANAGER APPROVAL

*W. Frank Heath, #*  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE Saf 100

NAME: Camry Harris SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator I DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 64 STEP: 1 SALARY: \$17.73 Hourly (\$36,214)

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath, Jr  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE SOI 100

NAME: Allen Foy SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator I DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 64 STEP: 1 SALARY: \$17.73 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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: 3/7/24

COUNTY MANAGER APPROVAL

W. Mark Heath III  
DATE: 3/22/24

FINANCE OFFICER

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

COPY



COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE Sal Inc

NAME: Charity Geho SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator I DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 64 STEP: 2 SALARY: \$18.18 Hourly (\$39.915)

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath, III  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE PT to FT

NAME: Alyssa Ratcliff SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator I DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 64 STEP: 1 SALARY: \$17.73 Hourly *(826.904)*

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath III  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Morgan Story

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

POSITION: Full Time Certified Telecommunicator I

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024  
GRADE: 64 STEP: 1 SALARY: \$17.73 hourly  
ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY PERIOD.

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 03/07/2024

W. Frank Heath, Jr.  
DATE: 3/28/24

FINANCE OFFICER

[Signature]  
DATE: 3/28/2024

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE PT to FT

NAME: Reagan Charlton SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Non Certified Telecommunicator DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 60 STEP: 1 SALARY: \$14.87 Hourly (\$30,937)

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY PERIOD.

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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.

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 3/7/24

COUNTY MANAGER APPROVAL

W. Mark Heath  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE PT to FT

NAME: Tyanna Green SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Non Certified Telecommunicator DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 60 STEP: 1 SALARY: \$14.87 Hourly (\$30,930)

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

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

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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.

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 3/7/24

COUNTY MANAGER APPROVAL

W. Mark Heath, IV  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE SOI INC

NAME: Zeb Daneker SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Certified Telecommunicator II DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 66 STEP: 9 SALARY: \$23.54 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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.

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE Sal inc

NAME: Kylie Felton SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Certified Telecommunicator II DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 66 STEP: 13 SALARY: \$25.95 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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.

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath, II  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE Sal inc

NAME: Emily Harrell SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Certified Telecommunicator II DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 66 STEP: 10 SALARY: \$24.13 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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.

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath  
DATE: 3/22/24

FINANCE OFFICER

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

COPY



COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE SOL 100

NAME: Anna Johnson SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Certified Telecommunicator II DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 66 STEP: 5 SALARY: \$21.35 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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.

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath, IV  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE 501130

NAME: Isia Collier SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Certified Telecommunicator I DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 64 STEP: 1 SALARY: \$17.73 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 3/7/24

W. Frank Heath  
DATE: 3/22/24

FINANCE OFFICER

COPY

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE SALING

NAME: Melissa Hand SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Certified Telecommunicator I DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 64 STEP: 11 SALARY: \$22.63 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath, III  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/7/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE SOI 100

NAME: Logan Hogge SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Certified Telecommunicator I DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 64 STEP: 3 SALARY: \$18.62 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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  
*John V. [Signature]*  
DATE: 3/7/24

COUNTY MANAGER APPROVAL  
*W. Frank Heath, III*  
DATE: 3/22/24

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE *sal inc*

NAME: William Ward SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Certified Telecommunicator I DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 64 STEP: 4 SALARY: \$19.08 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

COUNTY MANAGER APPROVAL

*John K. [Signature]*  
DATE: 3/7/24

*W. Frank Heath IV*  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE FT hire

NAME: Claire Haislop SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Non Certified Telecommunicator DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 60 STEP: 1 SALARY: \$14.87 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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: 3/7/24

COUNTY MANAGER APPROVAL

W. Mark Heath  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE  hire

NAME: Courtney Langley SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Non Certified Telecommunicator DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 60 STEP: 1 SALARY: \$14.87 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath, Jr.  
DATE: 3/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE PT hire

NAME: Ashley Rison SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Non Certified Telecommunicator DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2024

GRADE: 60 STEP: 1 SALARY: \$14.87 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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: 3/7/24

COUNTY MANAGER APPROVAL

W. Frank Heath, Jr.  
DATE: 3/22/24

FINANCE OFFICER

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

COPY



COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Elena Howell

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

POSITION: Processing Assistant V

DEPT.: Social Services

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. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_  
Date

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

X 4/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date

GRADE: 61 STEP: 4 SALARY: \$34,787.00

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



DATE: March 1, 2024

COUNTY MANAGER APPROVAL



DATE: 3/19/24

FINANCE OFFICER \_\_\_\_\_

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Belinda Owens

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

POSITION: Social Worker III

DEPT.: Social Services

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  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

**X** 4/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date

GRADE: 69 STEP: 3 SALARY: \$48,264.00

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.

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DEPARTMENT RECOMMENDATION  
[Signature]  
DATE: March 1, 2024

COUNTY MANAGER APPROVAL  
W. [Signature]  
DATE: 3/19/24

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Morgan Lilly

SOC. SEC. NO.:

POSITION: Full Time AEMT

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. GRADE: STEP: SALARY:

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

X 4/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 66 STEP: 2 SALARY: \$19.85 Hourly (\$41,280)

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:
DATE: 3/19/24

COUNTY MANAGER APPROVAL
W. Frank Heath, Jr.
DATE: 3/20/24

FINANCE OFFICER
DATE:

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William "Rob" Mitchell

SOC. SEC. NO.:

POSITION: 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. GRADE: STEP: SALARY:

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

X 4/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 68 STEP: 3 SALARY: \$22.20 Hourly (\$46,184)

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

COUNTY MANAGER APPROVAL

Signature and date 3/19/24

Signature W. Frank Heath and date 3/20/24

FINANCE OFFICER

DATE:

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert "Martin" Watkins SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Paramedic Shift Supervisor 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  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY PERIOD.

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

**X** 4/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 70 STEP: 4 SALARY: \$24.85 Hourly (\$51,697)

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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 3/22/24

W. Frank Feath, III  
DATE: 3/22/24

FINANCE OFFICER

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

COPY



## Town of Winfall

Preston T. White, Mayor  
Valerie Jackson, Clerk/FO

Post Office Box 275  
Winfall, North Carolina 27985  
Telephone: (252) 426-5015  
Fax: (252) 426-1763

Email: [vjackson@townofwinfall.org](mailto:vjackson@townofwinfall.org)

Town Council:  
Debera B. Long  
Arnetta Ormond  
Valery T. McDonald  
Cynthia White Cunningham

March 6, 2024

Mary P. Hunnicutt  
Clerk to the Board  
Perquimans County  
P.O. Box 45  
Hertford, NC 27944

Re: Appointment of the Recreation Advisory Board

Hello Mary,

This letter is to affirm Councilwoman Cynthia Cunningham to the Recreation Advisory Board. On Tuesday night March 5, 2024 Councilwoman Cynthia Cunningham, P. O. Box 11, Winfall, NC 27985, email: [ccunningham@townofwinfall.org](mailto:ccunningham@townofwinfall.org), volunteered to be the Town of Winfall representative on the Recreation Advisory Board of Perquimans County for the upcoming term and the board agreed. She can be reached at 202-277-8548. If I can be of further service, please let me know.

Sincerely,

A handwritten signature in cursive script that reads 'Valerie Jackson'.

Valerie Jackson, Town Clerk/Finance Officer

COPY



## Town of Winfall

Preston T. White, Mayor  
Valerie Jackson, Clerk/ FO

Post Office Box 275  
Winfall, North Carolina 27985  
Telephone: (252) 426-5015  
Fax: (252) 426-1763

Email: [vjackson@townofwinfall.org](mailto:vjackson@townofwinfall.org)

Town Council:  
Debera B. Long  
Arnetta Ormond  
Valery T. McDonald  
Cynthia White Cunningham

March 6, 2024

Mary P. Hunnicutt  
Clerk to the Board  
Perquimans County  
P.O. Box 45  
Hertford, North Carolina, 27944

Re: Re-Appointment to the TDA

Dear Ms. Mary,

This letter is in regards to re-appointing our Mayor Preston White to another Tourism Development Authority Boards. His re-appointment will continue another year.

If you have any questions regarding this letter please contact me at (252)426-5015.

Sincerely,

TOWN OF WINFALL

Preston T. White, Mayor

COPY

**From:** Active Living Office <ActiveLivingOffice@perquimanscountync.gov>  
**Sent:** Friday, March 22, 2024 12:13 PM  
**To:** Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>; Active Living Manager <ActiveLivingManager@perquimanscountync.gov>  
**Subject:** FW: Perquimans HCCBG Planning Meeting

Jasmine has accepted the opportunity for LuRee to serve with the HCCBG committee. Ms. Mary, will this be an item that needs to be addressed with the April agenda? Thank you.

Beverly Gregory, Coordinator  
Perquimans County Center for Active Living  
1072 Harvey Point Road; PO Box 615  
Hertford, NC 27944  
Telephone: 252-426-5404  
Fax: 252-426-1296  
Email: [activelivingoffice@perquimanscountync.gov](mailto:activelivingoffice@perquimanscountync.gov)

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

---

**From:** Jasmine Wilson <[jwilson@accog.org](mailto:jwilson@accog.org)>  
**Sent:** Friday, March 22, 2024 12:11 PM  
**To:** Active Living Office <ActiveLivingOffice@perquimanscountync.gov>  
**Subject:** Re: Perquimans HCCBG Planning Meeting

Absolutely!

Jasmine S. Wilson  
Aging Program and Contracts Specialist &  
Perquimans County SHIP Coordinator  
[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*

~\*~ Need Medicare Assistance? Ask ME!! ~\*~

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**From:** Active Living Office <ActiveLivingOffice@perquimanscountync.gov>  
**Sent:** Friday, March 22, 2024 12:08 PM  
**To:** Jasmine Wilson <[jwilson@accog.org](mailto:jwilson@accog.org)>  
**Cc:** Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>; [activelivingmanager@perquimanscountync.gov](mailto:activelivingmanager@perquimanscountync.gov)  
<[activelivingmanager@perquimanscountync.gov](mailto:activelivingmanager@perquimanscountync.gov)>  
**Subject:** RE: Perquimans HCCBG Planning Meeting

Jasmine. I am not allowed to attend any functions in April. May LuRee fill the position I vacate? Thank you always for your great leadership.

Beverly Gregory, Coordinator  
Perquimans County Center for Active Living  
1072 Harvey Point Road; PO Box 615  
Hertford, NC 27944  
Telephone: 252-426-5404  
Fax: 252-426-1296  
Email: [activelivingoffice@perquimanscountync.gov](mailto:activelivingoffice@perquimanscountync.gov)

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



**Re: Appointments for Advisory Boards**

**From:** Teresa Story <teresa\_story@ncsu.edu>  
**Sent:** Tuesday, March 26, 2024 3:30 PM  
**To:** Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>  
**Subject:** Re: Appointments for Advisory Boards

Mary,

You can leave Edward and Nick on the Agricultural Advisory Board.

Thanks, Teresa

Teresa S. Story, County Administrative Assistant  
North Carolina State University  
College of Agriculture and Life Sciences  
North Carolina Cooperative Extension  
Perquimans County Center  
601-A South Edenton Road Street  
PO Box 87  
Hertford, NC 27944  
Phone: 252-426-5428  
Fax: 252-426-1646  
Email: [teresa\\_story@ncsu.edu](mailto:teresa_story@ncsu.edu)  
Internet: [www.perquimans.ces.ncsu.edu](http://www.perquimans.ces.ncsu.edu)

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On Thu, Mar 21, 2024 at 4:51 PM Mary Hunnicutt <MHunnicutt@perquimanscountync.gov> wrote:

According to my records, the following individuals' terms on their Board/Committee, is due to expire the end of April:

NAME	BOARD/COMMITTEE	TERM	APPT	EXPIRATION
Winslow, Edward	Agricultural Advisory Board - Farm Bureau	3 yrs.	5/1/2021	4/30/2024
Nixon, Nick	Agricultural Advisory Board - Hertford	3 yrs.	5/1/2021	4/30/2024
White, Mary	Tourism Development Authority (Industry Rep)	2 yrs.	5/1/2022	4/30/2024

Please verify that these individuals are still eligible to serve and that they are still willing to serve by Tuesday, March 28, 2024. Please send me an e-mail stating that you recommend their reappointment or that they are not eligible 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.*





# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

WALLACE E. NELSON  
CHAIRMAN  
CHARLES WOODARD  
VICE CHAIRMAN  
TIMOTHY J. CORPREW  
JOSEPH W. HOFFLER  
T. KYLE JONES  
JAMES W. WARD  
W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## 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:

1. The following described vehicle is hereby declared to be surplus to the needs of the County:

<u>Model Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>
2016	Dodge	Charger	2C3CDXAT0GH228691

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

3. The County reserves the right to reject any or all bids and decide not to sell the vehicles 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 1<sup>st</sup> day of April, 2024.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board

SEAL

**Perquimans County's Vision:**

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

<b>UNITED STATES DEPARTMENT OF AGRICULTURE</b>  <b>LEASE AMENDMENT</b>	<b>LEASE AMENDMENT No. 7</b>
	<b>TO LEASE NO.</b>  <b>Perquimans County, NC USDA Service Center</b>
<b>ADDRESS OF PREMISES</b>  <b>512 S Church Street</b> <b>Herford, NC 27944</b>	<b>GREX Delegation Number: DNC06449-002</b> <b>RPUID: FA.112441</b> <b>EUID: MBXQSJ2NMCK9</b>

**THIS AMENDMENT** is made and entered into between **County of Perquimans**  
whose address is: **PO Box 45, Herford, NC 27944**

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

**WHEREAS**, the parties hereto desire to amend the above Lease to extend lease term.

**NOW THEREFORE**, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective upon execution by the Government as follows:

1. Effective upon execution by the Government, the lease period of the above-described premises will be extended from **January 1, 2023** through **December 31, 2027**.
2. Effective **October 1, 2023**, the Government will pay the Lessor annual rent of **\$32,720.50** payable at the rate of **\$2,726.71\*** per month (representing **\$15.50** per square foot for **2,111** rentable square feet of office space) in arrears. (\*Rates may be rounded.)
3. The lease is amended to include FAR Part 52.204-25 and FAR Part 52.204.27 (attached to this lease document) which will be initialed by the Lessor and Government.
4. The Lessor must have an active/updated registration in the System for Award Management (SAM) System (<https://www.sam.gov>) upon receipt of this Lease Amendment. Registration needs to indicate Purpose as "All Awards" and NAICS Code of "531120". The Government will not process rent payments to Lessors without an active/updated SAM registration.

This Lease Amendment contains 4 pages.

All other terms and conditions of the lease shall remain in force and effect.  
**IN WITNESS WHEREOF**, the parties subscribed their names as of the below date.

**FOR THE LESSOR:**

**FOR THE GOVERNMENT:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Entity Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Lease Contracting Officer, USDA  
Date: \_\_\_\_\_

**WITNESSED FOR THE LESSOR BY:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

ADDITIONAL FAR AND GSAR CLAUSES FOR LEASE EXTENSIONS AND RENEWALS

1) 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Nov 2021)

(a) *Definitions.* As used in this clause—

*Backhaul* means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

*Covered foreign country* means The People's Republic of China.

*Covered telecommunications equipment or services* means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

*Critical technology* means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

LESSOR: \_\_\_\_\_ GOVERNMENT: \_\_\_\_\_

*Interconnection arrangements* means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Roaming* means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements;  
or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) *Reporting requirement.*

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

LESSOR: \_\_\_\_\_ GOVERNMENT: \_\_\_\_\_

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial products or commercial services.

2) **52.204-27 Prohibition on a ByteDance Covered Application (Jun 2023)**

*This clause is incorporated by reference.*



# PERQUIMANS COUNTY

Unique Entity ID <b>MBXQSJ2NMCK9</b>	CAGE / NCAE <b>71E83</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Feb 5, 2025</b>	
Physical Address <b>128 N Church ST Hertford, North Carolina 27944-1104 United States</b>	Mailing Address <b>P.O. Box 45 Hertford, North Carolina 27944 United States</b>	

**Business Information**

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>North Carolina 01</b>	State / Country of Incorporation <b>(blank) / (blank)</b>	URL <b>(blank)</b>

**Registration Dates**

Activation Date <b>Feb 9, 2024</b>	Submission Date <b>Feb 6, 2024</b>	Initial Registration Date <b>Apr 26, 2013</b>
---------------------------------------	---------------------------------------	--

**Entity Dates**

Entity Start Date <b>Sep 8, 1668</b>	Fiscal Year End Close Date <b>Jun 30</b>
---	---

**Immediate Owner**

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

**Highest Level Owner**

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

**Executive Compensation**

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

**Proceedings Questions**

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

**Exclusion Summary**

Active Exclusions Records?

No

**SAM Search Authorization**

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

**Entity Types**

**Business Types**

Entity Structure <b>U.S. Government Entity</b>	Entity Type <b>US Local Government</b>	Organization Factors <b>(blank)</b>
Profit Structure <b>(blank)</b>		



**Socio-Economic Types**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Government Types**

U.S. Local Government  
County

**Other Government Entities**

Council of Governments

**Financial Information**

Accepts Credit Card Payments No	Debt Subject To Offset No
------------------------------------	------------------------------

EFT Indicator 0000	CAGE Code 71E83
-----------------------	--------------------

**Taxpayer Information**

EIN 566000330	Type of Tax Applicable Federal Tax	Taxpayer Name Perquimans County
Tax Year (Most Recent Tax Year) 2013	Name/Title of Individual Executing Consent Finance Officer	TIN Consent Date Feb 6, 2024
Address P.O. Box 45 Hertford, North Carolina 27944		

**Points of Contact**

**Accounts Receivable POC**

Tracy Mathews, Finance Officer  
tracymathews@perquimanscountync.gov  
2524268484

**Electronic Business**

<input checked="" type="checkbox"/> Tracy Mathews, Finance Officer tracymathews@perquimanscountync.gov 2524268484	P.O. Box 45 Hertford, North Carolina 27944 United States
--	--

**Government Business**

<input checked="" type="checkbox"/> Tracy Mathews, Finance Officer tracymathews@perquimanscountync.gov 2524268484	P.O. Box 45 Hertford, North Carolina 27944 United States
--	--

**Security Information**

Company Security Level (blank)	Highest Level Employee Security Level (blank)
-----------------------------------	--

**Service Classifications**

**NAICS Codes**

Primary Yes	NAICS Codes 921190 713940 813920 813940 921130 922120	NAICS Title Other General Government Support Fitness And Recreational Sports Centers Professional Organizations Political Organizations Public Finance Activities Police Protection
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926130

Regulation And Administration Of Communications, Electric, Gas, And Other Utilities

**Size Metrics**

**IGT Size Metrics**

Annual Revenue (from all IGTs)  
(blank)

**Worldwide**

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR
\$16,000,000.00	121)
	170

**Location**

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR
(blank)	121)
	(blank)

**Industry-Specific**

Barrels Capacity	Megawatt Hours	Total Assets
(blank)	(blank)	(blank)

**Electronic Data Interchange (EDI) Information**

This entity did not enter the EDI information

**Disaster Response**

This entity does not appear in the disaster response registry.



## Memorandum

**To:** Finance Directors and Human Resource Directors  
**From:** Micki Taylor & Todd Green  
**Date:** March 22, 2024  
**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 Micki Taylor 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, 2024. The valuation date will be December 31, 2022 and the measurement date will be December 31, 2023. For measurement of the Total Pension Liability and Pension Expense, the December 31, 2022 accrued liability will be rolled forward to the measurement date of December 31, 2023 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 2023, the retired participant data provided last year will be used for the Fiscal Year 2024 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 2025 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 2024 Memorandum of Participation to Cavanaugh Macdonald Consulting, LLC indicating their desire to participate and the Data Collection Sheet **no later than May 15, 2024** 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, 2024** 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 Micki Taylor and Todd Green ([NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)). If you have any questions, please contact Micki at (678) 388-1709 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)



## 2024 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 2024 reporting, CMC will need to receive **all requested information no later than May 15<sup>th</sup>, 2024.**

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, 2024.  
**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 \_\_\_\_\_, 2024.

\_\_\_\_\_  
(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, 2024  
(Article 12D of Chapter 143 N.C. General Statutes)**

This form should be completed and returned by **May 15, 2024**.

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

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

- 1) The active participant data as of December 31, 2022 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 2023 (January 1, 2023 to December 31, 2023)**.

**This amount should not include any employer FICA.**

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

- 3) Please provide the administrative expenses\* for **Calendar Year 2023**

**(January 1, 2023 to December 31, 2023):** \$ \_\_\_\_\_

\* 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 **Micki Taylor or Todd Green** ([NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)) at Cavanaugh Macdonald Consulting at (678) 388-1709 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, 2025

In preparation for the GASB 73 reporting required for Fiscal Year ending June 30, 2025, please provide a Microsoft Excel file of any retired employees who received a separation allowance during 2023. 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** during 2023
- Pay Period: Bi-weekly, monthly, semimonthly, weekly, etc.
- Number of payments during the year (for those whose payments ceased during the year)
- Date of Birth (MM/DD/YYYY)
- Gender (Male/Female)
- Date of Retirement (MM/DD/YYYY)

This information will be used for the Fiscal Year 2025 reporting period. We are requesting this information since it may be easier for your unit to provide the retiree information for 2023 now instead of producing the information in 2025.



PERQUIMANS COUNTY SHERIFF'S OFFICE  
SHERIFF SHELBY WHITE

110 NORTH CHURCH STREET  
P. O. BOX 31  
HERTFORD NC 27944  
(252) 426-5615 Fax (252) 426-4019

March 7, 2024

To County Manager and County Commissioners:

This is a request to surplus unused and seized weapons to be sold for the fair market trade in value or traded in to the firearms dealer that we use for purchasing of our weapons. The proceeds from the sell and from the trade will be for the purchase of new weapons carried by deputies in service to replace the older ones. Below is a list of the weapon models and serial numbers for the request.

Glock 27 40 Cal: WUM549, WUM548, WUM547, WUM540, WUM541, WUM545, WUM546

Glock 23 40 Cal: XKH845, XKH839, WPY880

Glock 42 380 Cal: AATP406

Springfield 1911 45 Cal: NM653537, NM656717

Smith & Wesson M&P Shield 9mm: HMF6424, HMF6430, HMF7636

Smith & Wesson M&P Shield 380 Cal: REE7255

Smith & Wesson M&P 22 Cal Rifle: LAV3228

Ruger 10-22 Rifle: 126-91920

Marlin 60 22 Cal Rifle: 16406889

Springfield 87A 22 Cal Rifle: No Serial #



M1 Carbine 30 Cal: 5814146

High-Point Rifle 4595 45 cal rifle: R104725

AMT 380 Cal: DA2256

Mossberg 380 22 rifle: M46198

Beistegi Bros. 38 Long Revolver: 34525

The Regent 22 Cal Revolver: R25064

Remington 870 12 Ga: V417639V

Sears Roebuck / JC Higgins 103.350 12 Ga: R249

Marlin 989 22 Rifle: 69368194

Stevens 311A Double Barrel: No Serial #

Topper 158 Single Shot 20 Ga: AF731

F&N fortynine 40 Cal: 517NN01406

Bryco 380 Auto: 1267703

Hi Point C9 9mm: P10089653

Lakefield 93M 22 Rifle: 907126

Spikes Tactical ST15: DTOM-05417



# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

WALLACE E. NELSON  
CHAIRMAN

CHARLES WOODARD  
VICE CHAIRMAN

TIMOTHY J. CORPREW

JOSEPH W. HOFFLER

T. KYLE JONES

JAMES W. WARD

W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

P.O. BOX 45

HERTFORD, NORTH CAROLINA 27944

TELEPHONE: 1-252-426-7550

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## RESOLUTION BY GOVERNING BODY OF APPLICANT

**WHEREAS,** Perquimans County has need for and intends to construct, plan for, or conduct a study in a project described as Water Treatment Plant Discharge Relocations (Bethel WTP & Winfall WTP) & Water Distribution System Improvements and

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

**NOW THEREFORE BE IT RESOLVED, BY BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY:**

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

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

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

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

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

**Perquimans County's Vision:**

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

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 1<sup>st</sup> day of April, 2024 at Perquimans County, North Carolina .

---

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

**ATTEST:**

---

Mary P. Hunnicutt  
Clerk to the Board

# Perquimans Co Tobacco Policy Work

**From:** Gabrielle Corprew <[Gabrielle.Corprew@arhs-nc.org](mailto:Gabrielle.Corprew@arhs-nc.org)>

**Sent:** Friday, February 23, 2024 11:31 AM

**To:** Frank Heath <[frankheath@perquimanscountync.gov](mailto:frankheath@perquimanscountync.gov)>

**Subject:** Perquimans Co Tobacco Policy Work

Good afternoon Mr. Health!

I am reaching out to you as a spokesperson for our collaborative effort through Albemarle Regional Health Services, Healthy Carolinians of the Albemarle, Three Rivers Healthy Carolinians, and the group of students involved from Perquimans County High School. Beginning in January, myself, Wanda Stallings, and Teresa Beardsley have been working with 3 current high school students to create a presentation to share with the Perquimans County Board of Commissioners that informs and reflects on the current tobacco policies present within the county. The goal of this presentation is for the students to share health concerns associated with tobacco use and identify how revisiting our current policies would aid in the reduction of tobacco use throughout the county. We are currently working to finalize the presentation and have a formal letter ready to send out with hopes to be added to the April 1<sup>st</sup> agenda.

As the County Manager, we wanted to include you in our current process so that we may gather your input and corrections, as well as any thoughts or concerns you may have with our current goals! Your feedback would be greatly appreciated for us all! If you would like to discuss further, you're welcome to email me back or give me a call at my office number listed below!

Thank you for your time!



Public Health Education Specialist  
Albemarle Regional Health Services  
Perquimans County Health Department  
O: (252) 426 – 2105  
F: (252) 426 – 2104

*This e-mail message may contain information that is privileged, confidential, and exempt from disclosure. It is intended for use only by the person to whom it is addressed. If you have received this message in error, please do not forward or use this information in any way. Delete it immediately and contact the sender as soon as possible by the reply option.*

*You may also report this to the ARHS Privacy/Security Officer at 252-338-4448*



# Tobacco Awareness and Regulation:

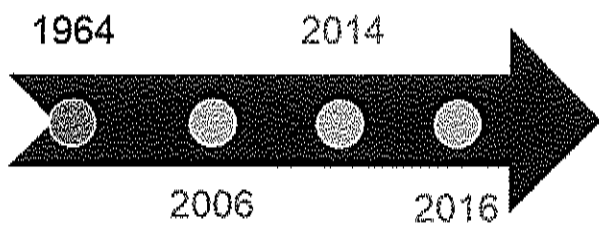
## Perquimans County

Coley Drew  
Crishya Sellers  
Kenley Stallings

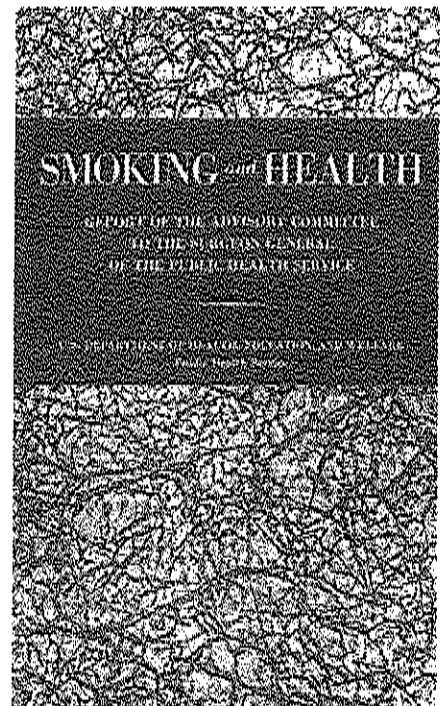
A Collaborative effort with students of Perquimans County High School.



### Smoking Causes Lung Cancer



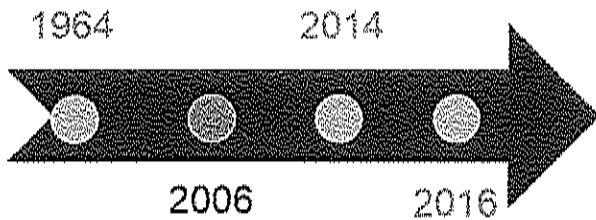
Over fifty years ago Dr. Luther Terry shocked the nation when he released the first Surgeon General's report that linked smoking to lung cancer and heart disease. In January, the 32nd Surgeon General's Report on Smoking and Health was released.



Health Consequences of Smoking, Surgeon General's Fact Sheet  
Based on findings from the Surgeon General's 2014 report, the 32nd Surgeon General's Report on Smoking and Health.

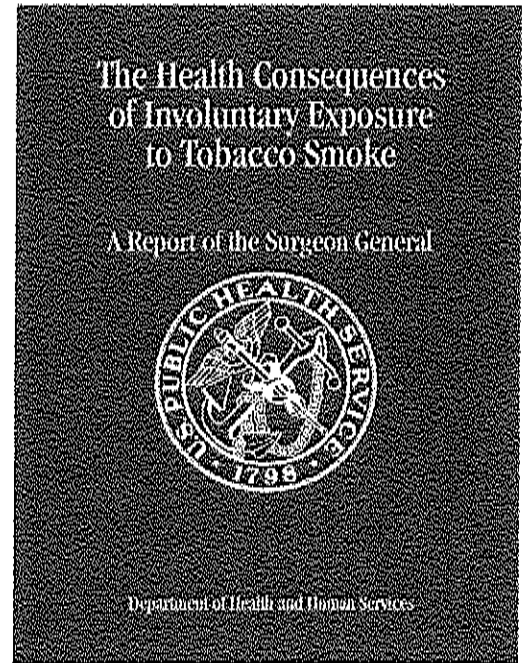
Source: [US Department of Health and Human Services](http://www.hhs.gov)

# There is No Safe Level of Secondhand Smoke Exposure

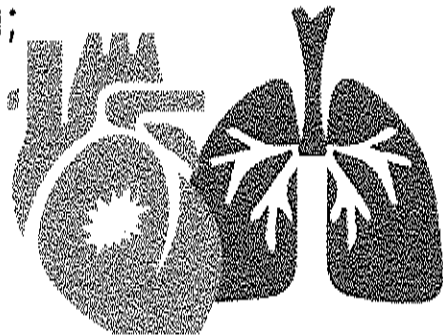


In 2006, the scientific evidence showed that there is no risk-free level of exposure to secondhand smoke. This data was instrumental in building support for smoke-free policies such as NC's Smoke-Free Restaurants and Bars Law.

Source: <https://www.cdc.gov/tobacco/sgr/2006/pdfs/no-risk-free.pdf>

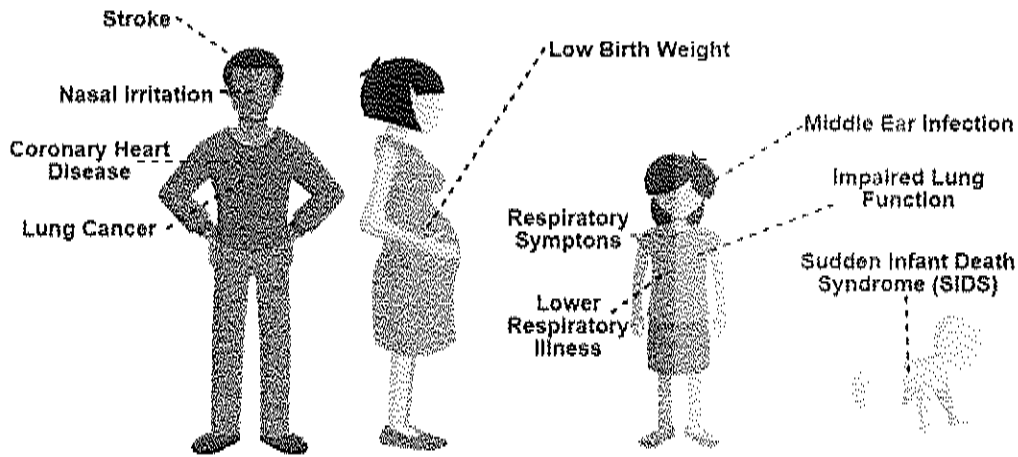


Just **5 MINS** of secondhand smoke can hurt you; increasing risk for asthma or heart attacks.



Source: [CDC Tobacco and Secondhand Smoke](#)

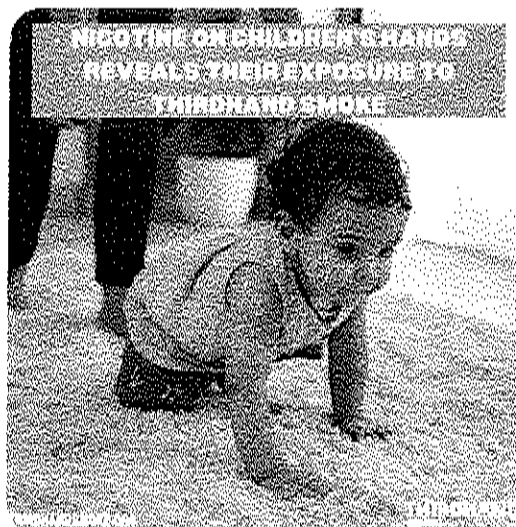
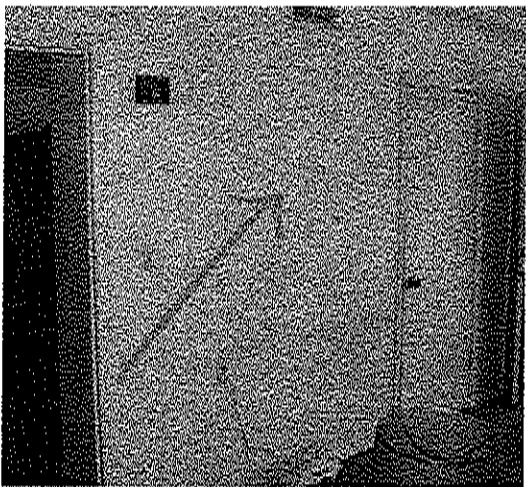
# Secondhand Smoke Impacts Everyone



- Same Toxins
- More than 42,000 nonsmokers die a year from secondhand smoke.
- Includes babies who die of SIDS due to smoking in the home or while pregnant.

Source: <https://www.cdc.gov/tobacco/secondhand-smoke/health.html>

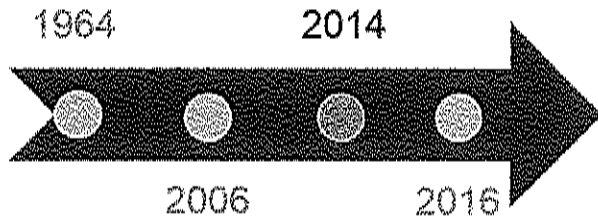
# Thirdhand Smoke



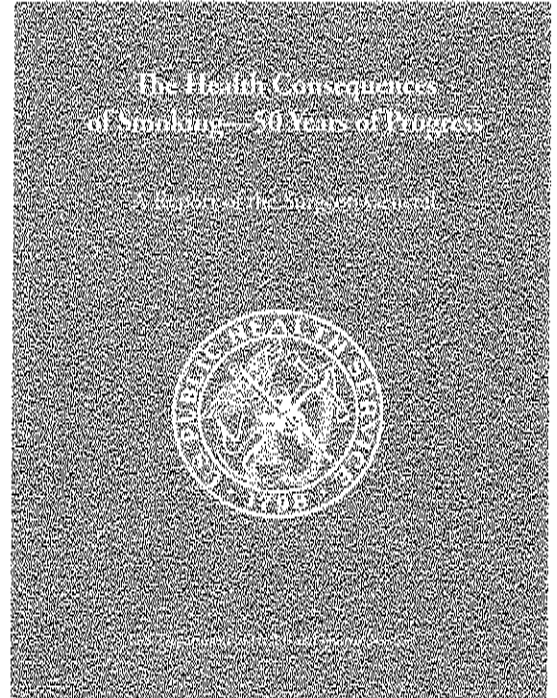
- Chemicals in thirdhand smoke include nicotine as well as cancer-causing substances.
- Thirdhand smoke poses a potential health hazard to nonsmokers — especially children.

Source: <https://thirdhandsmoke.org/>

# Smoking Damages Nearly Every Part of the Body



The 2014 report provides more evidence of the serious damage smoking does to the human body. It also commemorates the anniversary of that first report that laid the foundation for today's programs to reduce the disease and death caused by smoking.



Source: <https://www.hhs.gov/sites/default/files/consequences-smoking-exec-summary.pdf>

Personal Story:  
Crishya Sellers

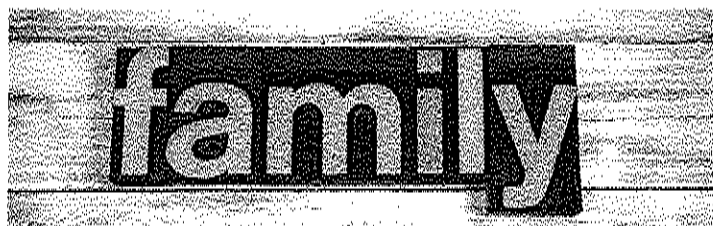
## My Family

### Grandmother

- COPD
- Tobacco Products (Cigarettes)
- Constant Chest Pains

### Uncle

- Lung Cancer
- Tobacco Products (Cigarettes)
- Lack of Oxygen







Source: <https://www.arhs-nc.org/information/reports-and-statistics>

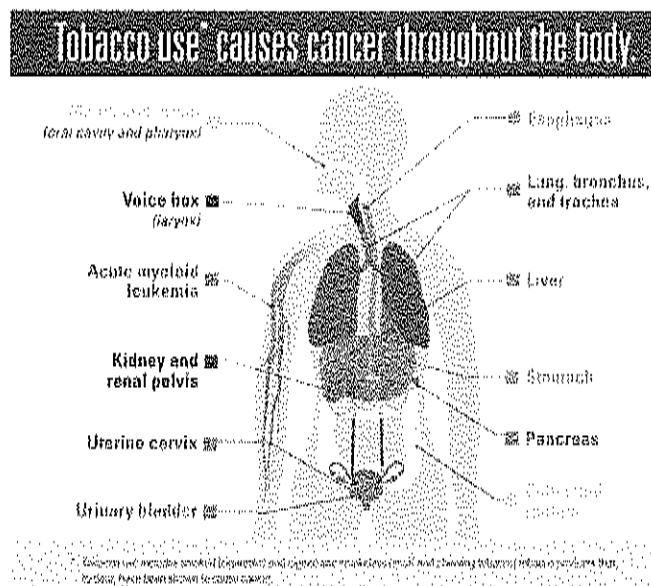
## Perquimans County

2021 Community Health Assessment Data indicated the top 3 leading causes of Death in Perquimans County:

- ☑ Cancer
- ☑ Heart Disease
- ☑ Cerebrovascular Disease

- 1 out of 3 cancer deaths in the United States is related to cigarette smoking.

- Dipping and chewing tobacco can cause cancer too.
- Secondhand and Thirdhand smoke can cause cancer.



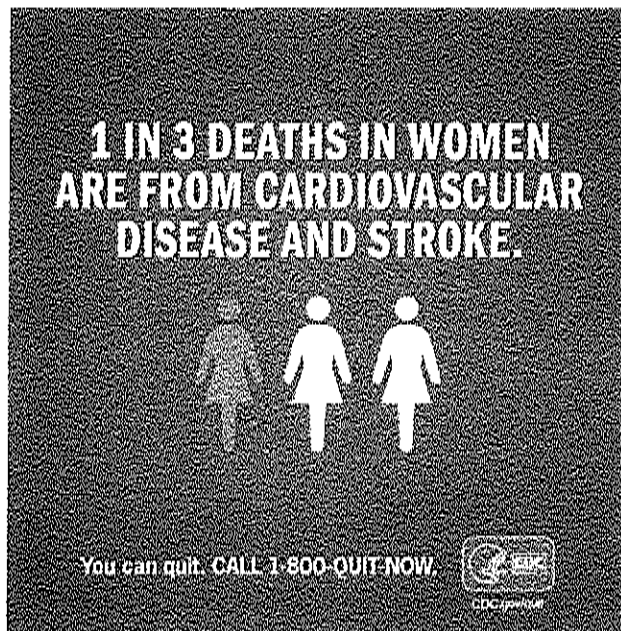
Source: <https://www.cdc.gov/cancer/tobacco/index.htm>

## Perquimans County

- ☑ #1 - Cancer

Tobacco use is a gateway to cancer.

- Smoking is a major cause of heart disease.
- Breathing Secondhand can cause heart disease.
- Nonsmokers who breathe secondhand smoke increase their risk of developing heart disease.



Perquimans County

✓ #2 - Heart Disease

Tobacco use is a gateway to heart disease.

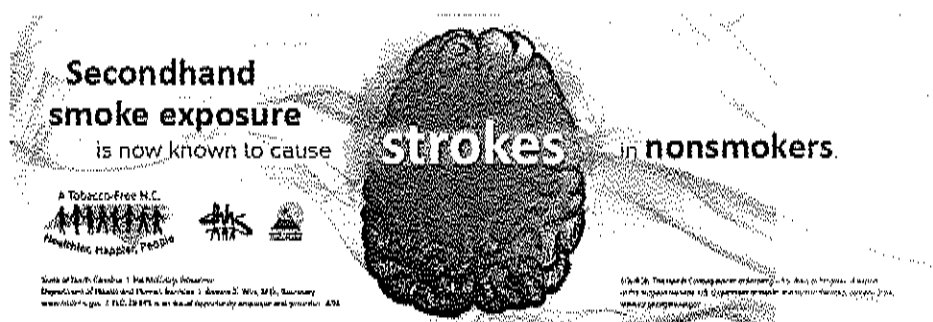
Source: [https://www.cdc.gov/tobacco/basic\\_information/health\\_effects/heart\\_disease/index.htm](https://www.cdc.gov/tobacco/basic_information/health_effects/heart_disease/index.htm)

- Cerebrovascular disease is a disease that impacts the blood vessels in your brain.
- Stroke is one form of cerebrovascular disease.
- Tobacco use increases the risk for stroke.
- Cigarette smoking can damage the heart and blood vessels, increasing risk for stroke.

Perquimans County

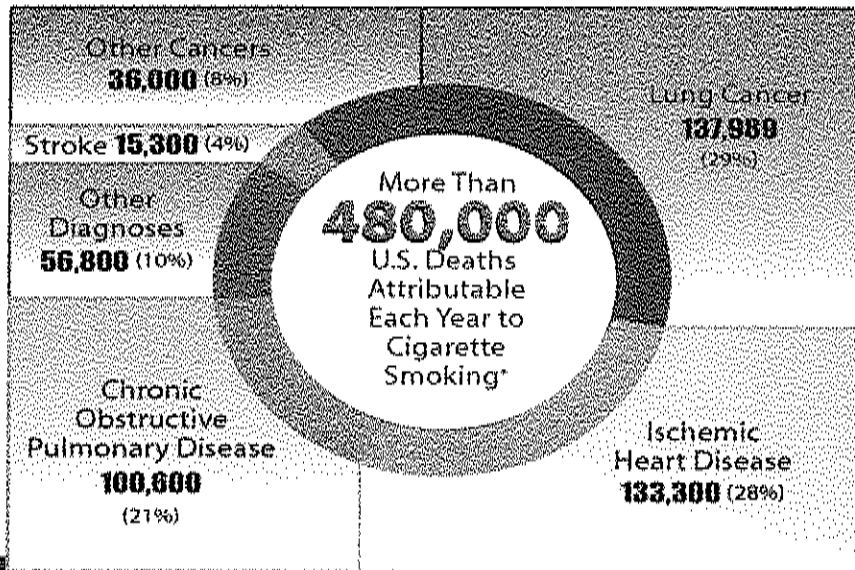
✓ #3 - Cerebrovascular Disease

Tobacco use is a gateway to cerebrovascular disease.



Source: [https://www.cdc.gov/tobacco/basic\\_information/health\\_effects/heart\\_disease/index.htm](https://www.cdc.gov/tobacco/basic_information/health_effects/heart_disease/index.htm)

# Tobacco use is the Leading Cause of Preventable Death in NC



Source: CDC Vital Signs Cancer and Tobacco

## Perquimans County

- ✓ Cancer
- ✓ Heart Disease
- ✓ Cerebrovascular Disease

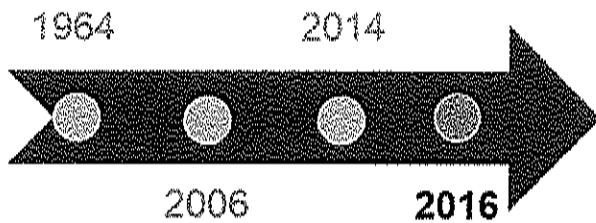
# 90% of Tobacco users Start Before the Age of 18



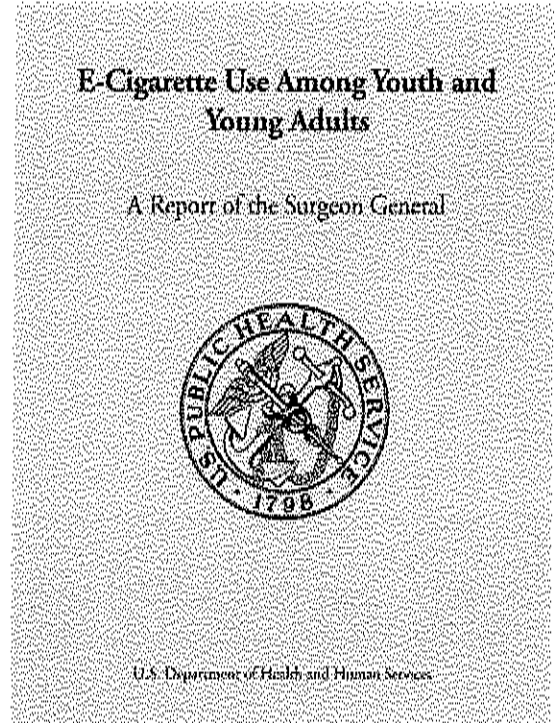
Source: [HealthyChildren.org](http://HealthyChildren.org)

# Major Findings in 2016 Report

- E-cig aerosol is not harmless
- Most E-cigs contain nicotine
- Can harm brain development
- Can impact learning, memory and attention
- Can increase risk for future addiction to other drugs



Source: 2016 Surgeon General Report



## 2022 North Carolina Youth Tobacco Survey (NC YTS) MIDDLE & HIGH SCHOOL FACT SHEET

Since 1999, the public school-based North Carolina Youth Tobacco Survey (NC YTS) has been administered every two years to measure youth tobacco use behaviors for students in grades 6-12. A random sample of schools are selected to participate in the NC YTS. In 2022, 3,892 students responded to the survey (2,043 middle school and 1,849 high school students). The statewide overall response rate was 36.1% for middle school and 35.9% for high school.

Due to changes in survey methodology and low response rates, data from 2022 should not be compared to data from previous years, as data may not be comparable.

**1 in 8** High School students currently use a tobacco product

\*Including e-cigarettes, cigars, cigarettes, smokeless tobacco, hookah, nicotine pouch, roll-your-own cigarettes, pipes, bidis, flavored toothpicks, and heated tobacco products

That's about 3 students in every classroom

Estimated number of current tobacco users in NC

18,600



Tobacco users that currently use multiple tobacco products



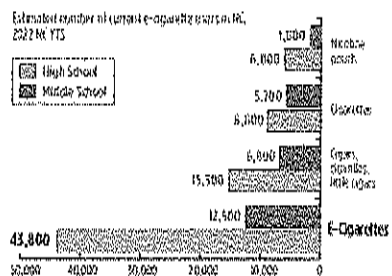
of never tobacco users are susceptible to future tobacco use

E-Cigarettes	Cigarettes
40.5%	39.7%
High School	High School
37.6%	23%
Middle School	Middle School

Percent of never tobacco users that indicate they may receive a tobacco product in the future



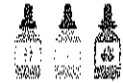
E-cigarettes continue to be the #1 TOBACCO PRODUCT used by youth



**64%**  
Of High School current tobacco users have vaped marijuana

	High School	Middle School
Current Tobacco Users	64.1%	52.3%
All Students	16.2%	5.8%

Percent of students that have ever used marijuana, 2012 NH YHS



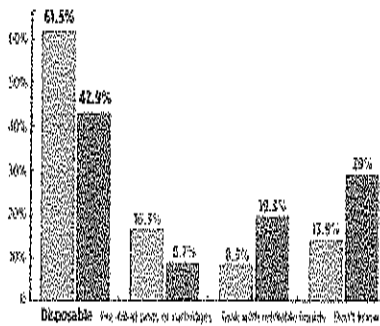
Almost all current e-cigarette users use flavored products



Currently use flavored e-cigarettes



Disposable e-cigarettes are the most common type of e-cigarette used by youth



E-cigarette type used among current users, 2012 NH YHS

**L** Students are becoming dependent on tobacco

27% of High School & 20% of Middle School tobacco users want to use a tobacco product within 1 hour of waking up

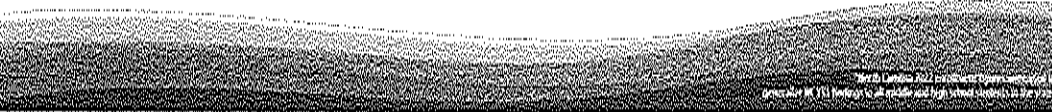
23% of High School & 33% of Middle School tobacco users find it hard to get through the school day without vaping



54% of High School & 68% of Middle School current tobacco users have made a quit attempt

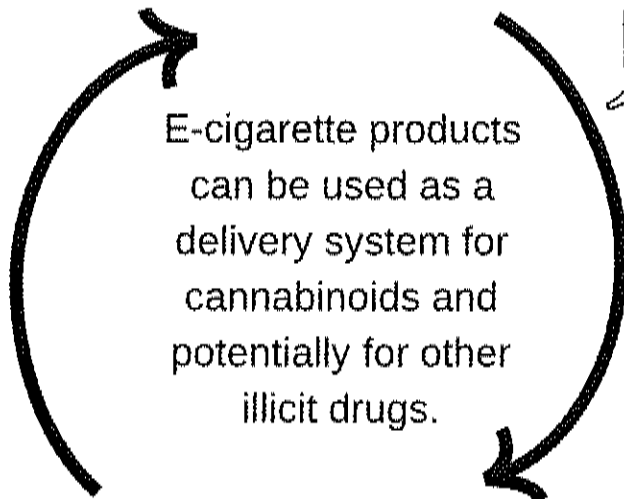


"Cold turkey," or quitting on their own, was the most commonly reported method of quitting, which is not evidence-based



Chronic Disease & Injury Section • Tobacco Prevention & Control Branch • [www.tobaccoepiandpreventioncontrol.hhs.gov](http://www.tobaccoepiandpreventioncontrol.hhs.gov)  
NCDIHS is an equal opportunity employer and provider. • 5/2023

## Chapter 2, Conclusion 8:



E-cigarette products can be used as a delivery system for cannabinoids and potentially for other illicit drugs.



## E-Cigarette Use Among Youth and Young Adults

A Report of the Surgeon General



U.S. Department of Health and Human Services

Personal Story:  
Coley Drew

# My Friends



NC is 1 of 8 states that has not adopted the Federal Tobacco 21 law.

Source: <https://tobacco21.org/>

## Tobacco 21: The Law of the Land



The Federal Bill was signed December 20, 2019.

North Carolina has not caught up yet.

Data shows that Tobacco 21 works by reducing access to youth!

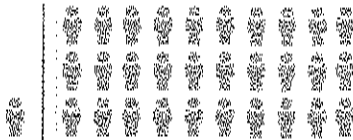
# The Burden of Tobacco Use in North Carolina

**1 in 5**

Deaths in NC due to tobacco use



For every death, **30** sick or disabled

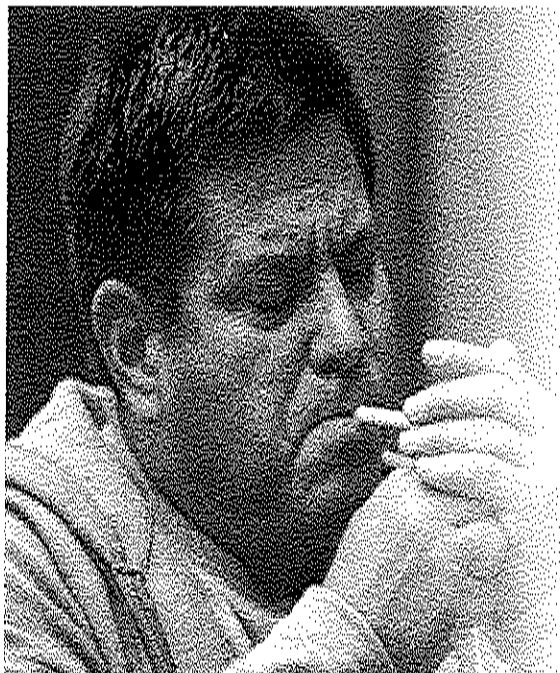


Smoking costs North Carolina **\$3.81 billion** per year in health care costs<sup>1</sup>



Including **\$931 million** in Medicaid costs<sup>2</sup>

There is an additional annual cost of **\$293 million** from health problems due to secondhand smoke<sup>3</sup>



## Quitting is hard

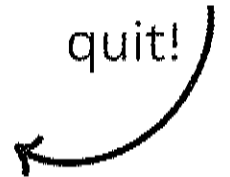
It takes the average smoker

**5-7** attempts to succeed in quitting

**60%** of all smokers attempt to quit each year

**BUT** most do not utilize evidence-based interventions that could double or triple their chances of success.<sup>2</sup>

People want to quit!



Source: CDC Tobacco Data

Statistically these practices have shown a major reduction in tobacco use.



100%  
Tobacco  
Free Policies

Hard Hitting  
Media  
Campaigns



Price Increase  
and Reduce  
Access to  
Youth



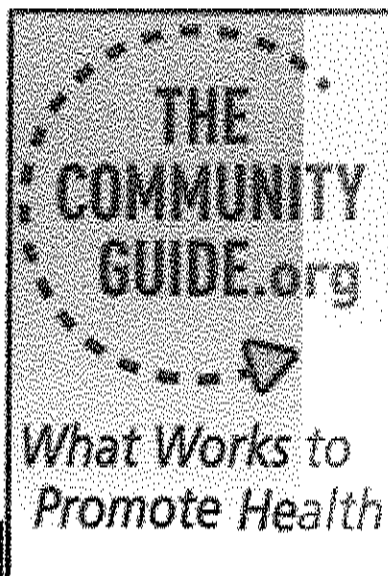
Access to  
Help with  
Quitting



We are 1 of 8 states that still have a purchase age  
of 18. It is time to catch up.

Source: <https://tobaccopreventionandcontrol.dph.ncdhhs.gov/>

## The Community Preventive Services Task Force Recommends Smoke-Free Policies to:

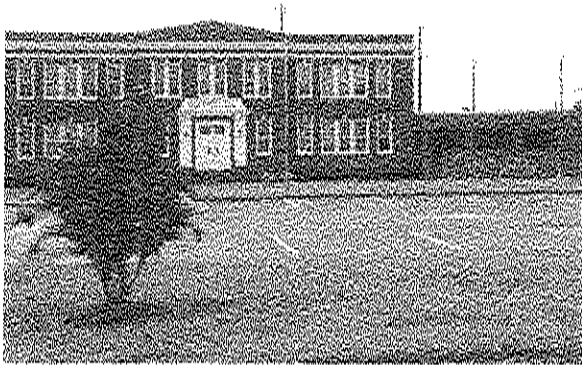


- Reduce exposure to secondhand smoke;
- Reduce the prevalence of tobacco use;
- Increase the number of tobacco users who quit;
- Reduce the initiation of tobacco use among young people;
- Reduce tobacco-related morbidity and mortality, including acute cardiovascular events; and
- Reduce healthcare costs substantially.

Source: <https://www.thecommunityguide.org/topics/tobacco.html>



# What are our schools in Perquimans county already doing?



- Utilizing Catch My Breath - Evidence based prevention program.
- Utilizing Aspire as an alternative to suspension program.
- Tobacco-Free Campus Policy.
- Partnering with the community to provide education and prevention programming and quitting resources.



## WE NEED YOUR HELP!



Local Government has the Authority to Regulate Tobacco use:

- In Government Buildings
- On Government Grounds (Including Government Owned Parks/Recreation)
- In Government Vehicles
- Enclosed Public Places

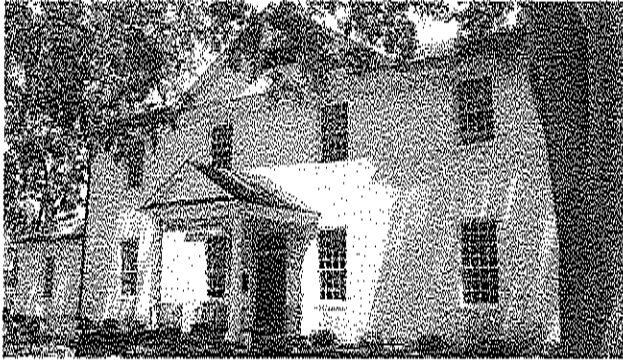
\*\*Evidence Based Practice to increase health outcomes for the residents of Perquimans county.



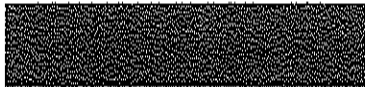
Source: <https://tobaccopreventionandcontrol.dph.ncdhhs.gov/>



## What is left Unchecked in Perquimans County?



- Tobacco-free Government Buildings, Vehicles & Grounds
- Smoke-free indoor public places, including e-cigarettes



## What is the difference between Smoke Free and Tobacco Free?

- Tobacco-free includes the use of all tobacco products: cigarettes, dip, cigars, cigarillos, hookah, pipe & e-cigarettes (vapes).
- Smoke-free includes only the use of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.....unless the policy states that e-cigarettes are included.



Source: <https://tobaccopreventionandcontrol.dph.ncdhhs.gov/>

# Current Policies in our Region:



2/5/2024

**LEGEND:**

- 100% Tobacco Free Policy
- No Written Regulation
- No Written Regulation or Less than 100% Written Regulation

		Local Health Dept. Region	Government Buildings	Government Vehicles	Government Grounds	Gov't-Owned Parks Only	Recreation Areas	Public Places
BERTIE	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAMDEN	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHOWAN	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CURRITUCK	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DARE	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HALIFAX	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GATES	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EDGECOMBE	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HERTFORD	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HYDE	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARTIN	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NORTHAMPTON	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PASQUOTANK	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERQUIMANS	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TYRRELL	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WASHINGTON	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

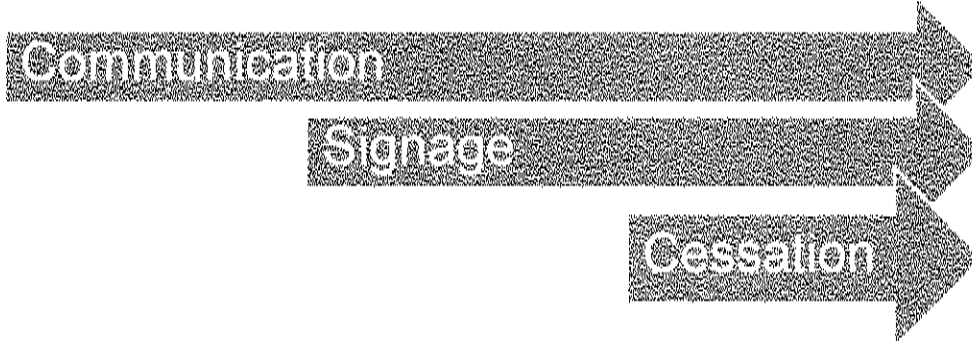
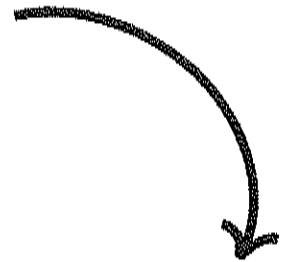
## Definitions:

- Government Buildings - Area owned, leased and occupied by the county.
- Government Vehicles - Passenger-carrying vehicles owned, leased or otherwise controlled by the county.
- Government Grounds - Unenclosed area owned, leased or occupied by the county.
- Government Owned Parks - Any tract of land or body of water comprising any of the county's parks system.
- Recreation Areas - Includes recreational fields, athletic fields, gymnasiums, etc.
- Public Places - An enclosed area to which the public is invited or permitted.

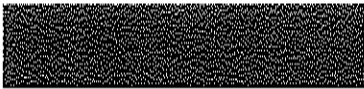
For example: grocery store or bowling alley

Source: <https://tobaccopreventionandcontrol.dph.ncdhhs.gov/>

Compliance is About Education to create



Shift in Cultural Norms



We are a  
**TOBACCO FREE Facility**  
QuitlineNC

For Quit Help Call  
1-800-QUIT-NOW  
(1-800-784-8669)



**THIS IS A  
TOBACCO  
FREE  
CAMPUS**



POLICY PROHIBITS THE USE  
OF TOBACCO PRODUCTS  
EVERYWHERE, AT ALL TIMES.

Get FREE Help  
1-800-QUIT-NOW  
(1-800-784-8669)

THANK YOU FOR YOUR COOPERATION.

We will Help! We can Provide  
at No Cost to You:

- ✓ Written policy as recommended by NCDHHS
- ✓ Tobacco-free signage in English and Spanish
- ✓ Tobacco-free window clings
- ✓ Quitline information to display
- ✓ Tobacco-free doormats
- ✓ Education on quitting

**ESTE ES UN  
CAMPUS  
LIBRE  
DE TABACO**  
Incluyendo el uso  
de cigarrillos electrónicos.



La política prohíbe el uso de  
productos de tabaco  
En todas partes. A todas las  
horas del día.

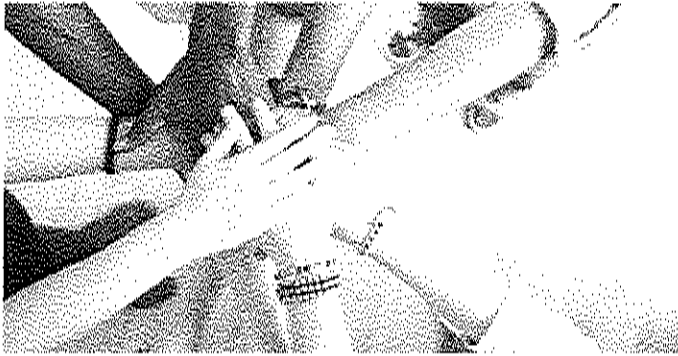
Obtenga Ayuda Gratis  
1-800-QUIT-NOW  
(1-800-784-8669)

Gracias por su cooperación.



---

Let's check these boxes in Perquimans county and increase health outcomes for all residents.



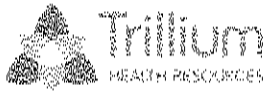
Already Checked:  
Tobacco-free recreation  
areas

Tobacco-free  
Government Buildings,  
Vehicles & Grounds

Smoke-free enclosed  
public places, including e-  
cigarettes



Transforming Lives  
Building Community Well-Being.

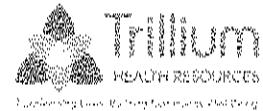


# Trillium Health Resources Annual Report Perquimans County

Bobbie Lowe, MS, LCMHC, NCC  
Regional Vice President

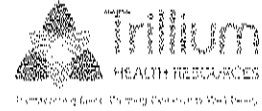


## Trillium Update:



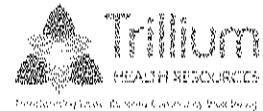
- ▲ In FY 22-23 Served 43,571 unique individuals with severe behavioral needs
  - 32,929 For Mental Health
  - 12,526 For Substance Abuse
  - 7,456 For Intellectual Developmental Disability
- ▲ Total spent for services: \$653,498,469

## Medicaid Transformation Changes

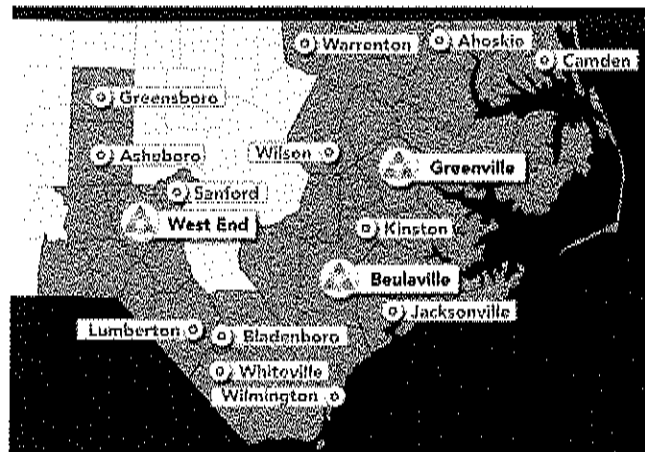


- ▲ Original date to go live with Tailored Plan was July 1, 2022
  - Delayed over the past 2 years
- ▲ NC General Assembly took steps to help ensure Tailored Plans can go live and be successful.
  - Changed number of Tailored Plans from 6 to 4 or 5 ( there were 6 LME/MCOs)
  - Increased Minimum Population to 1.5 Million
  - Gave Secretary of Health and Humans Services Authority to make changes to LME/MCO structure to ensure Tailored Plans Go Live
  - Go Live Date July 1

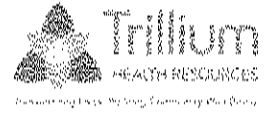
## Consolidation



- ▲ 11/01/23: NC DHHS Secretarial Directive issued
- ▲ 11/17/23: Consolidation Plans due to NC DHHS
- ▲ 12/15/23: Consolidation Agreement approved by Trillium & Eastpointe
- ▲ 12/18/23: Consolidation Agreement approved by NC DHHS Secretary Kinsley
- ▲ 01/01/24 Consolidation Effective Date for operations
- ▲ 02/01/24 Consolidation Effective Date for Members & Providers

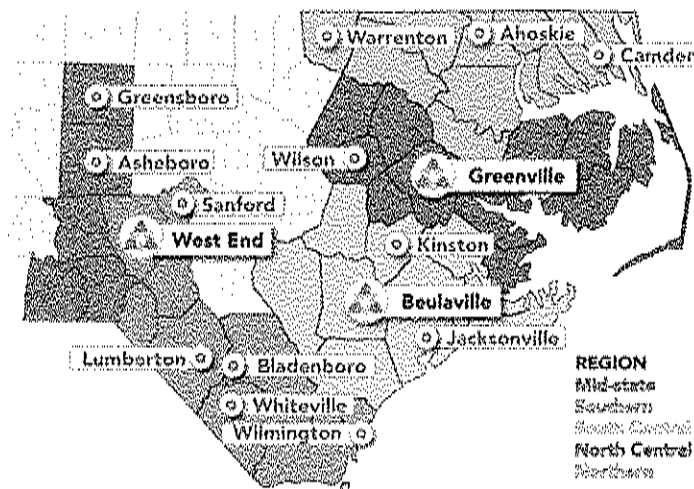
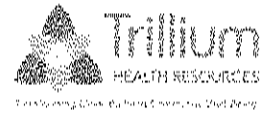


## Five Regions



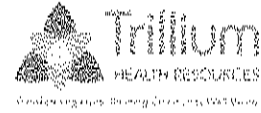
- ▲ 46 Counties
- ▲ Total Population 3.1 million
  - 51,000 Tailored Plan Members
  - 163,000 Medicaid Direct Members
  - 287,000 Uninsured Members

## Five Regions



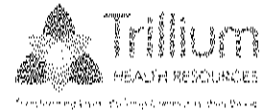


## Tailored Plan



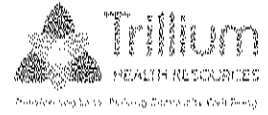
- △ For Members who have severe behavioral health, Substance Use Disorder, and I/DD Population
- △ Will be Managing Whole Person Care
  - Behavioral Health Services
  - Physical Health Care
  - Pharmacy Benefits
- △ Most individuals, even those with mild to moderate behavioral health needs are now managed under Standard Plans and have been since July 2021
  - Amerihealth Caritas NC
  - Blue Cross Blue Shield of NC
  - UnitedHealthcare of NC
  - WellCare of NC
  - Carolina Complete Health- covers regions 3, 4 and 5

## Changes in Care Management

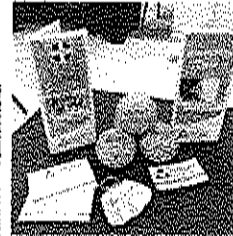
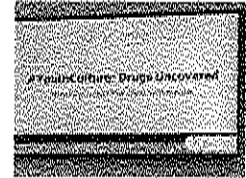


- △ Expanded Provider Based Tailored Care Management
- △ Plan Based Tailored Care Management since soft launch
- △ Developed new specialized teams:
  - T Star: Trillium Support Transition and Re-Entry
  - Rapid Access Care Coordination
  - DSS Foster Care Management
- △ Focus on Whole Person Care
- △ Population Health

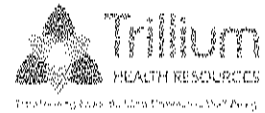
## Project Updates



- ▲ Substance Abuse Prevention in Schools
- ▲ Naloxone Kits
- ▲ Summits
- ▲ Value Based Purchasing
- ▲ Re-Entry Simulations
- ▲ Family Solutions
- ▲ One Community

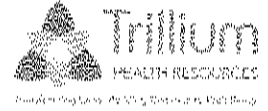


## Upcoming Projects



- ▲ CHES Health
- ▲ Back@Home North Carolina
- ▲ Oxford Houses

## Consumers served in Pasquotank County



Total Consumers served - 387

- ▲ Mental Health -288
- ▲ Substance Use - 80
- ▲ I/DD - 80

Total is unduplicated, since a single individual may receive services in more than one category



March 25, 2024

Frank Heath, County Manager  
County of Perquimans  
PO Box 45  
Hertford, NC 27944

Dear Mr. Heath,

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

**Senate Bill 479 (G.S. 143 B-181.55)** enacted on July 24, 1993 authorized creation of the Senior Tar Heel Legislature to provide information and education to senior citizens on the legislative process and matters being considered by the NC General Assembly. This body of individuals is made of up a Delegate and Alternate from each of the 100 counties in the State of North Carolina. The STHL meets three (3) times per year within North Carolina to discuss and advocate for issues or legislation effecting the senior population in North Carolina, additionally, they receive updates from the Governor's office and the Division of Aging and Adult Services (DAAS) on special initiatives or programs throughout the state.

I am requesting that **Perquimans County** would appoint Thomas St John to serve on the Senior Tar Heel Legislature Delegate representing **Perquimans County**.

Travel expenses are paid by the county, which includes mileage, hotel stay for one night and meals, three times per year. The Area Agency on Aging will transport members from our Hertford office as needed. If this poses a problem for the county, please feel free to contact me to discuss further.

I hope that you will agree that Mr. St John will be a great advocate for older adults residing in your county. I am requesting that the Board of Commissioners consider appointing Mr. St John as the Senior Tar Heel Legislature Delegate for **Perquimans County** for a term expiring in December 2024. After this term, we will make sure that Mr. St John is comfortable and enjoys this position before reappointment.

I truly believe that Mr. St John would serve the county well in this capacity. Should you have any questions, please feel free to contact me via e-mail at [jwilson@accog.org](mailto:jwilson@accog.org) or via telephone at (252)426-8244.

Most sincerely,

Jasmine S. Wilson, Aging Program & Contract Specialist  
Albemarle Commission Area Agency on Aging

## STATEMENT OF INTEREST TO SERVE

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

Perquimans County Board of Commissioners  
c/o Clerk to the Board  
P.O. Box 45  
Hertford, NC 27944

E-mail: [mhunnicutt@perquimanscountync.gov](mailto:mhunnicutt@perquimanscountync.gov)

Fax Number: (252) 426-4034

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

1. North Carolina Senior Tar Heel Legislature (NCSTHL)
2. \_\_\_\_\_
4. \_\_\_\_\_

Your full name THOMAS ST JOHN

Date of Birth 03/06/1951

Mailing Address 135 Meherrin River Drive.

City and Zip Code Hertford, 27944

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone 302-373-1166

Current Job Title Retired

Company or Agency \_\_\_\_\_

Email Address tstjohn@gmail.com

Do you live in the county? Yes  No

Please list the name of your Township Bethel  
(This information can be obtained from the Tax Office at (252) 426-7010)

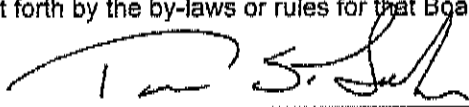
Educational Background University of Delaware

Work Experience US Army, Program Manager Self Employed Financial Services

Prior Board/Committee Experience YMCA of Delaware, A Center for Relational Living,  
Specia Trustee, Delaware Technical Community College Educational Foundation (Investment Committee)

*This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.*

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

  
\_\_\_\_\_  
Signature

03/08/2024  
\_\_\_\_\_  
Date

*Please feel free to attach a resume or additional information if so desired.*

The North Carolina Senior Tar Heel Legislature (NCSTHL) was authorized by the North Carolina General Assembly to assess the needs of older citizens, promote citizen involvement and advocacy concerning aging issues, and provide information and education to older adults on legislative process and matters being considered by the NCGA. The NCSTHL develops recommendations to present to the North Carolina General Assembly for consideration. Each county appoints one delegate to the NCSTHL for a two-year term. Many also appoint an alternate.

## Qualifications

- 60 years of age or older and resides in the county in which they serve
- Genuine interest and concern for older adults in NC
- Maintains an email account for communication
- Commitment and time to meet the expectations of this position

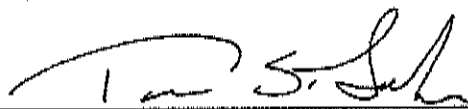
## Expectations

- Attend regional and state orientation
- Attend up to six regional meetings per year and three statewide meetings per year, which may require travel
- Participate in virtual committee meetings and information sessions (up to twice monthly)
- Provide information to county aging planning committees and participate in meetings upon request
- Participate on senior center certification site team visits (one to five times during a five-year period, depending on the number of certified centers in county)
- Respond to phone calls and emails within 3 business days
- Maintain a strong relationship with other STHL representative in the county and consult on matters requiring a vote
- Learn about the aging network, funding, and issues affecting older adults in NC by attending relevant meetings, speaking with older adults in the community, reading relevant emails, etc.
- Provides information to the public in the county on relevant issues through informational booths, group presentations, community forums, legislator forums, newspaper articles, radio shows, etc.
- Advocate with public officials regarding NCSTHL's legislative priorities on behalf of older adults
- Network with other members of the NCSTHL

## Attestation

By completing this application form and signing below, you agree to meet the expectations of this position to the best of your ability.

SIGNATURE: \_\_\_\_\_



DATE: 03/08/2024

# Application Form

## General Information

Name of Candidate: Thomas St John Phone Number: 302-373-1166

Mailing Address: 135 Meherrin River Drive

County of Residence: Perquimans Date of Birth: 03/06/1951

E-mail Address: tstjohn@gmail.com

Employment Status:  Working Full-time  Working Part-time  Retired

If Employed: Name of Employer: \_\_\_\_\_

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

*If not a self-nomination, please provide the following information about the nominator:*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Education

Highest Level of Education:  High School-GED  Associates  Bachelors  
 Masters  post-Graduate

## Professional Licenses Held (if applicable):

FINRA Securities License (retired), Life/Health Insurance License with medicare and Longterm Care endorsements. Pilot License Certified Senior Advisor credential (retired)

## Question:

1. Meetings are held during the day. Will this create any conflict?  
not a problem

2. Why do you want to serve on the NCSTHL? If nominating someone else, why do you feel they should serve?

I believe that with my personal and professional background I could be an asset to the senior population of our county.

3. Describe candidate's experience and knowledge relative to issues affecting older adults:

Being a senior myself allows me firsthand knowledge of the challenges that seniors face. Given my background on various boards and former executive positions I am able to find solutions to critical issues through negotiating through differences of priorities.

4. Describe candidate's participation in groups or organizations for older adults and in councils or committees which advise or oversee programs which have an impact on older persons:

I currently serve as a Special Trustee for the Delaware Technical Community College.

5. Describe any special skills or attributes which would enhance candidate's effectiveness as a member of the NCSTHL:

Former Executive Program Manager for the US Army.

**Attachments** (optional: resume, curriculum vitae, or bio):

**NC SENIOR  
TAR HEEL  
LEGISLATURE**

Supported by NCDHHS DAAS





**INTERGOVERNMENTAL AGREEMENT BETWEEN THE PERQUIMANS COUNTY BOARD OF  
EDUCATION AND PERQUIMANS COUNTY**

THIS AGREEMENT ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 between the Perquimans County Board of Education, a board of education organized and existing pursuant to N.C. Gen. Stat. §115C *et seq.* ("School System"), and the Perquimans County Board of Commissioners, a political subdivision of the State of North Carolina ("County"), regarding the exchange of the School System's real property for the County's commitment to build a new consolidated Intermediate School. (County and School System may be referred to collectively herein as the "Parties.")

**WITNESSETH:**

**WHEREAS**, the Perquimans County Board of Education has voted to consolidate Hertford Grammar School and Perquimans Middle School into a New Intermediate School for grades 3-8;

**WHEREAS**, the School System has determined it has a need for a new school facility (hereinafter "the new school facility") for the New Intermediate School;

**WHEREAS**, the School System has requested that the County finance the construction of the new school facility for the New Intermediate School in accordance with N.C. Gen. Stat. 153A-158.1(b);

**WHEREAS**, the School System plans to close Hertford Grammar School and Perquimans Middle School upon completion and occupancy of the New Intermediate School;

**WHEREAS**, the School System has determined that after the opening of the New Intermediate School, the Hertford Grammar School and Perquimans Middle School properties will no longer be necessary for public school purposes and that title to said property should be conveyed to the County;

**WHEREAS**, pursuant to N.C. Gen. Stat. 115C-518(a), the School System must provide the Perquimans County Board of Commissioners the first opportunity to attain real property owned by the School System before it may dispose of it;

**WHEREAS**, the County has determined to exercise its right to attain the real property.

**NOW, THEREFORE**, in consideration of the foregoing and on mutual promises and obligations set forth herein, the receipt and sufficiency of which is hereby acknowledged, the County and School System agree as follows:

**1. COUNTY RESPONSIBILITIES**

- a. The County agrees to, in consultation with the School System, finance the construction of a new school facility on land currently owned by the County for use as a New Intermediate School.

- b. Upon completion of the new school facility, the County shall lease the new school facility to the School System for reasonable consideration for use as the New Intermediate School.

2. **SCHOOL SYSTEM RESPONSIBILITIES**

- a. In recognition of the County's agreement to finance the construction of the New Intermediate School and in order to offset a portion of the cost incurred by the County in constructing the school, the School System agrees to transfer to the County title to Hertford Grammar School and Perquimans Middle School, located at 603 Dobbs St., Hertford, NC 27944 and 312 W Main St, Winfall, NC 27944, respectfully, subject to the County's right to perform any due diligence with regard to the suitability and acceptability of the properties for the County's intended purposes. The School System agrees to transfer title of the two properties referenced above within three (3) months of occupancy of the New Intermediate School, provided that the County will be responsible for all the routine costs associated with the title transfer and closing.

3. **TERM AND TERMINATION**

- a. This Agreement shall commence on the date of the last signature below.
- b. This Agreement may be amended only upon written agreement duly executed by the Parties.
- c. This Agreement may be terminated by the Parties hereto only upon mutual written agreement.

4. **NOTICE**

Any notice hereunder or any amendment or termination of this Agreement shall be in writing and delivered by United States Mail to the following:

**To the School System:**

Perquimans County Schools  
Attention Superintendent  
411 Edenton Road Street  
Hertford, NC 27944

**To the County:**

Perquimans County  
Attention County Manager  
128 N. Church Street  
Hertford, NC 27944

5. **NORTH CAROLINA LAW**

North Carolina law will govern the interpretation and construction of this agreement.

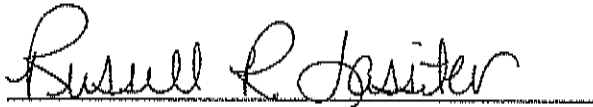
6. **ASSIGNMENT**

The County shall not assign or otherwise transfer any interest in this agreement without the prior written approval of the School System.

7. **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement of the Parties hereto and is effective the date of the last signature below. This agreement supersedes all prior and contemporaneous discussions, promises, representations, agreements and understandings relative to the subject matter of this agreement.

In witness whereof, the Parties, by and through their authorized agents, have hereunder set their hands and seals.

A handwritten signature in cursive script, reading "Russell Lassiter", written over a horizontal line.

Russell Lassiter, Chairman  
Perquimans County Board of Education

---

Wallace Nelson, Chairman  
Perquimans County Board of Commissioners



March 4, 2024

Dear Chairman Nelson and Mr. Heath,

I would like to thank you for taking the time to meet with President Bagwell, my fellow trustees, and myself on January 30th to discuss the additional appointment to COA's Board of Trustees that Perquimans County has picked up due to NC House Bill 259.

As we discussed at the meeting last month, due to Perquimans County providing plant funds to COA, the county will now have two appointees to the COA Board of Trustees. We asked two things of Perquimans and the other counties in that meeting. We appreciate all counties' willingness to accept the suggestion we made for a smooth transition. These were:

- 1) We asked that you make your appointment effective in July of this year, allowing us to bring on the the Board all of our new trustees at one time.
- 2) We asked that you stagger your new and existing appointments to ensure appropriate representation on the board.

We are deeply grateful for your willingness to appoint our new trustee effective July 1, 2024. We sincerely appreciate your understanding as we work to ensure COA's continued success and progress. Separately, we will provide another letter about making your appointment and include a "job description" of what would be required for a COA Trustee.

I wish to emphasize the importance of staggered appointments to the productivity and continuity of our Board of Trustees. The staggered terms ensure a smooth transition of knowledge, experience, and leadership within the Board, allowing us better to serve the needs of our institution and community.

With respect to the modified appointment, it pertains solely to this first appointment. The term for the new appointment will run from July 1, 2024 through June 30, 2027. Subsequently, terms will revert to the standard four-year appointments. This adjustment is integral to maintaining the stability and efficacy of our Board's operations.

CAMDEN • CHOWAN • CURRITUCK • DARE • GATES • PASQUOTANK • PERQUIMANS

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

COA - Dare  
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



COLLEGE OF  
THE  
ALBEMARLE

Transform Your Tomorrow

We extend our sincerest appreciation to you, Mr. Nelson, for your steadfast dedication to COA. Your services have significantly contributed to our growth and achievements. Your current term on the Board runs through June 30, 2025.

Again, thank you for your understanding and cooperation in facilitating this transition. We look forward to continuing our collaborative efforts to advance the mission of COA and serve the best interests of our students and community.

Sincerely,

W. David Harris  
Chairman, Board of Trustees  
College of The Albemarle

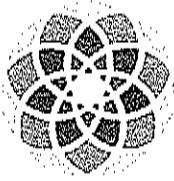
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March 4, 2024

Chairman Wallace Nelson  
Perquimans County Board of Commissioners  
PO Box 45  
Herford, NC 27944

Dear Chairman Nelson,

This letter is to confirm an upcoming opportunity for appointment to the College of The Albemarle's Board of Trustees. Under recent legislation, Perquimans County will now have two COA Board of Trustees appointees. The term for the new appointment will run from July 1, 2024, through June 30, 2027. Subsequently, terms will revert to the standard four-year appointments. This adjustment is integral to maintaining the stability and efficacy of our Board's operations.

I would also like to underscore the College of The Albemarle Board of Trustees' unwavering commitment to diversity and inclusion. In alignment with this commitment, we enacted COA Policy 1.9: Diversity and Inclusion, underscoring the importance of fostering an environment of inclusivity, diversity, and equity across all facets of our institution's operations. We are committed to working with you as an appointing agency to ensure that our Board is representative of the communities we serve and promotes the College's mission of transforming lives.

At present, our Board comprises 19 members, hailing from our seven-county service area. Appointments to the Board are made by various governmental agencies in accordance with North Carolina General Statutes. The existing composition of the Board encompasses individuals of diverse backgrounds, including three Caucasian females, two African-American females, five African-American males, and nine Caucasian males.

I sincerely appreciate the support Perquimans County provides for COA. I respectfully request your thoughtful consideration in appointing individuals to the Board who share our unwavering commitment to diversity and inclusion and are poised to make substantive contributions toward advancing our mission of transformative education.

Thank you for your consideration of this request. Enclosed, please find a "Job Description" that provides additional information to assist you in assessing the qualifications and commitment necessary to be an

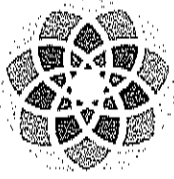
CAMDEN • CHOWAN • CURRITUCK • DARE • GATES • PASQUOTANK • PERQUIMANS

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



COLLEGE <sup>OF THE</sup>  
ALBEMARLE

Transform Your Tomorrow

effective trustee for COA. Should you need any further information or clarification, please do not hesitate to contact me or COA's President, Dr. Jack Bagwell.

Sincerely,

*W. David Harris*

W. David Harris  
Chair, Board of Trustees  
College of The Albemarle

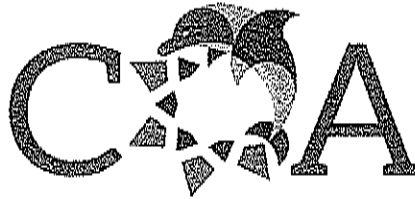
CAMDEN • CHOWAN • CURRITUCK • DARE • GATES • PASQUOTANK • PERQUIMANS

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

COA - Dare  
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



## College of The Albemarle Board of Trustees Job Description

### Overview:

As outlined in North Carolina General Statute (NCGS) 115D-20, a Community College Trustee serves as a vital link between the community, the college, and the state. Trustees play a crucial role in shaping the community college's strategic direction, policies, and initiatives to ensure it effectively meets the community's educational needs and fulfills its mission.

### Responsibilities:

#### Governance and Leadership:

- Attend and actively participate in trustee meetings, committees, and related activities.
- Provide strategic guidance and leadership to the college, aligning its mission with the needs of the community and state.
- Uphold the legal and ethical responsibilities of trusteeship, including fiduciary duties and compliance with applicable laws and regulations.

#### Policy Development and Oversight:

- Participate in developing, reviewing, and adopting policies governing the college's operations, programs, and services.
- Ensure policies align with the college's mission, values, and strategic priorities.
- Monitor the implementation and effectiveness of policies, making adjustments as needed to support the college's goals and objectives.

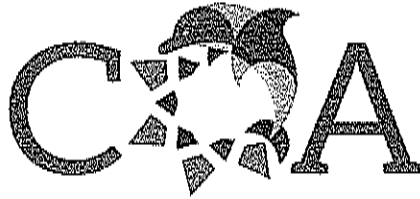
#### Financial Stewardship:

- Review and approve the college's budget, financial statements, and major expenditures.
- Exercise fiscal responsibility to ensure the efficient and effective use of resources, including state appropriations, tuition, and external funding.
- Work collaboratively with college administration to identify and address financial challenges and opportunities.

#### Advocacy and Community Engagement:

- Serve as a liaison between the college and the community, advocating for its interests and promoting awareness of its programs and achievements.





## **College of The Albemarle Board of Trustees Job Description**

- Build partnerships with local stakeholders, including businesses, government agencies, educational institutions, and community organizations, to support the college's mission and enhance its impact.
- Represent the college at public events, meetings, and conferences to promote its visibility and influence.

### **Evaluation and Accountability:**

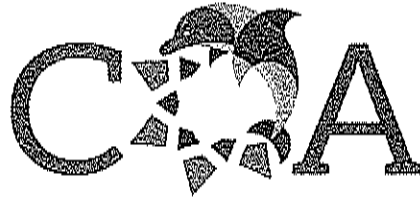
- Evaluate the performance of the college's president and provide feedback and support as needed.
- Monitor student outcomes, institutional effectiveness, and compliance with accreditation standards and other performance metrics.
- Hold the college accountable for achieving its goals and fulfilling its obligations to students, taxpayers, and other stakeholders.

### **Qualifications:**

- Residency within the community college's service area or a contiguous county, as defined by NCGS 115D-20.
- Commitment to the mission and values of community colleges, including access, affordability, and excellence in education.
- Knowledge of higher education policies, practices, and trends, preferably with experience in education, business, government, or nonprofit sectors.
- Strong communication, interpersonal, and leadership skills, with the ability to collaborate effectively with diverse stakeholders.
- Integrity, impartiality, and a willingness to act in the best interests of the college and the community.
- No person who has been employed full-time by the community college within the prior 5 years and no spouse or child of a person currently employed full-time by the community college shall serve on the board of trustees of that college.

### **Appointment and Term:**

- Trustees are appointed by the local board of county commissioners or other appointing authorities as specified in NCGS 115D-20.



## **College of The Albemarle Board of Trustees Job Description**

- Terms of office are four years, with the possibility of reappointment for additional terms.
- The Board of Trustees will temporarily accept terms of less than four years, as agreed by the Board and County Appointing Authorities. This special provision results from changes to General Statute 115D-12 selection of trustees and will be effective from February 13, 2024 through June 30, 2025. Subsequently, terms will revert to the standard four-year appointments.

### **Meeting Requirements**

- The Board of Trustees meets for its regularly scheduled meeting on the second Tuesday of February, April, June, August, October, and December.
- The Board of Trustees meets in committee in January, March, May, July, September, and November.
- In addition to regular meetings, special meetings may be called by the Chair of the Board, a majority of the trustees, or by the President of the College in consultation with the Chair as long as reasonable notice is given. The business to be transacted at any special meeting shall be confined to matters specified in the call to members and officers of the Board.
- Attendance: Any member who fails to attend three consecutive scheduled meetings without a justifiable excuse may have their office declared vacant by the Board of Trustees.
- Orientation and Education: Newly appointed members are required to participate in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees within six months of their appointment. Failure to attend this session without a justifiable excuse may result in the declaration of a vacant office.
- Trustees are responsible for attending the college's fall, spring, and summer commencement ceremonies.
- Trustees are encouraged to attend college-sponsored events and represent the college at community events.

From: Albemarle ResConDev <albemarlercd@gmail.com>  
Sent: Monday, March 25, 2024 3:22 PM  
To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>  
Subject: Re: Perquimans County Board Appointee

Good afternoon -- my apologies for being long in getting back to you. You have some options. If the Board would prefer to keep to their regular appointment schedule, they can choose their one (1) appointee now. If they would like to time the appointment to reduce from two (2) members to one (1) with our by-laws becoming effective at the end of the year, they could certainly do that. It's really up to you all -- we just wanted everyone to be aware of the change that was coming and to give information on your board members' attendance. I am happy to answer any other questions you have!

Elizabeth

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On Mon, Mar 25, 2024 at 2:57 PM Mary Hunnicutt <MHunnicutt@perquimanscountync.gov> wrote:  
I have not heard anything about this appointment yet. I am preparing my April Agenda. Is this something that I would need to place on that Agenda, or should I wait until May?

Thanks  
Mary

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From: Albemarle ResConDev <albemarlercd@gmail.com>  
Sent: Thursday, February 22, 2024 12:22 PM  
To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>  
Subject: Re: Perquimans County Board Appointee

Good afternoon -- I am glad that you reached out!

The ARCD Council restructured its by-laws in 2023 to reduce its membership to one representative from each of our 10 regional counties (appointed by their respective Boards of Commissioners), effective December 31, 2024. The Council hopes that this change will allow for a more nimble board composed of active members committed to the mission of ARCD and willing to participate in accomplishing great things in our region!

I will be reaching out to each County with this information in March and inquiring whether this fits with the normal appointment calendar for each Board, so your question is very timely. You will be ahead of the game in Perquimans! The Council's Executive Committee recognizes that the Boards may like information on their current appointments before making their decision. Perquimans County currently has two representatives on the ARCD Council. Mr. Charles Mathews and Ms. Lynn Mathis. Mr. Mathews' attendance is in good standing, Ms. Mathis's attendance is not in good standing over the last two calendar years.

Please let me know if I can provide more information or answer any questions!

Elizabeth

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Elizabeth Allen Bryant  
*Executive Director*  
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P: 252-482-4127 x 3266  
[www.albemarlecd.org](http://www.albemarlecd.org)

ALBEMARLE RESOURCE CONSERVATION & DEVELOPMENT COUNCIL  
*Wisely Conserving Natural Resources & Creating Opportunities for Positive Economic & Community Development*

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On Wed, Feb 21, 2024 at 2:29 PM Mary Hunnicutt <MHunnicutt@perquimanscountync.gov> wrote:  
According to our records, Lynn Mathis' four-year term on the Albemarle Resource Conservation & Development Council is due to expire on March 31, 2024. I am not sure that I am sending this to the correct e-mail address, but I need to know if Ms. Mathis is still eligible to serve and if she is still interested in continuing to serve. Before I contacted Ms. Mathis, I wanted to determine if she was still eligible to serve another term.

Your assistance in this matter would be greatly appreciated.

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, pro*