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## PERQUIMANS COUNTY TAX DEPARTMENT

May 31, 2016

**NOTE: BOARD OF  
E&R BEGINS AT  
6:35 P.M.**

To: Board of County Commissioners  
From: Bill Jennings  
Tax Administrator  
Subject: June 6, 2016 Meeting

The Board of Equalization and Review will need to reconvene to discuss and hopefully make a ruling on the appeal brought forth by Stephen and Gloria Hoffman.

- Dawn Winslow (Pearson Appraisal) and I have continued to work on this appeal. We had one qualified golf course lot sale. Because of only having one qualified sale, we looked at all of the existing improved golf course lots with qualifying sales. While trying to keep the lot values in a range of 97 – 100% sales ratio, we took the one qualified sale and came up with a value that would best fit in the range. The value of \$45,000 was a consistent value to keep the properties within the 97 – 100% sales ratio range.

If the Board of Equalization and Review reaches a decision regarding this appeal, I will ask that a motion be made to adjourn the Board of Equalization and review until 2017.

Bill Jennings  
Perquimans County Tax Administrator

**AGENDA**  
*All items are for discussion and possible action.*  
Perquimans County Board of Commissioners  
Commissioners Room - Courthouse Annex Building  
June 6, 2016  
6:45 p.m.

**Board of Equalization & Review to meet in Commissioners' Room at 6:35 p.m.**

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Continued Public Hearing**
  - A. **Financing for New Library Facility** .....6:45 p.m.
    - To receive citizens' comments on the proposed financing of the construction of the new Perquimans County Library. The proposed financing will be for 10 years and for up to \$2.5 million dollars.
- IV. **Approval of Agenda**
- V. **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: May 2, 2016 Regular Meeting & May 16, 2016 Work Session plus Budget Work Sessions
  - B. Tax Refund/Release
  - C. Personnel Matters
    - 1. Correction: Part-Time Building Inspector
    - 2. Resignation: Telecommunicator
    - 3. Resignation: Athletic Program Supervisor
    - 4. Appointment: 911 Shift Supervisor
    - 5. FMLA: Social Services Director
    - 6. FMLA: IMC II
  - D. Step/Merit Increase – Social Services
  - E. Register of Deeds' New Service - GetCertificateNow
  - F. Board Appointments
    - 1. Recreation Advisory Committee
    - 2. Senior Tarheel Regional Advisory Board
  - G. NC DPS – Community Programs – County Funding Plan
- VI. **PRESENTATIONS**
  - A. Introduction of Library Personnel
- VII. **Scheduled Appointments**
  - A. Bill Jennings, Tax Administrator 7:00 p.m.
  - B. Susan Chaney, Social Services Director 7:05 p.m.
- VIII. **Presentation of FY 2016-2017 Budget**
- IX. **Commissioner's Concerns/Committee Reports**
  - A.
  - B.
  - C.
- X. **Old Business**
  - A. Updates from County Manager
  - B. Board Appointments
    - 1. Trillium Northern Region Advisory Board
    - 2. Tourism Development Authority (Industry Rep)
    - 3. Nursing Home Advisory Committee

ACTION  
TAKEN  
LATER

ACTION  
REQUIRED

NO  
ACTION  
REQUIRED

ACTION  
REQUIRED

**ACTION  
REQUIRED**

- XI. New Business**
- A. Resolution for Financing for the New Library Project
  - B. Juvenile Crime Prevention Documentation
    - 1. Certification for FY 2016-17
    - 2. Inter-Agency Council Appointments for FY 2016-17
    - 3. Juvenile Crime Prevention Council County Plan for FY 2016-17
  - C. Quasi-Judicial Procedures
  - D.
  - E.
  - F.

- XII. Unscheduled Appointments/Public Comments**  
*(If you wish to address the Board, please state your name for the record prior to speaking)*

- A.
- B.
- C.

- XIII. Adjournment**

**FOR INFORMATION ONLY:**

- Prescription Card Program
- Little River Watershed In-Stream Wetlands Project Update

**DEPARTMENT HEAD REPORTS:**

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

**COMMITTEE WRITTEN REPORTS:**

- EMS Peer Review Committee
- Perquimans Arts League

**NOTES FROM THE COUNTY MANAGER**

June 6, 2016

6:45 p.m.

**Board of Equalization & Review to meet in Commissioners' Room at 6:35 p.m.**

- III. **Enclosures:** The following May 2<sup>nd</sup> Public Hearing was continued to the June 6<sup>th</sup> meeting:
  - A. **Financing for New Library Facility** ..... 6:45 p.m.
    - To receive citizens' comments on the proposed financing of the construction of the new Perquimans County Library. The proposed financing will be for 10 years and for up to \$2.5 million dollars.
- V. **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.*
- VI.A. The Perquimans County Local Library Board will introduce the new Librarian, Michele Lawrence, and a new staff member, Marsha Jordan.
- VII.A. **Enclosures.** Bill Jennings, Tax Administrator, will present his Monthly update on Reval, Foreclosures and Collections.
- VII.B. Susan Chaney, Social Services Director, will present her monthly report.
- VIII. County Manager Heath will present the FY 2016-2017 Budget to the Board and request to set up a Public Hearing for Monday, June 20, 2016. *(A copy of Budget Message will be provided to you on Monday.)*
- X.A. County Manager Heath will present several updates to the Board.
- X.B. Last month, the Board tabled the appointment to the following Board/Committees: Trillium Northern Region Advisory Board; Tourism Development Authority (Industry Rep); and Nursing Home Advisory Committee. Board action is being requested. A copy of the current volunteer applications is attached. Board action is being requested.
- XI.A. **Enclosure.** The Board will need to consider the enclosed Resolution approving the request for financing for the New Library Facility project. The financing is being requested through BB&T Bank. Board action is being requested.
- XI.B. **Enclosures.** The Board will need to take action on the following Juvenile Crime Prevention Council (JCPC) documents for FY 2016-17:
  1. Certification for FY 2016-17: This is to certify the funding through JCPC for FY 2016-17.
  2. Inter-Agency Council Appointment for FY 2016-17: This is to certify the Inter-Agency Council Members for FY 2016-17.
  3. Juvenile Crime Prevention Council County Plan for FY 2016-17: This is for information only. No action required.
- XI.C. **Enclosure.** At their May 16, 2016 Work Session, the Board discussed in length the proposed quasi-judicial procedures. The attached copy of the proposed procedures is being presented for Board action.

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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 Minutes – May 2, 2016 Regular Meeting & May 16, 2016 Special Called Meeting/Regular Work Session along with the Budget Work Sessions on May 12<sup>th</sup>, May 18<sup>th</sup>, May 19<sup>th</sup>, and May 24<sup>th</sup>.
- B. **Enclosure:** Tax Refund/Release – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Glen Cunningham	Part-Time Building Inspector	Correction	67/6	\$18,24/hr.	6/1/2016
Gay Price	Full-Time Telecommunicator	Resignation			5/20/2016
David Noble	Athletic Program Supervisor	Resignation			6/15/2016
Krystal Agosto	911 Shift Supervisor	Appointment	63/4	\$30,302	6/1/2016
Susan Chaney	Social Services Director	FMLA		Six weeks	7/29/2016
Sabrina Patrick	IMC II	FMLA		Two weeks	5/16/2016

- D. **Enclosures:** During the Budget process, this merit increase was approved for the employee. The following individual is being recommended by their supervisor for merit increase:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Sherry Schrodt	Promotion to Social Worker III	69/1	36,665	6/1/16

- E. **Enclosure:** For information purposes, the Register of Deeds' Office has started a new program entitled "GetCertificateNow". See attached notice from Jacqueline Frierson, Register of Deeds.
- F. **Enclosure:** The following Board reappointments are being presented for Board action and/or for Board information:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Congdon, Steav	Recreation Advisory Committee - Winfall	Reappointment	2 yrs.	7/1/2016
Holman, Lillian	Senior Tarheel Regional Advisory Board	Reappointment	1 yr.	7/1/2016

- G. **Enclosure:** We received a notification from Nancy Hodges, Area Consultant for NC Department of Public Safety, that there was a Program Provider change. This is for information purposes only.

## Notice of Public Hearing

Notice is hereby given that the Perquimans County Board of Commissioners will hold a public hearing to receive public comments regarding the construction of the new Perquimans County Library.

The proposed financing will be for 10 years for up to \$2.5 million dollars.

The aforesaid hearing shall be held at the Perquimans County Courthouse Annex at 110 North Church Street, Hertford, North Carolina on the 2<sup>nd</sup> day of May, 2016 at 6:45 p.m. at which time the Board of Commissioners shall hear all interested persons who appear with respect to matter.

Run as block advertisement in The Perquimans Weekly on April 20<sup>th</sup> and 27<sup>th</sup>.  
Account Number 1134

**CONTINUED  
FROM MAY 2,  
2016 MEETING**



# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

## MAY 3, 2016 PUBLIC HEARING PUBLIC COMMENT SIGN-UP SHEET

*Continued to  
June 6, 2016*

**GUIDELINES FOR PUBLIC COMMENT PERIOD**

1. Speakers must use the sign-up sheet to provide their name and topic they wish to address.
2. Speakers will be limited to three (3) minutes each.
3. Speakers will be taken in the order listed on the sign-up sheet.
4. Action by the Board is not to be expected or required for items discussed during the Public Comment Period.

<b><u>PLEASE PRINT YOUR NAME</u></b>	<b><u>TOPIC OF CONCERN OR AGENDA ITEM #</u></b>
1. <i>BOB BASTER</i>	<i>LIBRARY</i>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

NCGS§ 160A-81.1 states "The council shall provide at least one period for public comment per month at a regular meeting of the council. The council may adopt reasonable rules governing the conduct of the public comment period, including, but not limited to, rules (i) fixing the maximum time allotted to each speaker, (ii) providing for the designation of spokesmen for groups of persons supporting or opposing the same positions, (iii) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall, and (iv) providing for the maintenance of order and decorum in the conduct of the hearing. The council is not required to provide a public comment period under this section if no regular meeting is held during the month."

**Thank you for your attendance and adherence to these guidelines.**

- MEMBERS PRESENT: Janice McKenzie Cole, Chair Kyle Jones, Vice Chairman  
 Fondella Leigh Edward R. Muzzulin  
 Wallace Nelson Matthew Peeler
- MEMBERS ABSENT: None
- OTHERS PRESENT: Frank Heath, County Manager Tracy Mathews, Finance Officer

**DEPARTMENTAL BUDGET PRESENTATIONS**

The following department supervisors presented their budget requests for FY 2016-17:

- 5:00 pm – Sydni Baker – Board of Elections
- 5:30 pm – Jewel Winslow – Extension
- 6:00 pm – Bill Jennings - Tax
- 6:30 pm – Eric Tilley - Sheriff
- 7:00 pm – Howard Williams – Recreation

**ADJOURNMENT**

After the last budget presentation, the Departmental Budget Presentations, the Meeting was adjourned.

Janice McKenzie Cole, Chair

Clerk to the Board

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**REGULAR MEETING**  
 May 2, 2016  
 6:45 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, May 2, 2016, at 6:45 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT: Janice McKenzie Cole, Chair Kyle Jones, Vice Chairman  
 Fondella Leigh Edward R. Muzzulin  
 Wallace Nelson Matthew Peeler
- MEMBERS ABSENT: None
- OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board  
 Hackney High, County Attorney

After the Chair called the meeting to order, Commissioner Peeler gave the invocation and the Chair led the Pledge of Allegiance.

**PUBLIC HEARING**

**Financing for New Library Facility**

Chair Cole opened the Public Hearing stating that the purpose of the public hearing was to receive citizens' comments on the proposed financing of the construction of the new Perquimans County Library. The proposed financing will be for 10 years and for up to \$2.5 million dollars. There were 19 people present. Chair Cole recognized County Manager Heath who explained that the architect had to rebid the Library Project to make sure that all the bidders correctly followed the minority business reporting requirements as mandated by the State and adopted by the County. Because of this, the project will be delayed another month. Consequently, we did get some financing quotes from banks but the good through time for those rates was not pushed out far enough. We are going to have to get revised financing quotes. We did get one from BB&T which was 1.88%. Hopefully it will not be more than that. He asked if we could continue this Public Hearing until next month at which time we will have the revised bids and could start the process again. Chair Cole wanted to clarify that the BB&T rate of 1.88% was the lowest rate. Mr. Heath said that it was and that we did receive another quote from PNC which he thought was 2.18%. Mr. Heath said that the Bid Opening is scheduled for May 10<sup>th</sup>. Edward R. Muzzulin made a motion to continue the Public Hearing until June 6, 2016. The motion was seconded by Wallace E. Nelson. Chair Cole asked if there was any discussion. Commissioner Peeler asked if the one person that signed up to speak at this Public Hearing would still be able to speak tonight or wait until next month. Chair Cole said that it would be best if he waited until next month to speak after we have all the information. Mary Hunnicutt, Clerk to the Board, said that she would make sure that Bob Bastek would be placed first on the list to speak at the Continued Public Hearing on June 6, 2016 meeting. The motion was unanimously approved by the Board. The Public Hearing was continued until June 6, 2016.

**AGENDA**

Chair Cole explained that we needed to add an item under New Business on the Agenda. It will be Item X.D. Budget Amendment No. 16. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved the Agenda as amended.

**CONSENT AGENDA**

The following items were considered to be routine and were unanimously approved on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

1. Approval of Minutes: April 4, 2016 Regular Meeting, April 14, 2016 Departmental Budget Presentations, & April 18, 2016 Joint Session with Board of Education and April 18, 2016 Work Session.
2. Tax Refund Approval:

**PERQUIMANS COUNTY TAX REFUND:**

Allenspach, Debra A. \_\_\_\_\_ \$192.70  
 Plates were surrendered on 3/24/16 (expires 9/30/16); 6-month refund. Abstract No. 0026451960

3. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Bill Jennings	Tax Administrator	72/5	\$46,136	5/1/16

4. Home & Community Care Block Grant Provider Change: The Home & Community Care Block Grant (HCCBG) had a provider change. DayBreak Adult Day Health Services was sold to Medical Services of America (MSA), effective April 1, 2016. The Albemarle Commission Area Agency on Aging had to update the HCCBG contracts.

5. Proclamation: May is Older Americans Month. The Albemarle Commission Area Agency on Aging is requesting that the Board adopt the enclosed Proclamation. The following Proclamation was approved by the Board:

Older Americans Month 2016  
A Proclamation

Whereas, Perquimans County includes a community of older Americans who deserve recognition for their contributions to our nation; and

Whereas, Perquimans County recognizes that older adults are trailblazers—advocating for themselves, their peers, and their communities—paving the way for future generations; and

Whereas, Perquimans County is committed to raising awareness about issues facing older Americans and helping all individuals to thrive in communities of their choice for as long as possible; and

Whereas, we appreciate the value of inclusion and support in helping older adults successfully contribute to and benefit from their communities; and

Whereas, our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social involvement.
- Emphasizing home- and community-based services that support independent living.
- Ensuring community members can benefit from the contributions and experience of older adults.

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim May, 2016 to be Older Americans Month. We urge every resident to take time this month to acknowledge older adults and the people who serve them as powerful and vital individuals who greatly contribute to our community.

ADOPTED the 2<sup>nd</sup> day of May, 2016.

\_\_\_\_\_  
Janice McKenzie Cole, Chair  
Perquimans County Board of Commissioners

ATTESTED:

\_\_\_\_\_  
Mary P. Huzzicatt, Clerk to the Board  
Perquimans County Board of Commissioners

6. Board Appointment: The following Board appointments were approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Eason, Lula Billups	Local Library Board	Reappointment	4 yrs.	7/1/2016
Ross, William (Bill) A.	Local Library Board	Reappointment	4 yrs.	7/1/2016

PRESENTATION

Homeria Jennette's plaque presentation is tabled until next month due to her illness.

DOROTHY HODGES, ALBEMARLE PLANTATION

Ms. Hodges explained that Albemarle Plantation is again planning a July 3<sup>rd</sup> fireworks show at the Plantation and is coming before the Board for approval. She apologized that Ms. Byrum could not be present tonight but she was ill. She said that the same company, Pyrotechnics Contract, will be handling the fireworks. A copy of their contract was included in the Board's Agenda packets. On motion made by Matthew Peele, seconded by Edward R. Muzzulin, the board unanimously approved the July 3<sup>rd</sup> Fireworks at Albemarle Plantation.

SHELLEY LAYDEN, SOLAR GREEN DEVELOPMENT, LLC

Ms. Layden presented her request to renew and to extend CUP-11-02 for another year. The CUP was originally applied for in 2011 but was finally recorded in 2014 for her. She presented the following update for Board consideration:

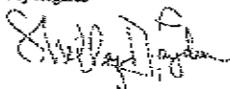
April 12, 2016

To: Perquimans County Board of Commissioners  
 From: Shelley D. Layden  
 RE: Request for Time Extension of Conditional Use Permit  
 Davis Lane Solar Project – Ralph & Cynthia Davis  
 Permit #: CUP - 11-02 Davis Lane  
 Recorded in Deed Book 424 Page 372; Filed on February 14, 2014.

Thank you for the opportunity to approach the Board with a request for a time extension of the above Conditional Use Permit for Solar Development at 200 Davis Lane – Off Hwy 17.

The reason for the extension is due to the time needed to complete due diligence, project viability with the local Utility Company and investor relationships. We anticipate start of construction for the Davis Lane project by December 31, 2016.

Please feel free to contact me for further discussion at 252-337-5900, and again, thank you in advance for My Regards-



Shelley D. Layden

On the 2<sup>nd</sup> Day of May, 2016, the Perquimans County Board of Commissioners

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

the extension of CUP 11-02 for a large scale solar farm on Davis Lane, Edenton, NC 27932 with tax parcel # 3-006&-00020G.

Perquimans County Assignee

Title

The following questions were asked:

- > Chair Janice Cole: Ms. Cole asked Ms. Godfrey what was the difference between the CUP applied for in 2011 and the actual recorded document in 2014. Ms. Godfrey said that the name of the applicant was changed. Other than that all the other conditions were the same. Ms. Cole asked if we had been extending it since 2011. Ms. Layden said that this has been actually a courtesy in doing this. She further explained that they have had a long process trying to get approvals, development investor change, and a two-year wait for Dominion Power approval. She further stated that she had just recently received her feasibility study last week and that the project may or may not proceed. However, it is time for her to stand before the Board and request the renewal/extension. One of her investors needs to know that the County is still behind the project.
- > Matthew Peele: Commissioner Peele asked Danna Godfrey if the roads and safety provisions that were approved back in 2011 would still be consistent with what the Zoning Ordinance requires now. Ms. Godfrey said that she would have to get back with him on that question but believes that the Fire Chiefs gave their input during the Technical Review Committee meeting. This was the

very first Solar Farm approved in Perquimans County once they adopted the provisions for Solar Farms within the County. She further stated that she does not feel that there were no hard and fast requirements by Perquimans County for road improvements. She does feel that there has been a little more requirement since this was approved. Ms. Layden said that she has kept the roads up to what is required now. He wants to make sure that the new safety requirements are followed in these power plants and industrial areas. Chair Cole wanted to clarify Mr. Peeler's question and restated the question as, "Is this in compliance with what Perquimans County is now requiring?" Ms. Godfrey said that it was not inconsistent. The Fire Chiefs were able to review the plans and make recommendations at the time the CUP was presented and approved.

- > Wallace Nelson: Commissioner Nelson asked if there is an expiration date for this CUP. Ms. Godfrey said not really. Ms. Layden is doing this as a courtesy, right? Ms. Godfrey said that she thought Ms. Layden needed this to take back to her investors.

Edward R. Muzzulini made a motion to approve the extension of CUP-11-02 for one year. Wallace E. Nelson seconded the motion. The motion passed by a vote of five (5) to one (1) with Commissioner Peeler voting against the motion. Chair Cole asked if there were any other questions. Commissioner Peeler asked if she had a Power Purchase Agreement (PPA) with anyone. Ms. Layden said that she has a feasibility study from Dominion Power and said that she could not proceed with obtaining the PPA until she completes three more steps.

#### BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report and gave an update on the Revaluation process and the Foreclosure report. He stated that the Board of Commissioners opened their Board of Equalization & Review prior to their meeting tonight with one case being presented to the Board of Equalization & Review. They will meet again prior to the June 6, 2016 meeting and proceed to close it out. After explaining the balance due for ad valorem taxes to Commissioner Peeler, he concluded his remarks.

#### SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney was not present to provide her monthly report.

#### COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Chair Cole asked if there were any Commissioner's Concerns or Committee Reports. There being none, she proceeded with Old Business.

#### UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Boat Ramp Project: The bid opening for this project was held early in April. Waff Contracting was selected by N.C. Wildlife to handle the project. The total costs for this project is around \$840,000 range. The project should begin sometime in June, 2016.
- > Marine Industrial Park: County Manager Heath, Bob Peeler, and Cathy Davidson (Albemarle Commission) will be travelling to Raleigh to meet with Rep. Steinburg to secure some funding for Phase I of the basin. Bob Peeler will be at the Board's June Work Session to give them an update on the project.
- > Coyotes: Later on in the meeting, the Board will discuss the coyote problem. If the Board decides to proceed with fox trapping, he will also discuss that with Rep. Steinburg next week.

#### BOARD APPOINTMENTS

Chair Cole explained that, for several months, the Board has tabled the appointment to the following Boards/Committees: Trillium Northern Region Advisory Board, Tourism Development Authority (Industry Rep), and Nursing Home Advisory Committee. We still have no candidates. Commissioner Muzzulini said that he and Dave Goss are working on the Tourism Development Authority (Industry Rep) appointment. Chair Cole said that she will make a special effort to find individuals to serve on the other committees by next month. On motion made by Edward R. Muzzulini, seconded by Matthew Peeler, the Board tabled these board appointments until June meeting.

#### INTRODUCTION OF BILL TO ALLOW FOX (COYOTE) TRAPPING

In March, David Denton, retired N.C. Wildlife, came before the Board to discuss the coyote problem. Since then, County Manager Heath and Chair Cole have been discussing the solution with Cooperative Extension and Rep. Steinburg. On motion made by Edward R. Muzzulini, seconded by Fondelta A. Leigh, the Board authorized County Manager Heath and Chair Cole to prepare a Resolution to pursue legislation to authorize fox (coyote) trapping in Perquimans County. Commissioner Peeler wanted to know about including shooting them. County Attorney High said that you can shoot them but not trap them without this change. The following Resolution was prepared and forwarded to Rep. Steinburg:

#### **RESOLUTION IN SUPPORT OF ENHANCED COYOTE NUISANCE REMOVAL**

Whereas the population of coyotes in Perquimans County has been a continuing public nuisance in the form of a threat to domestic livestock, pets, and humans; and

Whereas the licensed trapping of coyotes has been found by the North Carolina Wildlife Resources Commission (WRC) to have significant potential for improving the success rate in dealing with predator coyotes; and

Whereas the WRC has found that the taking of coyotes by trappers increases during overlapping coyote and fox trapping seasons; and

Whereas although coyotes may be trapped during WRC established seasons, foxes must be released if taken outside of a county's fox trapping season; and by adding foxes to the species that may be taken with traps under WRC established seasons, the rate of trapping predator coyotes incidental to the concurrent trapping and taking of foxes will potentially increase.

Now Therefore, be it resolved by the Perquimans County Board of Commissioners that it concurs with the findings of the WRC that have been presented to the North Carolina General Assembly House Select Committee on Coyote Nuisance Removal on April 16, 2010, and does further resolve and respectfully request that the Honorable State Senator Bill Cook and the Honorable State Representative Bob Steinburg introduce legislation on behalf of Perquimans County commensurate with the findings of the WRC described herein, and specifically that Session Law 2009-43 effective October 1, 2011 be now amended to include Perquimans County.

Adopted, this 3rd day of May, 2016 by the Perquimans County Board of Commissioners.

Janice McKenzie Cole, Chair  
Perquimans County Board of Commissioners

ATTEST:

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

#### FINANCING FOR THE NEW LIBRARY PROJECT

As County Manager Heath explained during the Public Hearing earlier in the meeting, the Public Hearing was continued until next month so action on this matter would be continued to next month.

**MEMORANDUM OF PARTICIPATION -- CAVANAUGH MACDONALD CONSULTING, LLC**

Tracy Mathews, Finance Officer, explained that, this year, the audit will require that the County contract with a company to prepare our Other Post-Employment Benefits (OPEB) Valuation. Ms. Mathews contacted Camden County to ask who handled their OPEB Valuation. They recommended Cavanaugh Macdonald Consulting, LLC located in Kennesaw, GA. Therefore, she is recommending the Board to approve the Memorandum of Participation with Cavanaugh Macdonald Consulting, LLC. Wallace E. Nelson made a motion to approve the Memorandum of Participation with Cavanaugh Macdonald Consulting, LLC. The motion was seconded by Matthew Peeler. The following questions were asked:

- > Edward R. Muzzulin: Commissioner Muzzulin asked Ms. Mathews what the total cost would be. Ms. Mathews said that it would depend on the number of employees and retirees we have but that it should be around \$4,000.
- > Matthew Peeler: Mr. Peeler asked if we would receive a full evaluation report and then when would we receive the OPEB Valuation. Would the cost be around \$3,900 this year and then \$500 each year audit thereafter? Ms. Mathews said that she understands that the initial fee would be the large amount and would go to \$500 for each additional audit year.
- > Matthew Peeler: Mr. Peeler wanted to know if we HAD to do this. Ms. Mathews said that it was an option for last year's audit but that this year is a requirement.
- > Chair Cole: Ms. Cole asked if we have verified that this company is the best company. Ms. Mathews explained that she has heard good things about the company and Camden County has used them for a couple of years and that they have a good working relationship with our auditors.

The motion was unanimously approved and the following Memorandum of Participation was approved:

**2016 MEMORANDUM OF PARTICIPATION  
OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

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

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

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

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

NAME:  Mr.  Ms. (choose one) \_\_\_\_\_

PHONE #: (\_\_\_\_) \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

On behalf of the Employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to perform an actuarial valuation of the Employer's OPEB Plan or to update the Employer's Net OPEB Obligation (NOO) in a year in which an actuarial valuation is not required. I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and a copy of the actuarial report or the Updated NOO will be e-mailed to your office by Cavanaugh Macdonald Consulting. I understand the fee structure is as follows:

Base Fee	Full Valuation Report	Updated Net OPEB Obligation*
• Less than 20 total active and retired participants	\$1,850	\$500
• 20-49 total active and retired participants	\$2,600	\$500
• 50-99 total active and retired participants	\$3,150	\$500
• 100 or more total active and retired participants	\$3,900	\$500
• Fund split exhibit	\$500	N/A
<b>Per Participant Fee</b>		
• Less than 50 total active and retired participants	\$5.50	N/A
• 50-99 total active and retired participants	\$5.00	N/A
• 100-249 total active and retired participants	\$3.75	N/A
• 250-499 total active and retired participants	\$3.00	N/A
• 500 or more total active and retired participants	\$2.75	N/A

\*This fee applies only when a December 31, 2015 actuarial valuation is not prepared.

Interested Entities must return this 2016 Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. The OPEB valuations will be completed within 10 weeks after the receipt of all information requested in items 1 through 8 outlined on the following page for the Actuarial Valuation or 2 weeks after receipt of the information requested in items 8 and 9 outlined on the following page for the Updated Net OPEB Obligation. You may need to discuss this timing with your auditor. Please let us know if you need the report sooner than the timeliness listed above. Additional fees may be required in order to complete the Actuarial Valuation/Updated Net OPEB Obligation in less than the standard timeframe. You will be contacted if such additional fees are applicable.

Please note that work on the December 31, 2015 Actuarial Valuation may not be completed until Cavanaugh Macdonald has received and prepared the data from the North Carolina Local Government's Employees' Retirement System, which usually occurs in the late spring or early summer.

Authorized Signature: \_\_\_\_\_ Signed this 2<sup>nd</sup> day of May, 2016.

Should you have questions regarding the information requested in this letter, please contact the OPEB Team (NCOPEB@CavMacConsulting.com) or the Consulting Actuary, Todd Green (ToddG@CavMacConsulting.com) at Cavanaugh Macdonald Consulting, LLC at (678) 388-1705.

**INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST**

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

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

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit.

1. Indicate the work being requested through this agreement (choose one):
  - December 31, 2015 OPEB valuation report, which will include the updated NOO: Complete items 1 through 8 and send the requested information as soon as possible. Provide the information requested in item 9 as soon as practical after the end of the fiscal year.
  - Yes  No (choose one) Report results should be split based on Enterprise Funds provided in data (extra fee applies).
  - Updated NOO only: Complete items 8 and 9
2. Check the boxes below to indicate which items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.
  - Executed 2016 Memorandum of Participation (MOP)

Details regarding the required items listed below can be found in the "Memorandum and Explanation of Items Requested" document.

- (1a) Active Data as of December 31, 2015 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file. Note that the NCLGERS data file will be used to supplement the information you provide.
- (1a) Retiree Data as of December 31, 2015 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file.
- (2) Have the plan provisions changed since the prior valuation?  Yes  No (choose one) If yes, please provide the new plan provision information detailing the new OPEB benefit structure.
- (3) Medical coverage summaries (co-pays, deductibles, etc.) for the most recent 2 years
- (4) Premium rates and the effective dates for the most recent 2 years for each benefit, coverage tier and group
- (5) Please refer to item 5 in the "Memorandum and Explanation of Items Requested" document for an explanation of fully-insured and self-insured benefits. Check the appropriate boxes below for your plan.  
 For Pre-Medicare:  Fully Insured  Self-Insured  Other, please explain: \_\_\_\_\_  
 For Medicare:  Fully Insured  Self-Insured  Other, please explain: \_\_\_\_\_
- (6) Plans with self-insured benefits must provide claims experience, enrollment counts by coverage tier, administrative fees and other fixed fee information. We provide a template for your use in collecting the claims experience information as an attachment in the data request email. Email us at [NCOPEB@CavMacConsulting.com](mailto:NCOPEB@CavMacConsulting.com) if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur.
- (7) Please refer to item 7 in the "Memorandum and Explanation of Items Requested" document for an explanation of OPEB assets. Check the appropriate box below for your plan and provide a copy of the trust statement as of December 31, 2015, if applicable.  
 Yes  No (choose one) Does the Employer have assets in a qualified GASB OPEB funding vehicle?
- (8a) Provide a copy of the most recent actuarial report for the OPEB plan if it is not prepared by Cavanaugh Macdonald Consulting.
- (8b) Provide most recent Comprehensive Annual Financial Report (CAFR) disclosure information.
- (8c) Provide the name and email address of the person to contact should any questions arise regarding the data submitted.  
 Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_
- (9) Provide OPEB contributions for the applicable fiscal year ending in 2016. We provided a template for your use in collecting the OPEB contributions as an attachment in the data request email. Email us at [NCOPEB@CavMacConsulting.com](mailto:NCOPEB@CavMacConsulting.com) if you need another copy.

**PERSONNEL MATTERS**

County Manager Heath explained that the following personnel matters were received after the Agenda Packets were mailed:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Deborah Owens	Part-Time Nutrition Site Manager	Appointment		\$8,33/hr.	5/16/2016
Sherry Schrodt	Social Worker	FMLA	12 weeks		7/25/2016

On motion made by Edward R. Muzzulin, seconded by Kyle Jones, the Board unanimously approved the above referenced personnel matters. Commissioner Peeler asked if the money was budgeted for this position. County Manager Heath said that the Part-Time Nutrition Site Manager was a replacement position. The current employee is leaving.

**BUDGET AMENDMENT NO. 16**

County Manager Heath explained that, with the retirement of Homerja Jennette, we needed to move funds for her hospitalization for FY 15-16. On motion made by Kyle Jones, seconded by Matthew Peeler, the Board unanimously approved the following Budget Amendment No. 16:

BUDGET AMENDMENT NO. 16  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-511-060	Dispatch - Group Insurance		2,500
10-511-061	Retiree's Insurance	2,500	

EXPLANATION: To budget for retiree (Homerja Jennette) hospitalization insurance for FY 15-16.

**PUBLIC COMMENTS**

The following public comment was made:

- > Tommy Harrell: Mr. Harrell wants to know if we have anyone monitoring the fiberdrea site. He said that he visited the property the other day and the roads were in bad shape. He also wanted to know if they had provided the County with an Emergency Use Plan to assist with getting medical help to individuals on the property. He also mentioned the site work at the Solar Farm on Snug Harbor Road. He said that they were in such a hurry to get the project completed that they completely destroyed the soil structure. Ms. Godfrey said that, after the projects are completed, they should be contacting the zoning department to have a final zoning inspection to obtain a Certificate of Zoning Compliance.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:30 p.m. on motion made by Matthew Peeler, seconded by Edward R. Muzzulin.

Janice McKenzie Cole, Chair

Clerk to the Board

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 DEPARTMENTAL BUDGET PRESENTATIONS

May 12, 2016

7:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentations from the Social Services Department and the Board of Education on Thursday, May 12, 2016, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair  
 Fondelia Leigh  
 Wallace Nelson  
 Kyle Jones, Vice Chairman  
 Edward R. Muzzulin  
 Matthew Peeler

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager  
 Tracy Mathews, Finance Officer

SOCIAL SERVICES DEPARTMENT

Susan Chaney, Social Services Director, presented her budget requests for FY 2016-17.

Due to the large crowd, the meeting was moved to the upstairs courtroom located on the second floor of the Perquimans County Courthouse Annex.

BOARD OF EDUCATION

Candy Tilley, Perquimans County Schools Finance Officer, presented the Board of Education's budget requests for FY 2016-17. During the question and comment period, Superintendent Cheeseman addressed the Board.

ADJOURNMENT

After the last budget presentation, the Meeting was adjourned.

Janice McKenzie Cole, Chair

Clerk to the Board

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 SPECIAL CALLED MEETING/WORK SESSION

May 16, 2016

7:00 p.m.

The Perquimans County Board of Commissioners met in a Special Called Meeting and regular Work Session on Monday, May 16, 2016, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair  
 Fondelia Leigh  
 Wallace Nelson  
 Kyle Jones, Vice Chairman  
 Edward R. Muzzulin  
 Matthew Peeler

MEMBERS ABSENT: None

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

After the Chair called the meeting to order, Commissioner Peeler gave the invocation and the Chair led the Pledge of Allegiance.

AGENDA

On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved the Agenda as amended.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

1. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Nellie Sawyer	Part-Time Nutrition Site Manager	Appointment		\$8,337/yr.	5/18/16
Amanda Loyden	Administrative Assistant - Recreation	Appointment	58/5	24,909	5/31/16
Deborah Owens*	Part-Time Nutrition Site Manager	Declined Offer		\$8,337/yr.	5/16/2016

\*Ms. Owens declined the job offer. Delphine interviewed other individuals and is making another recommendation.

BACK UP 911 MEMORANDUM OF UNDERSTANDING

Chair Cole recognized Jonathan Nixon, Emergency Services Director, who presented the following Back Up 911 Memorandum of Understanding with Chowan County:

STATE OF NORTH CAROLINA  
 MEMORANDUM OF UNDERSTANDING  
 COUNTY OF CHOWAN & COUNTY OF PERQUIMANS  
 BACKUP PSAP

This Agreement, made this 16<sup>th</sup> day of May, 2016, by and between the County of Chowan (herein Chowan) and the County of Perquimans (herein Perquimans), for the purpose of insuring a functional Backup Public Safety Answering Point (herein PSAP) for both parties;

WITNESSETH:

WHEREAS, Chowan and Perquimans are both bodies corporate and political existing pursuant to the laws of the State of North Carolina; and  
 WHEREAS, Chowan and Perquimans are currently engaged in operating and maintaining respective county-wide "911 communications system"; and

WHEREAS, Chowan and Perquimans are desirous of insuring that any citizen utilizing the "Emergency 911" system in Chowan County or Perquimans County have their call answered as promptly and efficiently as possible; and

WHEREAS, during times of natural disaster and other unpredictable events, a county's 911 communications system may be temporarily disabled; and

WHEREAS, each party hereto recognizes the economy and benefits of utilizing the other's 911 emergency communications system temporarily and facilities for a longer term; and

WHEREAS, the parties desire to set forth in this MOU the terms by which Chowan and Perquimans may utilize the other's 911 emergency communications centers for the benefit of the people of Chowan and Perquimans Counties; and

NOW, THEREFORE, in consideration of the terms, conditions, and covenants expressed therein, the parties agree as follows:

1. PURPOSE OF AGREEMENT

The purpose of this MOU is to establish a formal agreement whereby Chowan utilizes Perquimans as its Backup 911 Center, currently located at 159 Creek Drive in Hertford, NC, during such times as Chowan may experience failure of its primary 911 Center, and Perquimans utilizes Chowan as its Backup 911 Center currently located at 365 West Freemason Street in Edenboro, NC, during such times as Perquimans may experience failure of its primary 911 Center, subject to the terms of this MOU.

2. RESPONSIBILITIES OF CHOWAN

- 2.1 Chowan agrees to provide a physical location for placement and use of equipment needed for Perquimans to function as their 911 Center.
- 2.2 Chowan agrees to provide antenna space for Perquimans to install necessary radio equipment.
- 2.3 Chowan agrees to provide space in its recording system to capture all telephone and radio traffic associated with Perquimans during a Perquimans failure at Chowan's expense.
- 2.4 Chowan agrees to provide data connectivity (internet) at the Chowan location for Perquimans data use.
- 2.5 Chowan agrees to maintain its 911 Center facility operationally functional and up to date as possible.
- 2.6 Chowan agrees to provide key or other methods of access to Perquimans so that Perquimans will have access should a failure occur in Perquimans.
- 2.7 Chowan agrees to give the Perquimans 911 Director as much advance notice as practicable under the then existing circumstances of its need and intent to operate within the Perquimans facility.
- 2.8 Chowan agrees to process all Perquimans calls during a catastrophic failure until which time Perquimans personnel can reach the backup 911 Center and resume operations.
- 2.9 Chowan agrees to work with Perquimans to help train Perquimans Telecommunicators in dispatch methods for Chowan.

3. RESPONSIBILITIES OF PERQUIMANS

- 3.1 Perquimans agrees to provide a physical location for placement and use of equipment needed for Chowan to function as their 911 Center.
- 3.2 Perquimans agrees to provide antenna space for Chowan to install necessary radio equipment.
- 3.3 Perquimans agrees to provide space in its recording system to capture all telephone and radio traffic associated with Perquimans during a Chowan failure at Perquimans' expense.
- 3.4 Perquimans agrees to provide data connectivity (internet) at the Perquimans location for Chowan data use.
- 3.5 Perquimans agrees to maintain its 911 Center facility operationally functional and up to date as possible.
- 3.6 Perquimans agrees to provide key or other methods of access to Chowan so that Chowan will have access should a failure occur in Chowan.
- 3.7 Perquimans agrees to give the Chowan 911 Director as much advance notice as practicable under the then existing circumstances of its need and intent to operate within the Chowan facility.
- 3.8 Perquimans agrees to process all Chowan calls during a catastrophic failure until which time Chowan personnel can reach the backup 911 Center and resume operations.
- 3.9 Perquimans agrees to work with Chowan to help train Chowan telecommunicators in dispatch methods for Perquimans.

Both parties also covenant and agree to the following:

- 1. Governing Law. This Agreement shall be governed by and construed in accordance with the internal laws of the State of North Carolina, without reference to any conflict or choice of laws provision which would operate to make the internal laws of any other jurisdiction applicable.
- 2. Warranty. The parties hereto warrant and represent that they have full authority under applicable law to participate fully in this Agreement and all of its several provisions.
- 3. Modification. This Agreement shall only be modified, amended or supplemented, by a written instrument signed by both parties to this Agreement.
- 4. Unenforceability. If any provision of this Agreement is held to be illegal, invalid or unenforceable under any present or future laws, such provision shall be severable and the remainder of the Agreement shall continue in full force and effect.
- 5. Entire Agreement. This Agreement is only the agreement between the parties hereto with respect to the subject matter hereof and contains all of the terms agreed upon, and there are no other agreements, oral or written, between the parties hereto with respect to the subject matter hereof.
- 6. Term. The term of this Agreement shall commence upon execution by both parties on July 1, 2017 or sooner if facilities, equipment and staff are ready and will continue until one of the parties delivers a notice of intent to terminate at least twelve months prior to the end of the noticing party's fiscal budget year.
- 7. Termination. Either may terminate this Agreement by delivering to the other party a notice of its intent to terminate twelve months prior to the end of the noticing party's fiscal budget year. Any such notice shall be delivered by registered or certified mail and shall be addressed as follows:

Chowan County Sheriff  
PO Box 78  
Edenton, NC 27932

Perquimans County Emergency Services Director  
PO Box 563  
Hertford, NC 27944

- 8. Non-Discrimination. Neither party hereto shall discriminate on the basis of race, religion, creed, color, gender or national origin.
- 9. Other Agreements. Nothing herein shall prevent either party to this Agreement from entering into other agreements or memoranda of understanding with other counties or local governmental entities in relation to the same subject matter herein.
- 10. Remedies. This Agreement shall be enforceable by each party by all remedies available at law or in equity. Failure or delay to exercise any right, remedy or privilege hereunder shall not operate as a subsequent enforcement.

IN WITNESS WHEREOF, Chowan and Perquimans have caused this Agreement to be approved or ratified in the manner prescribed by law, and have authorized execution by the officers below.

CHOWAN COUNTY

Jeffrey Smith  
Jeffrey Smith, Chairman

ATTEST:

Susanne Stallings  
Susanne Stallings, Clerk to the Board

[seal]

PERQUIMANS COUNTY

Janice McKenzie Cole, Chair

ATTEST:

Mary P. Hammeout, Clerk to the Board

[seal]

NORTH CAROLINA  
PERQUIMANS COUNTY

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, certify that Mary P. Hunnicutt, personally came before me this day and acknowledged that she is Clerk to the Board of the Commissioners of Perquimans County, a North Carolina municipal corporation, and that by authority duly given and as the act of the County of Perquimans, the foregoing instrument was signed by its Chairman, sealed with its corporate seal, and attested by herself as Clerk.

Witness my hand and Notarial Seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

NORTH CAROLINA  
PERQUIMANS COUNTY

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, certify that Susanne Stallings, personally came before me this day and acknowledged that she is Clerk to the Board of the Commissioners of Chowan County, a North Carolina municipal corporation, and that by authority duly given and as the act of the County of Chowan, the foregoing instrument was signed by its Chairman, sealed with its corporate seal, and attested by herself as Clerk.

Witness my hand and Notarial Seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

They have received several estimated costs which are around \$535,000. He further explained that he needed this before he could apply for the grant by June 6, 2016. He is hoping that they will fund the entire \$535,000. Mr. Nixon explained that Chowan County was also receiving this information and will take action on it tonight. Kyle Jones made a motion to approve the above referenced Back Up 911 Memorandum of Understanding. Edward R. Muzzulin seconded the motion. Chair Cole asked if there were any questions. Commissioner Peeler asked that, at \$535,000, it sounds like we are going to do this plan regardless because any other plan would require a new building, new equipment, duplicating of efforts, and more costs for us and another entity. What is the best guess that the 911 System will be able to support most of the \$535,000. Mr. Nixon said that it would be around 50% to 75%. There being no further questions or discussion, the Board unanimously approved the above referenced Back Up 911 Memorandum of Understanding.

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:07 p.m. on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

\_\_\_\_\_  
Janice McKenzie Cole, Chair

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

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WORK SESSION

May 16, 2016

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, May 16, 2016, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County

MEMBERS PRESENT: Janice McKenzie Cole, Chair Kyle Jones, Vice Chairman  
Fondelia Leigh Wallace Nelson  
Matthew Peeler

MEMBERS ABSENT: Edward R. Muzzulin

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

After the Chair adjourned the Special Called Meeting, Ms. Cole proceeded with the monthly Work Session. The following matters were discussed.

BOB PEELE, MARINE INDUSTRIAL PARK UPDATE

Mr. Peele made a presentation on where we are with the Marine Industrial Park and explained why the project has been delayed. Mr. Peele answered some questions from the Board.

QUASI-JUDICIAL PROCEDURES

Chair Cole recognized David Owens from UNC School of Government to explain quasi-judicial procedures. Mr. Owens gave the Board an opportunity to ask any questions. Chair Cole thanked Mr. Owens for his assistance and explained that Ms. Godfrey, County Planner, had several questions. Commissioner Peeler suggested that Mr. Owens and Ms. Godfrey could handle these questions via e-mail. Chair Cole asked Ms. Godfrey if there was anything that involved the Board of Commissioners. She said not and that she and Mr. Owens could handle her questions via e-mail.

ADJOURNMENT

That being said and there being no further comments or business to discuss, the Work Session was adjourned at 8:45 p.m.

\_\_\_\_\_  
Janice McKenzie Cole, Chair

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

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BUDGET WORK SESSION

May 18, 2016

7:00 p.m.

The Perquimans County Board of Commissioners met to hold the Budget Work Session on Wednesday, May 18, 2016, at 7:00 p.m. in the Conference Room of the Emergency Medical Services Building located at 159 Creek Drive, Hertford, NC 27944.

MEMBERS PRESENT:	Janice McKenzie Cole, Chair	Kyie Jones, Vice Chairman
	Fondella Leigh	Edward R. Muzzulin
	Wallace Nelson	Matthew Peeler

MEMBERS ABSENT: None

OTHERS PRESENT:	Frank Heath, County Manager	Tracy Mathews, Finance Officer

FY 2016-17 BUDGET

Frank Heath, County Manager, and Tracy Mathews, Finance Officer, presented the proposed Budget for FY 2016-17. County Manager Heath will present his Budget Message at the June 6, 2016 Regular Meeting and a Public Hearing will be held on Monday, June 20, 2016, for Budget adoption.

ADJOURNMENT

After completing the review of the proposed FY 2016-17 Budget, the Budget Work Session was adjourned at 10:00 p.m.

\_\_\_\_\_  
Janice McKenzie Cole, Chair

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

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P.O. Box 7  
Hertford, N.C. 27944



Phone: (252) 426-7010  
(252) 426-5564  
Fax: (252) 426-4034

## PERQUIMANS COUNTY TAX DEPARTMENT

May 31, 2016

### Tax Refunds: (Perquimans County)

Odessa White Gordon \$344.68  
Double-wide assessed at \$67,000 was repossessed &  
moved out of County 3/19/13. Tax department was  
notified 5/16 by taxpayer.  
Account #256794

### Tax Releases: (Perquimans County)

Odessa White Gordon \$334.99  
Double-wide assessed at \$67,000 was repossessed &  
moved out of County 3/19/13. Tax department was  
notified 5/16 by taxpayer.  
Account #256794

EMPLOYMENT ACTION FORM

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

**COUNTY OF PERQUIMANS**

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

NAME: Gewayne (Glenn) Cunningham SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part-Time Building Inspector DEPT.: Building Inspections

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2016

GRADE: 67 STEP: 6 SALARY: \$18.24

ENDING DATE OF PROBATIONARY PERIOD: June 1, 2017

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: \_\_\_\_\_

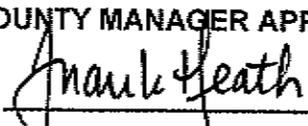
\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
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  
  
DATE: 5-11-16

COUNTY MANAGER APPROVAL  
  
DATE: 6/1/16

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

**Mary Hunnicutt**

---

**From:** Jonathan <jnixon@perquimanscountync.gov>  
**Sent:** Friday, May 20, 2016 8:49 AM  
**To:** 'Frank Heath'; Tracy Mathews; 'Mary Hunnicutt'  
**Subject:** Resignation

This is email is to inform you that Gay Price resigned today as Telecommunicator with the Emergency Services Department.

**Jonathan A. Nixon**, Director (ES-1)  
**Perquimans County Emergency Services**  
911 Communications – EMS – Emergency Management  
159 Creek Drive - PO Box 563  
Hertford, NC 27944  
252-426-5646 or 252-426-7029 Office  
252-331-9817 Cell  
252-426-1875 Fax

David Noble  
1136 West Grubb Street Apt. A  
Hertford, NC 27944

June 1, 2016

Howard Williams  
310 Granby Street  
Hertford, NC 27944

Dear Sir,

Effective immediately I am resigning from Field Maintenance/ Athletic Director position with Perquimans County Parks and Recreation. My last day will be June 15, 2016.

I wish to have all my remaining earned Annual leave paid via direct deposit to my account on file. Please donate any remaining Sick and Petty leave to Leave bank or similar.

It has been a pleasure working with you but it is time to move on.

Best regards

A handwritten signature in black ink, appearing to read 'David Noble', with a long horizontal flourish extending to the right.

David Noble

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Krystal Agosto

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

POSITION: 911 Shift Supervisor – Training Officer

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2016

GRADE: 63 STEP: 4 SALARY: \$30,302.00

ENDING DATE OF PROBATIONARY PERIOD: June 1, 2017

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: \_\_\_\_\_

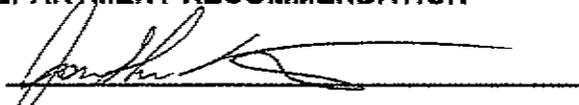
\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

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

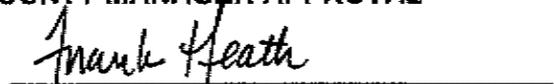
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

  
DATE: 6-2-16

COUNTY MANAGER APPROVAL

  
DATE: 6/2/16

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 13, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sherry Schrodt

SOC. SEC. NO.

POSITION: SW III

DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE:                      STEP:                      SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:                      STEP:                      SALARY:

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND 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

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE: Sherry has completed the year work against as a Social Worker II working against the Social Worker III position.  
Date: 6-1-2016      GRADE: 69      STEP: 1      SALARY: \$ 36,665

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

Suzanne M Cheney

DATE: 5/13/16

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 5/13/16

FINANCE OFFICER

\_\_\_\_\_

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



**JACQUELINE S. FRIERSON**  
*Register of Deeds, Perquimans County*

P.O. Box 74 • Hertford, N.C. 27944 • Phone (252) 426-5660 • Fax (252) 426-7443 • email: jackiefrierson@perquimanscountync.gov

May 31, 2016

The Register of Deeds office is offering a new service to the public. This service is called GetCertificateNow. It enables the public to request and pay for vital records by visiting the ROD home page or [www.getcertificatenow.com/perquimans](http://www.getcertificatenow.com/perquimans). It is our mission to continue to move forward in this digital age and still maintain excellent customer service.

*Jackie S. Frierson*  
*Register of Deeds*



## Town of Winfall

Frederick L. Yates, Mayor  
Brenda G. Dillard, Town Clerk

Post Office Box 275  
Winfall, North Carolina 27985  
Telephone: (252) 426-5015  
Fax: (252) 426-1763  
Email: [clerkdillard@centurylink.net](mailto:clerkdillard@centurylink.net) / Website: [townofwinfall.net](http://townofwinfall.net)

Town Council:  
Kenneth Rominger  
Debbie Whedbee - Mayor Pro Tem  
Preston White  
Steav Congdon

May 10, 2016

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

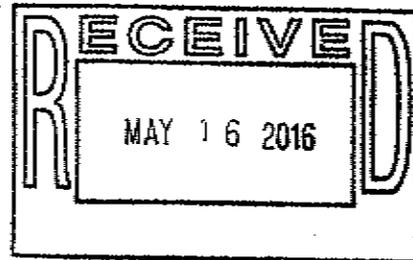
Re: Reappointment of the Recreation Advisory Board

Hello Mary,

This letter is to reaffirm Councilman Steav Congdon to the Recreation Advisory Board. On Monday night May 9, 2016 Councilwoman Debbie Whedbee made a recommendation for Councilman Steav Congdon to remain on the Recreation Advisory Board of Perquimans County for another term and it was seconded by Councilman Preston White.

Sincerely,

Brenda G. Dillard, Town Clerk



**From:** Laura Alvarico [mailto:lalvarico@accog.org]  
**Sent:** Monday, April 25, 2016 8:15 AM  
**To:** Mary Hunnicutt (mhunnicut@perquimanscountync.gov)  
**Subject:** FW: Senior Tarheel Representative

Hi, Mary.

Yes, Ms. Holman is still willing to serve and I do recommend that she be reappointed to the Senior Tar Heel Legislature and Regional Advisory Council.

Thank you,

*Laura Alvarico, MBA*  
Director, Area Agency on Aging  
Albemarle Commission  
512 South Church St.  
Hertford, NC 27944  
252-426-5753 ext 224  
[www.albemarlecommission.org](http://www.albemarlecommission.org)



**From:** lilaway27944@gmail.com [mailto:lilaway27944@gmail.com]  
**Sent:** Friday, April 22, 2016 4:01 PM  
**To:** Laura Alvarico  
**Subject:** Re: Senior Tarheel Representative

Yes I will serve again.

Sent from my iPhone

On Apr 22, 2016, at 3:37 PM, Laura Alvarico <lalvarico@accog.org> wrote:

Hi, Lillian.

See Mary's email below regarding your appointment to the STHL and RAC. I hope you are still willing to serve. Let me know and I will send an appointment request to Mary.

Thanks and have a great weekend.

*Laura Alvarico, MBA*  
Director, Area Agency on Aging

**From:** Mary Hunnicutt [mailto:mhunnicut@perquimanscountync.gov]  
**Sent:** Friday, April 22, 2016 1:47 PM  
**To:** Laura Alvarico  
**Subject:** Senior Tarheel Representative

Laura,

I was just letting you know that Lillian Holman's term on the Senior Tarheel Regional Advisory Board and the Senior Tarheel Delegate is due to expire on June 30, 2016. Please let me know if Ms. Holman is still willing to serve and if you recommend her to continue. I will need to have a letter or e-mail recommendation by Tuesday, May 31<sup>st</sup>.

If you have any questions, please let me know.

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: [mhunnicut@perquimanscountync.gov](mailto:mhunnicut@perquimanscountync.gov)

# Perquimans County NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 64,160 Local Match: \$ 7,600 Rate: 10%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

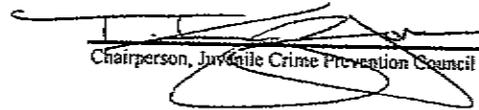
#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% from DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Perquimans County Youth Development - STOP & Teen Court	\$32,646			\$3,600			\$36,246	10%
2	Restitution & Mentoring Focus Group-corrected	\$31,514			\$4,000			\$35,514	11%
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
<b>TOTALS:</b>		<b>\$64,160</b>			<b>\$7,600</b>			<b>\$71,760</b>	<b>11%</b>

The above plan was derived through a planning process by the Perquimans County Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2016-2017.

Amount of Unallocated Funds \_\_\_\_\_

Amount of funds reverted back to DPS \_\_\_\_\_

Discretionary Funds added \_\_\_\_\_

 5/19/16  
Chairperson, Juvenile Crime Prevention Council (Date)

 06/01/2016  
Chairperson, Board of County Commissioners or County Finance Officer (Date)

check type  Initial plan  update  final  
 **DPS Use Only**

Reviewed by \_\_\_\_\_ Area Consultant \_\_\_\_\_ Date \_\_\_\_\_  
 Reviewed by \_\_\_\_\_ Program Assistant \_\_\_\_\_ Date \_\_\_\_\_  
 Verified by \_\_\_\_\_ Designated State Office Staff \_\_\_\_\_ Date \_\_\_\_\_



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

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

**PERQUIMANS COUNTY  
TAX DEPARTMENT**

**MAY 2016-ENFORCED COLLECTIONS**

**PAYMENT AGREEMENTS:\$23,178.59**

**GARNISHMENTS:\$6,396.51**

**DEBT SETOFFS:\$52.92**

LIST OF VOLUNTEER APPLICATIONS

6/1/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
5/10/16	Lennon, Alan	2349 Center Hill Highway awlennon76@gmail.com	Hertford	NC	27944	(252) 332-4951 (252) 569-3349	1. Economic Development Commission 2. Planning Board 3. Rural Planning Org. Steering Committee 4. Local Library Board	5/10/18
5/9/16	Damron, Charlotte	1425 Harvey Point chdamron@live.com	Hertford	NC	27944	(252) 426-4653 (252) 331-3440	1. Tourism Development Board 2. 3. 4.	5/9/18
5/2/16	Aples, Archie	1126 W. Grubb Street archieaples@yahoo.com	Hertford	NC	27944	(252) 482-1033 (575) 218-0606	1. Historic Hertford, Inc. 2. Local Library Board 3. Recreation Advisory Committee 4.	5/2/18
7/23/14	Gordon, Nettie W.	1777 Harvey Point Road no e-mail address	Hertford	NC	27944	(252) 426-7807 (252) 426-8309	1. Adult Care Home Advisory Committee 2. 3. 4.	7/23/16
7/29/14	Simpson, Ernestine E.	398 Chapanoke Road ernestine_simpson@yahoo.com	Hertford	NC	27944	(252) 264-3284 (252) 435-7769	1. Adult Care Home Advisory Committee 2. Planning Board 3. Citizen Advisory Board 4. Senior Citizen Advisory Board	7/29/16
7/30/14	Hurdle, Pamela W.	297 Hurdletown Road townadmin@townofhertfordnc.com	Hertford	NC	27944	(252) 426-9263 (252) 426-7805 (252) 312-3774	1. Board of Adjustments 2. Economic Development Commission 3. Planning Board 4. Rural Planning Org. Steering Committee	7/30/16
7/30/14	Burket, Stephen G.	111 Shady Circle sburket@lx.netcom.com	Hertford	NC	27944	(252) 426-3817 (252) 337-4303	1. Senior Citizen Advisory Board 2. 3. 4.	7/30/16
8/26/14 <i>Updated</i>	Knight, Marshall	751 Body Road marshallknight751@centurylink.net	Hertford	NC	27944	(252) 264-3201	1. Board of Adjustments 2. 3. 4.	8/30/16
8/30/12 <i>Updated</i>	Winslow, Ill, Lynwood C.	1209 Belvidere Road icwiii@inteliport.com	Belvidere	NC	27919	(252) 297-6532 (252) 426-5778	1. Planning Board 2. Board of Adjustments 3. 4.	8/30/16

LIST OF VOLUNTEER APPLICATIONS

6/1/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
8/31/14 <i>Updated</i>	Finley, James Frank	103 E. Hidden Valley Trail finleyj@centurylink.net	Hertford	NC	27944	(252) 426-7072 (757) 641-4594	1. Minzies Creek Utility District 2. 3. 4.	8/31/16
9/4/14 <i>Updated</i>	Roberts, III, A.O.	1632 New Hope Road eureseedfarms@yahoo.com	Hertford	NC	27944	(252) 464-2037 (252) 264-3326 (252) 333-9575	1. Planning Board 2. Voluntary Ag District Committee 3. Water Management Committee 4.	9/4/16
9/5/14 <i>Updated</i>	Lassiter, Brenda	725 Sandy Cross Road	Belvidere	NC	27919	(252) 297-2740	1. Planning Board 2. Board of Commissioners 3. 4.	9/5/16
9/8/14 <i>Updated</i>	Corpew, Jr., John H.	607 Gaston Drive	Hertford	NC	27944	(252) 426-7877 (252) 426-5682 (252) 339-0348	1. Board of Adjustments (Resigned 10/13/14) 2. 3. 4.	9/8/16
9/15/14 <i>Updated</i>	Blanchard, Terissa J.	228 Bethany Church Road tblanchard@pcs.k12.nc.us	Belvidere	NC	27919	(252) 297-2861 (252) 426-7355 (252) 339-5973	1. Social Services Board 2. Albemarle Hospital Board of Trustees 3. COA - Board of Trustees 4. Smart Start Board	9/15/16
9/15/14	Lacefield, Charles	234 Beech Point Blvd. cwlacefield@earthlink.net	Hertford	NC	27944	(252) 426-4851 (252) 619-4256	1. COA - Board of Trustees 2. Chowan Hospital Board 3. Board of Commissioners' Facilitator 4.	9/15/16
9/24/14 <i>Updated</i>	Overman, Pete	P.O. Box 105 saltpeterpete@hotmail.com	Hertford	NC	2744	(252) 426-7814 (252) 426-7117 (252) 331-9001	1. Planning Board 2. Any other as needed 3. 4.	9/24/16
9/24/14 <i>Updated</i>	Page, Frank	147 Explorer Arch page3@embarqmail.com	Hertford	NC	27944	(252) 426-1149 (757) 376-2001	1. Minzies Creek Utility District 2. 3. 4.	9/24/16
9/23/14	Manley, Donald	128 Snug Harbor Road	Hertford	NC	27944	(252) 426-7553	1. Planning Board 2. 3. 4.	9/23/16

LIST OF VOLUNTEER APPLICATIONS

6/1/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/17/14	Kahl, Paul	402 Woodland Church Rd. escu50viking@yahoo.com	Hertford	NC	27944	(252) 338-1144 (252) 457-5400	1. Planning Board 2. 3. 4.	9/17/16
10/3/14	Nelson, Wallace	204 Ainsley Road unc.rph@gmail.com unc.rph@me.com	Hertford	NC	27944	(252) 426-7118 (252) 482-6202 (252) 339-6862	1. Albemarle Commission 2. Albemarle Regional Health Services 3. COA - Board of Trustees 4. Economic Development Commission 5. EMS Advisory Board 6. Planning Board	10/3/16
11/21/14	Richardson, Sara	161 White Oak Avenue	Hertford	NC	27944	(252) 426-7810 (252) 333-4398	1. Adult Care Home Advisory Committee 2. 3. 4.	11/21/16
12/18/14	Smith, Jr., Lewis W.	127 Smith Cove Road lewis_smith@ncsu.edu	Hertford	NC	27944	(252) 426-7347 (252) 426-7164 (252) 331-3362	1. Planning Board 2. Agricultural Advisory Board 3. 4.	12/18/16
12/18/14	Jackson, Robert L.	186 Ainsley Road	Hertford	NC	27944	(757) 618-7569	1. Planning Board 2. 3. 4.	12/18/16
1/29/15	Finch, Jr., Johnnie	192 Cedarwood Blvd. johnnie.finchjr@gmail.com	Hertford	NC	27944	(252) 619-4037	1. Northeast Regional Workforce 2. 3. 4.	1/29/17
2/2/15	Reed, Deborah S.	1488 Center Hill Hwy deborahreed74@gmail.com	Hertford	NC	27944	(252) 331-5426	1. Board of Adjustment 2. Recreation Advisory Board 3. 4.	2/2/17
2/2/15	Hobbs, Benjamin C.	948 Pender Road hobbs@hobbsfurniture.com	Hertford	NC	27944	(252) 312-9609	1. Board of Adjustment 2. 3. 4.	2/2/17
4/10/15	Ingram, Kathleen	163 Bagley Swamp Road kathlingram@copper.net	Hertford	NC	27944	(252) 339-3754	1. Health Services 2. 3. 4.	4/10/17

LIST OF VOLUNTEER APPLICATIONS

6/1/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
4/13/15	McMullan, Philip	111 W. Camp Perry Road psmir@hughes.net	Hertford	NC	27944	(252) 264-2021	1. Eco Tourism 2. 3. 4.	4/13/17
5/8/15	Thomas, Matthew S.	357 Camp Cale Road matt@campcale.com	Hertford	NC	27944	(252) 334-7622 (252) 264-2513 (252) 334-7622	1. Special Steering Committee 2. 3. 4.	5/8/17
6/10/15	Layden, C. Douglas	105 Bay Branch Road geri.layden@gmail.com	Belvidere	NC	27919	(252) 297-2188 (252) 297-2875	1. Chamber of Commerce 2. Library 3. Historians 4. Regional Landfill Authority	6/10/17
7/28/15	Felton, Joyce Ann	115 Sharp's Lane jgfelton68@yahoo.com	Hertford	NC	27944	(252) 426-5375 (252) 333-5508	1. Smart Start Board 2. Social Services Board 3. 4.	7/28/17
8/18/15	Rowland, Reta B.	231 Deep Creek Road rrowland@woodforest.com retaathome@yahoo.com	Hertford	NC	27944	(252) 335-0074 (252) 312-9239	1. East Carolina Behavioral Health 2. Senior Citizens Advisory Board 3. Nursing Home Advisory Committee 4. Smart Start Board	8/18/17
9/22/15 Updated	Mansfield, Evelyn L.	2275 Center Hill Highway no e-mail address	Hertford	NC	27944	(252) 426-4664	1. Adult Care Home Advisory Committee 2. 3. 4.	9/22/17
9/22/15 Updated	McNeal, Cathleen C.	104 New River Drive catmcneal@gmail.com	Hertford	NC	27944	(252) 426-1426 (252) 435-4743	1. Chowan Hospital Board 2. Albemarle Hospital Board 3. Historic Hertford 4. Others as needed	9/22/17
9/23/15 Updated	She has her house for sale and is moving to Florida. She will notify me when she sells her home. Layden, Dianne M.	177 Peerys Bridge Road diannelayden@hughes.net	Belvidere	NC	27919	(252) 297-2596	1. Board of Elections 2. Social Services Board 3. Board of Adjustment (Resigned 11/3/14) 4.	9/23/17
11/5/15 Updated	Schultz, Brooke Lee	1251 Center Hill Highway bschultz@woodforest.com	Hertford	NC	27944	(252) 335-0074 (252) 548-4783	1. Animal Control Board 2. Economic Improvement Council 3. PAWS & AWARE 4. Smart Start Board	11/5/17

LIST OF VOLUNTEER APPLICATIONS

6/1/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
1/16/15 Updated	Mathis, Lynn W.	178 Sue Lane mahitabell@gmail.com lynn.mathis@ncdenr.gov	Hertford	NC	27944	(252) 264-3901 (252) 333-6619	1. Planning Board 2. RC&D 3. Albemarle Commission 4.	11/16/17
1/14/16 Updated	Hester, Elaine Phyllis	653 Woodville Road colelawoffices@embarqmail.com elainehester@embarqmail.com	Hertford	NC	27944	(252) 264-3584 (252) 426-1300 (252) 232-8844	1. Nursing Home/Adult Care Home Committee 2. 3. 4.	1/14/18
4/29/16 Updated	McNaught, Ruth	162 Roanoke Drive Rmcnaught162@gmail.com	Hertford	NC	27944	(252) 426-5271 (252) 435-7605	1. Local Library Board 2. 3. 4.	5/12/16
4/29/16 Updated	McNaught, Ruth	162 Roanoke Drive Rmcnaught162@gmail.com	Hertford	NC	27944	(252) 426-5271 (252) 435-7605	1. Local Library Board 2. 3. 4.	5/12/16

EXPIRED APPLICATIONS								
DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
10/3/10	Kemp, Jr., Wilbert M	460 Red Banks Road	Hertford	NC	27944	(252) 264-2414	1. Water Management 2. 3. 4.	10/3/12 Letter sent 8/19/13 no response
11/19/10	Yates, Arlene A.	P.O. Box 42	Wintail	NC	27985	(252) 426-2274 (252) 426-5014	1. NE Regional Workforce Development Board 2. 3. 4.	11/19/12 Letter sent 8/19/13 no response
12/2/10	Bray, Gerald Zachary "Zack"	119 Russell Drive	Hertford	NC	27944	(252) 333-0582 252-5735	1. NE Regional Workforce Development Board 2. 3. 4.	12/2/12 Letter sent 8/19/13 no response
1/20/11	Frierson, Bradford Keith	311 Bay Branch Road	Hertford	NC	27944	(252) 297-3052	1. Selective Service Board 2. 3. 4.	1/20/13 Letter sent 8/19/13 no response

LIST OF VOLUNTEER APPLICATIONS

6/1/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
6/28/11	Simon, John C.	257 Newby Bay Drive	Hertford	NC	27944	(252) 264-3203	1. Access Management Committee 2. Aging Advisory Committee 3. Albemarle Commission 4. Board of Adjustments	6/28/13 Letter sent 8/19/13 no response 1/9/14
1/9/12	Bunch, III, Maurice Leland	208 N. Front Street claudianab@embarqmail.com	Hertford	NC	27944	(252) 426-5854 (252) 426-5778	1. Coastal Resources Commission 2. 3. 4.	2/17/14 sent e-mail for updated application 6/19/14 Final e-mail sent 7/30/14 NO RESPONSE
6/19/12	Modlin, Peggy Ruth	312 Artie Street p-modlin@hotmail.com	Hertford	NC	27944	(252) 426-9223 (252) 339-9507	1. Home & Community Care Block Grant 2. Senior Citizen Advisory Board 3. Smart Start Board 4. Social Services Board	NO RESPONSE
1/7/13	Breiski, James	103 Catooga Court W jimb3944@embarqmail.com	Hertford	NC	27944	(252) 426-3764	1. Emergency Services Board 2. 3. 4.	17/15 moved out of county remove 9/15/14
9/27/12	Nixon, Jr., Edward L.	470 Ballahack Road nixonfamilyfarms@yahoo.com	Hertford	NC	27944	(252) 426-7818 (252) 339-3042	1. Planning Board 2. 3. 4.	9/27/14 Final e-mail sent 9/23/14 NO RESPONSE
9/10/12	Helm, Jr., Harry Clay	146 W. Hidden Valley Trail canalga12@gmail.com	Hertford	NC	27944	(252) 855-9906	1. Minzies Creek Utility District 2. 3. 4.	9/10/14 Final e-mail sent 9/23/14 NO RESPONSE
2/20/14	Hobbs, Jacqueline S.	948 Pender Road hobbs@beechtreeinn.net	Hertford	NC	27944	(252) 312-9538	1. Tourism Development Board 2. 3. 4.	2/20/16 Rec'd e-mail Not interested in serving

Y B



**PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS**

JANICE MCKENZIE COLE  
CHAIR  
T. KYLE JONES  
VICE CHAIRMAN  
FONDELLA A. LEIGH  
EDWARD R. MUZZULIN  
WALLACE E. NELSON  
MATTHEW PEELER  
W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

MARY P. HUNNICUTT  
CLERK TO BOARD  
W. FRANK HEATH, III  
COUNTY MANAGER

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

**RESOLUTION  
APPROVING THE FINANCING  
OF THE LIBRARY LOAN**

**WHEREAS**, the Perquimans County Board of Commissioners held a Public Hearing on Monday, June 6, 2016, in the Commissioners' Room of the Courthouse Annex to receive public comments on the financing of this Library Loan being proposed by BB&T; and

**WHEREAS**, the Perquimans County Board of Commissioners have determined to undertake the financing of this Loan after having been presented a preferred proposal from BB&T for this financing by the County Manager and the County Finance Officer:

**WHEREAS**, the Perquimans County Board of Commissioners feels that the financing of this loan will be in the best interest of Perquimans County:

**NOW, THEREFORE, BE IT RESOLVED**, as follows:

1. The Perquimans County Board of Commissioners does hereby determine to finance the construction of a new Library facility in Perquimans County through Branch Banking and Trust ("BB&T") in accordance with the bank's proposal dated April 28, 2016. The amount to be financed shall not exceed \$2,500,000, and the interest rate (in the absence of default or change in tax status) shall not exceed 1.88% and the financing term shall not exceed ten (10) years from the date of Closing. There is no pre-payment penalty for said loan.
2. All financing contracts and related documents for the closing of this financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of Perquimans County are hereby authorized and directed to execute and deliver all Financing Documents, and to take such action as they may consider necessary, to carry out this financing project as contemplated by the Bank Proposal and this Resolution. The Financing Documents shall include the Financing Agreement, Deed of Trust as well as other documents as may be required and/or requested by BB&T and/or the N.C. Local Government Commission.

This resolution is effective upon its adoption this 6<sup>th</sup> day of June, 2016.

The motion to adopt this resolution was made by \_\_\_\_\_, seconded by \_\_\_\_\_ and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Janice McKenzie Cole, Chair

ATTEST:

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



NC Department of Public Safety
Juvenile Crime Prevention Council Certification

Fiscal Year: 2016 -2017

County: Perquimans

Date: 5/19/16

CERTIFICATION STANDARDS

STANDARD #1 - Membership

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? yes
B. Is the membership list attached? yes
C. Are members appointed for two year terms and are those terms staggered? yes
D. Is membership reflective of social-economic and racial diversity of the community? yes
E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? yes
If not, which positions are vacant and why?

STANDARD #2 - Organization

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

STANDARD #3 - Meetings

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

STANDARD #4 - Planning

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

**STANDARD #5 - Public Awareness**

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

**STANDARD #6 – No Overdue Tax Debt**

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

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

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. *Form JCPC/OP 002 (b) JCPC Certification Budget Pages* detailing the expenditure budget must be attached to this certification. The JCPC Certification must be received by June 30, 2016.

**JCPC Administrative Funds  
SOURCES OF REVENUE**

<b>DPS JCPC</b>	
Only list requested funds for JCPC Administrative Budget.	_____ 0
<b>Local</b>	_____
<b>Other</b>	_____
<b>Total</b>	_____ 0

\_\_\_\_\_  
JCPC Chairperson Date

\_\_\_\_\_  
Chairman, Board of County Commissioners Date

\_\_\_\_\_  
DPS Designated Official Date

Perquimans

County

FY 2016-17

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

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Asst. Superintendent	<input type="checkbox"/>	w	m
2) Chief of Police	n/a		<input type="checkbox"/>		
3) Local Sheriff or designee	Eric Tilley	Sheriff	<input type="checkbox"/>	w	m
4) District Attorney or designee	n/a		<input type="checkbox"/>		
5) Chief Court Counselor or designee	Laqreshia Bates	Chief	<input type="checkbox"/>	b	f
6) Director, AMH/DD/SA, or designee	Tracey Webster	SOC Coord	<input type="checkbox"/>	b	f
7) Director DSS or designee	Susan Chaney	Director	<input type="checkbox"/>	w	f
8) County Manager or designee	Frank Heath	Manager	<input type="checkbox"/>	w	m
9) Substance Abuse Professional	n/a		<input type="checkbox"/>		
10) Member of Faith Community	Rev Ann Vaughan	Minister	<input type="checkbox"/>	b	f
11) County Commissioner	Kyle Jones	Commissioner and Asst DA	<input type="checkbox"/>	w	m
12) Two Persons under age 18 (State Youth Council Representative, if available)	TBD		<input type="checkbox"/>		
	TBD		<input type="checkbox"/>		
13) Juvenile Defense Attorney	n/a		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Meader Harriss	District Court Judge	<input type="checkbox"/>	w	m
15) Member of Business Community	Deb Burroughs	APRC	<input type="checkbox"/>	w	f
16) Local Health Director or designee	Trey Wright	Triple P	<input type="checkbox"/>	w	m
17) Rep. United Way/other non-profit	Latonia Johnson	Hopeline	<input type="checkbox"/>	w	f
18) Representative/Parks and Rec.	Howard Williams	Director	<input type="checkbox"/>	w	m
19) County Commissioner appointee	Gail White	Housing Auth Dir	<input type="checkbox"/>	w	f
20) County Commissioner appointee	Wonder Lewis	Library	<input type="checkbox"/>	b	f
21) County Commissioner appointee	Anisha Spellman	STOP Coord	<input type="checkbox"/>	b	f
22) County Commissioner appointee	Donna Jones	Mentoring Focus Dir.	<input type="checkbox"/>	b	f
23) County Commissioner appointee	Kel. Whitehurst	Library	<input type="checkbox"/>	b	m
24) County Commissioner appointee	Eva Anderson	DJJ	<input type="checkbox"/>	b	f
25) County Commissioner appointee	Ed Hall	DJJ	<input type="checkbox"/>	b	m



**NC Department of Public Safety  
Juvenile Crime Prevention Council Certification**

Perquimans

County

FY 2015-16

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

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Asst. Superintendent	<input type="checkbox"/>	w	m
2) Chief of Police	n/a		<input type="checkbox"/>		
3) Local Sheriff or designee	Eric Tilley	Sheriff	<input type="checkbox"/>	w	m
4) District Attorney or designee	n/a		<input type="checkbox"/>		
5) Chief Court Counselor or designee	Laqreshia Bates	Chief	<input type="checkbox"/>	b	f
6) Director, AMH/DD/SA, or designee	Tracey Webster	SOC Coord	<input type="checkbox"/>	b	f
7) Director DSS or designee	Susan Chaney	Director	<input type="checkbox"/>	w	f
8) County Manager or designee	Frank Heath	Manager	<input type="checkbox"/>	w	m
9) Substance Abuse Professional	n/a		<input type="checkbox"/>		
10) Member of Faith Community	Rev Ann Vaughan	Minister	<input type="checkbox"/>	b	f
11) County Commissioner	Kyle Jones	Commissioner and Asst DA	<input type="checkbox"/>	w	m
12) Two Persons under age 18 (State Youth Council Representative, if available)	TBD		<input type="checkbox"/>		
	TBD		<input type="checkbox"/>		
13) Juvenile Defense Attorney	n/a		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Meader Harriss	District Court Judge	<input type="checkbox"/>	w	m
15) Member of Business Community	Deb Burroughs	APRC	<input type="checkbox"/>	w	f
16) Local Health Director or designee	Trey Wright	Triple P	<input type="checkbox"/>	w	m
17) Rep. United Way/other non-profit	Latonia Johnson	Hopeline	<input type="checkbox"/>	w	f
18) Representative/Parks and Rec.	Howard Williams	Director	<input type="checkbox"/>	w	m
19) County Commissioner appointee	Gail White	Housing Auth Dir	<input type="checkbox"/>	w	f
20) County Commissioner appointee	Wonder Lewis	Library	<input type="checkbox"/>	b	f

Juvenile Crime Prevention Council Certification (cont'd)

21) County Commissioner appointee	Amisha Spellman	STOP Coord	<input type="checkbox"/>	b	f
22) County Commissioner appointee	Donna Jones	Mentoring Focus Dir.	<input type="checkbox"/>	b	f
23) County Commissioner appointee	Kellen Whitehurst	Library	<input type="checkbox"/>	b	m
24) County Commissioner appointee	Eva Anderson	DJJ	<input type="checkbox"/>	b	f
25) County Commissioner appointee	Ed Hall	DJJ	<input type="checkbox"/>	b	m

# Juvenile Crime Prevention Council County Plan

## Perquimans County

### For FY 2016-2017

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Perquimans County

I. County Funding Plan

Perquimans County  
 NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 64,160 Local Match: \$ 7,600 Rate: 10%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% from DPS JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Perquimans County Youth Development - STOP & Teen Court	\$32,646			\$3,600			\$36,246	10%
2	Restitution & Mentoring Focus Group-corrected	\$31,514			\$4,000			\$35,514	11%
3									
4									

**Perquimans County**

**II. Executive Summary**

The County Juvenile Crime Prevention Council (JCPC), in fulfillment of the duties and responsibilities set forth in the General Statutes of the State of North Carolina, presents the following County Plan for FY 2016-17 .

**A. Council Organization for the 2016-17 fiscal year:**

	Name	Agency/Organization	Title
Chairperson	Gail White	Housing Authority	Director
Vice or Co-Chairperson	Kyle Jones	District Attorney's Office	ADA
Secretary	Anisha Spellman	STOP Program	Coordinator
Treasurer (if applicable)	n/a		

During the 2015-16 fiscal year, the Council membership developed the following County Plan.

Number of members: 20

Current fiscal year meeting dates and number of members in attendance.

Meeting Date	Number of Members in Attendance	Quorum? Yes/No
8/13/2015	14	Yes
9/10/2015	15	Yes
10/8/2015	13	Yes
11/12/2015	19	Yes
12/10/2015	17	Yes
1/14/2016	16	Yes
2/11/2016	18	Yes
3/10/2016	14	Yes
4/14/2016	14	Yes
5/12/2016	13	Yes

**B. Summary and Scope of Work**

Through the Needs Assessment, the JCPC identified issues and factors which have an influence and impact upon delinquent and at-risk youth, and their families in the county. Further, the JCPC has identified the strategies and evidence supported services most likely to reduce/prevent delinquent behavior.

Items checked below have been completed within the current fiscal year.

1.  Data Review including:

<input checked="" type="checkbox"/> Prior FY Juvenile Risk/Needs Assessments – Elevated Factors & Comparisons <small>For the County 14-15 Data Report, see Appendix A</small>
<input checked="" type="checkbox"/> Prior FY Juvenile Justice System Flow Data – # of Juveniles & Comparisons
<input checked="" type="checkbox"/> Latest published Consolidated School Data Report
<input type="checkbox"/> Other Community Data – Sources:

- 2.  Resource Assessment – continuum of local services available for prevention, diversion, intervention, and dispositional alternatives.  
For the Resource Assessment, see Appendix B
- 3.  Gaps in the Service Continuum – limited program capacity or availability issues in the local service continuum used to inform needed services published in the annual Request for Proposal.
- 4.  Request for Proposals – advertisement of needed services originating from the preceding process and published for a minimum of thirty (30) days.
- 5.  Screening of submitted program applications, and determination of which programs best meet advertised needs, and subsequent recommendations to County Commissioners for the allocation of Juvenile Crime Prevention funds.  
For the Rationale for Funding Recommendations, see Appendix C

6.  Local monitoring and evaluation of funded programs completed.

<input checked="" type="checkbox"/> JCPC Monitoring Tool – Completed and on file with the Area Office for: Perquimans Restitution/Mentoring Focus; Perquimans Youth Development STOP/Teen Court
<input checked="" type="checkbox"/> Six months Measurable Objectives Review
<input checked="" type="checkbox"/> Twelve months Annual Objectives Review – for continuation programs
<input checked="" type="checkbox"/> Other JCPC monitoring and review methods – Program reporting at regularly scheduled JCPC meetings.

**C. Monitoring and Evaluation Report for Existing Programs**

In response to the requirements set forth in the legislation governing Juvenile Crime Prevention Councils, monitoring and evaluation of services provided by existing JCPC funded programs has been conducted. Each program (component) funded in the past year by the JCPC has been monitored and monitoring results and program performance outcomes were considered in making funding allocation recommendations.

Program Name	Monitoring Issues Cited Y/N	# Projected to Serve current FY	# Served First Six Months	Program Issues w/ Service Statistics or Measurable Objectives
Social Thinking Options (STOP)	No	20	5	None; program referrals increase in the latter months of the yr.
Teen Court	No	15	5	None
Restitution and Community Service	No	12	7	None; program staff hired the latter part of January
Mentoring Focus	No	30	14	None

**D. Therapeutic Services and Dispositional Options**

Only therapeutic programs adhering to the highest level of evidence-supported practice proportionate to capacity and level of funding, or dispositional options and structures prioritized for preventing and reducing juvenile crime and/or gang involvement are recommended for funding.

Evidence-Supported/ Therapeutic Services Program Name/Type	Delinquency Prevention Structures/Strategies Program Name/Type
Social Thinking Options - Social Skills	Teen Court
Restitution/Community Service	
Mentoring Focus - Group Mentoring	

### III. NEEDS ASSESSMENT SUMMARY REPORT

- I. Risk Assessment Summary
- II. Needs Assessment Summary
- III. Resource Assessment Summary
- IV. Summary of Gaps and Barriers in the Community Continuum
- V. Proposed Priority Services for Funding

#### Part I. Risk

The JCPC reviewed data gleaned from the Juvenile Risk Assessment instrument administered by Juvenile Court Counselors after juveniles are referred with a complaint alleging that a delinquent act has occurred and prior to adjudication of the juvenile. The Juvenile Risk Assessment is an instrument used to predict the likelihood of the juvenile being involved in future delinquent behavior. For some youth, some of the individual item ratings may be heavily dependent upon information reported by the juvenile or the parent(s). For these items (*represented with a star next to them*), there is a likelihood of under-reporting the incidence of a particular behavior and the actual incidence may be higher than suggested by these figures. In those cases, the figure should be interpreted as a measure of the minimum level of occurrence.

Elevated Risk factors:

- 1) Prior referrals to Juvenile Court;
- 2) School behavior problems;
- 3) Rejection by pro-social peers.

#### Part II. Needs

The JCPC also reviewed data gleaned from the Juvenile Needs Assessment instrument administered by Juvenile Court Counselors prior to court disposition of a juvenile and at subsequent 90-day intervals through the period of court supervision. The Juvenile Needs Assessment is an instrument used to examine a youth's needs in the various domains of his life: The Individual Domain, The School Domain, The Peer Domain, and the Community Domain. This instrument was designed to detect service intervention needs as an aid in service planning. As with the Juvenile Risk Assessment, some of the individual item ratings may be heavily dependent upon information reported by the juvenile or the parent(s). For these items (*represented with a star next to them*), there is a likelihood of under-reporting the incidence of a particular behavior and the actual incidence may be higher than suggested by these figures. In those cases, the figure should be interpreted as a measure of the minimum level of occurrence.

Elevated Needs:

- 1) Some delinquent peers;
- 2) School behavior problems;
- 3) Domestic discord;
- 4) Family criminality.

### **Part III. Continuum Resource Assessment**

The JCPC conducted an assessment to determine local services available to meet the needs of delinquent and at-risk juveniles including those readily available from other funding sources, as well as those currently funded with JCPC allocation and county cash or in-kind match.

### **Part IV. Summary of Gaps and Barriers in the Continuum of Services**

The JCPC compared the services needed to address elevated Juvenile Risk Factors and Juvenile Needs with services currently available in the community. Services which are currently available from other resources in the community and sufficient to meet the needs of court involved youth or those youth most at risk for court involvement are not prioritized for JCPC funding.

Gaps in the Service Continuum may be a result of limited funding and capacity, geographical or transportation challenges, unwillingness or inability of programs serving general populations to accommodate higher risk juveniles and behaviors, or those gaps that would be created in the continuum if JCPC funding were not appropriated for certain dispositional alternatives, diversion strategies, and evidence supported services directed to juveniles at highest risk of delinquency and/or gang involvement.

- A. List any gaps or barriers other than needed services: No other gaps identified.
- B. List Needed Services Prioritized for Funding: Mentoring, Parenting, Interpersonal Skills, Vocational Skills, Tutoring, Restitution, Teen Court, Psychological Assessments, Counseling, Home-Based Counseling, and Substance Abuse Services.

**IV. Juvenile Crime Prevention Council Membership**

Perquimans

County

FY 2015-16

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

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Dwayne Stallings	Superintendent	<input type="checkbox"/>	w	m
2) Chief of Police	n/a		<input type="checkbox"/>		
3) Local Sheriff or designee	Eric Tilley	Sheriff	<input type="checkbox"/>	w	m
4) District Attorney or designee	Kyle Jones	ADA	<input type="checkbox"/>	w	m
5) Chief Court Counselor or designee	Sherri Ellington	Chief	<input type="checkbox"/>	w	f
6) Director, AMH/DD/SA, or designee	Tracey Webster	SOC Coord	<input type="checkbox"/>	b	f
7) Director DSS or designee	Susan Chaney	Director	<input type="checkbox"/>	w	f
8) County Manager or designee	Frank Heath	Manager	<input type="checkbox"/>	w	m
9) Substance Abuse Professional	n/a		<input type="checkbox"/>		
10) Member of Faith Community	Rev Ann Vaughan	Minister	<input type="checkbox"/>	b	f
11) County Commissioner	Kyle Jones	Commissioner and Asst DA	<input type="checkbox"/>	w	m
12) Two Persons under age 18 (State Youth Council Representative, if available)	vacant		<input type="checkbox"/>		
	vacant		<input type="checkbox"/>		
13) Juvenile Defense Attorney	n/a		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Meader Harriss	District Court Judge	<input type="checkbox"/>	w	m
15) Member of Business Community	Deb Burroughs	APRC	<input type="checkbox"/>	w	f
16) Local Health Director or designee	Trey Wright	Triple P	<input type="checkbox"/>	w	m
17) Rep. United Way/other non-profit	Latonia Johnson	Hopeline	<input type="checkbox"/>	w	f
18) Representative/Parks and Rec.	Howard Williams	Director	<input type="checkbox"/>	w	m
19) County Commissioner appointee	Gail White	Housing Auth Dir	<input type="checkbox"/>	w	f
20) County Commissioner appointee	Wonder Lewis	Library	<input type="checkbox"/>	b	f
21) County Commissioner appointee	Anisha Spellman	STOP Coord	<input type="checkbox"/>	b	f
22) County Commissioner appointee	Clayton Griffin	Mentoring Focus Dir.	<input type="checkbox"/>	b	m
23) County Commissioner appointee	Anita Bennett	Library	<input type="checkbox"/>	w	f
24) County Commissioner appointee	Eva Anderson	DJJ	<input type="checkbox"/>	b	f
25) County Commissioner appointee	Ed Hall	DJJ	<input type="checkbox"/>	b	m

**V. County Juvenile Crime Prevention Council Request for Proposals**

<b>Request for Proposals</b>		
<b>NCDPS JCPC Continuation Funding FY 2016-17</b>		
Perquimans County	\$64160 Anticipated County Allocation	January 14, 2016 Date Advertised

The Juvenile Crime Prevention Council having studied the needs of juveniles in the county hereby publishes this Request for Proposals.

The North Carolina Department of Public Safety (NCDPS) anticipated funds in the above stated amount will be available for programs serving delinquent and at-risk youth for the state fiscal year: 2016-17 beginning on or after July 1, 2016. Local match rate for JCPC funds required: 10%.

Based on identified needed programs and possible gaps in the service continuum, the following program types will be considered for funding:

<input checked="" type="checkbox"/> Mentoring Services	<input checked="" type="checkbox"/> Restitution/Community Service	<input type="checkbox"/> Sexual Offender Treatment
<input checked="" type="checkbox"/> Parent/Family Skill Building	<input checked="" type="checkbox"/> Teen Court	<input type="checkbox"/> Group Home
<input checked="" type="checkbox"/> Interpersonal Skill Building	<input checked="" type="checkbox"/> Psychological Assessments	<input type="checkbox"/> Temporary Shelter
<input checked="" type="checkbox"/> Vocational Skills	<input checked="" type="checkbox"/> Counseling	<input type="checkbox"/> Runaway Shelter
<input type="checkbox"/> Experiential Skills	<input checked="" type="checkbox"/> Home Based Family Counseling	<input type="checkbox"/> Specialized Foster Care
<input checked="" type="checkbox"/> Tutoring/Academic Enhancement	<input type="checkbox"/> Crisis Counseling	<input type="checkbox"/> Temporary Foster Care
<input type="checkbox"/> Mediation	<input checked="" type="checkbox"/> Substance Abuse Treatment	<input type="checkbox"/> Juvenile Structured Day

As a result of the Needs Assessment in the above named county, programs that reduce risk, address the needs of juveniles, and increase protective factors will be considered for funding.

Elevated risk factors for delinquency:

- 1) School behavior problems
- 2) Rejection by prosocial peers
- 3) Four or more prior referrals to juvenile court

Elevated Needs for adjudicated juveniles:

- 1) Negative peer associations
- 2) School behavior problems
- 3) Domestic discord

4) Family criminality

5) Marginal parenting

Protective Factors to address risk and needs:

Pro-social peers; stable families; self-efficacy (high level of social skills development), and strong school motivation.

The web-based program application is available on line at the Department of Public Safety web-site: <https://www.ncdps.gov/Index2.cfm?a=000003,002476,002483,002482,002514>

Once applications are completed on line, print the entire application and submit signed originals per instructions below. All applications must be printed and submitted by the deadline below to be considered for funding.

Grant-writing workshop: scheduled for 2/3/2016 at Perquimans County Board of Education from 930-12pm

Only local public agencies, 501 ©3 non-profit corporations and local housing authorities will be considered for funding. For additional information regarding the application process:

Gail White

252-426-5663

JCPC Chairperson / or Designee

Telephone #

For information about the grant writing workshop and other technical assistance:

Nancy Hodges, Area Consultant at 252-947-1565.

The deadline for receiving applications is March 4<sup>th</sup> by noon . Mail or deliver 1 application(s) to:

Gail White

Hertford Housing Authority, 104 White Street, Hertford, NC 27944

## VI. JCPC Program Enhancement Process

The Department of Public Safety, in an effort to assist Juvenile Crime Prevention Councils in determining the most effective services and strategies to apply locally has adopted a statewide evaluation method for JCPC funded programs. The Standardized Program Evaluation Protocol (SPEP) allows programs to compare their service type, frequency and duration of services, and risk level of admitted juveniles against results from a meta-analysis of more than 600 programs and services spanning more than thirty years.

Scores have been shared with programs and JCPC members and opportunities for program improvement within the scope of funding and resources available will ensure the highest quality juvenile justice programs are available locally.

Likewise, some programs are largely "settings within which program services are delivered." (Lipsey, 2005). Teen Court, some Residential, or Structured Day services offer vital programming to youth and families and are a necessary part of the service continuum and dispositional alternatives required by legislation.

The JCPC recognizes a combination of these programs may offer the best prevention, diversion and intervention strategies and structures critical to their local service continuum to prevent and reduce delinquency.

### A. Program Enhancement Plan (PEP)

- Program Enhancement Plans (PEPs) address the areas needing improvement as identified through the program's Evaluation score
- Plans are due to the JCPC March 31<sup>st</sup>
- Monitoring of the PEP process has been incorporated into the JCPC monitoring/planning processes
- The JCPC will continue to evaluate the effectiveness of funded programs through general oversight and support

Program Enhancement Plan(s)

Program:	Perquimans - Mentoring Focus Group
Brief Description:	Services provided by this component include group mentoring, interpersonal and social skills, parental involvement activities, community awareness, and educational/ cultural enrichment opportunities for youth and their families. Mentoring and social skills development occur at flexible times including after-school, summer hours and weekends as appropriate. Program (Advisory) scored 61 out of a possible 90 points; 68% POP score.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	25	None	None, program received the 25 points a mentoring service can obtain. Do not recommend adding a supplement at this time	DJ	New staff to the program. Not encouraging adding the supplemental at this time.
Quality of Service Delivery	14	Improve the protocol manual to receive the full 20 points	Additional detail in the program process section of the manual; evaluation process and corrective action sections of the manual	DJ&Consultant	The protocol manual detail is the best place to focus to obtain the full 20 points for this section; recent loss of staff was not due to any inconsistency in programming.
Amount of Service: Duration and Contact Hours	4	Improve the percentage of juveniles receiving a full dose of service if possible	Attempt to meet best practice for mentoring of 26 weeks and 78 hours..	DJ	
Risk Level of Youth	18	Continue to target higher risk juveniles	Continue to target higher risk juveniles	DJ	
Total	61				

Program: Perquimans - Restitution

Brief Description:

The program provides worksite placements, supervision and case management for completion of Victim Compensation and/or Community Service hours that may be required as a condition of a diversion plan/contract or dispositional order for court referred juveniles. Program fills a distinct gap in the service continuum for diverted and adjudicated juveniles. Program scored 54 out of a possible 80 points; 68% POP score.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	15	None	None; program received the full score a Restitution service can obtain		Restitution is needed for diversion, Level I & II dispositions. No consideration for changing the Primary Service.
Quality of Service Delivery	14	Improve the protocol manual to receive the full 20 points	Additional detail in the program process section of the manual; evaluation process and corrective action sections of the manual	DJ&Consultant	The protocol manual detail is the best place to focus to obtain the full 20 points for this section; recent loss of staff was not due to any inconsistency in programming.
Amount of Service: Duration and Contact Hours	0	Improve the percentage of juveniles receiving a full dose of service if possible	Attempt to meet best practice for restitution programming; 12 weeks; even if 60 hours is not attainable.	DJ	Approximately half of all admissions are diverted juveniles; obtaining 12 weeks/60 hours is unlikely for diverted juveniles.
Risk Level of Youth	25	None			
Total	54				

Program:

Perquimans - Social Thinking Options Program (STOP)

Brief Description:

The STOP program is designed to meet the needs of juveniles through individual and group sessions. The focus of these interventions is to identify and redirect behaviors associated with negative thinking, poor impulse control, and negative peer pressure. In addition, STOP has incorporated parental contact and participation components, which increases the parents' involvement and responsibility for their child's progress.

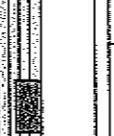
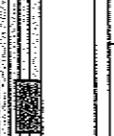
Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	20	None			
Quality of Service Delivery	18	Improve ongoing staff development and training; implement monthly fidelity checks	Identify training opportunities; web-based intervention software and programming that is evidence-supported; review quality of services being provided.	STOP Coordinator/ Program Supervisor	Program designs will continually be assessed for efficiency.
Amount of Service: Duration and Contact Hours	8	Provide the full dose of service: 16 weeks and 24 hours minimum	Termination will occur after the full dose of service has been delivered and not arbitrarily at the end of the school year.	STOP Coordinator	
Risk Level of Youth	2	Up to 25 points	Most participants are referred from DJJ but many are low risk	Court Counselor	Work together to identify participants that will benefit most from services.
Total	48				

**B. Program Description(s).** Additional requirements of the legislation governing the work of Juvenile Crime Prevention Councils includes funding "effective" programs. To that end, the JPCPC funds the following programs providing evidence-supported services, strategies, and structures for reducing and preventing juvenile crime and gang involvement:

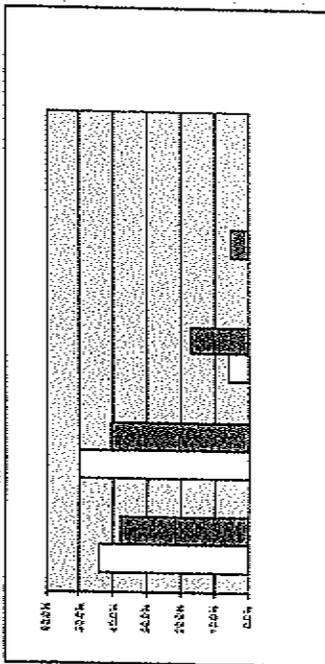
Program Name	Sponsoring Agency	Service or Structure	Service Type	Component Description(s)
Social Thinking Options - Interpersonal Skills	PCS	Service	Social Skills	Social Thinking Options addresses the need for improved social/behavioral skills among court-involved and at-risk juveniles by providing individualized interventions while focusing on three types of social skills: overt interaction, social-cognitive, and self-control skills. In addition, STOP allows youth to reflect on negative or anti-social thinking that may have resulted in delinquent behaviors by providing alternative cognitive and behavioral skills to bring about desired outcomes
Social Thinking Options - Teen Court	PCS	Structure		Teen Court is a program where first-time offenders are sentenced by their peers for misdemeanor offenses. Offenders accept responsibility and are held accountable. Students take the roles of clerks, bailiffs, attorneys and jurors. Judges / attorneys volunteer to serve as Teen Court judges. It is a vehicle for positive peer pressure. Youth brought before Teen Court as offenders learn to accept responsibility for their actions, and they pay back the community through service and Teen Court duties

Mentoring Focus Group	Perquimans County	Service	Mentoring	<p>Services provided by this component include group mentoring, interpersonal and social skills, parental involvement activities, community awareness, and educational/cultural enrichment opportunities for youth and their families. Mentoring and social skills development occur at flexible times including after-school, summer hours and weekends as appropriate</p>
Perquimans Restitution	Perquimans County	Service	Restitution	<p>Restitution and Community Service programming provides juveniles with the opportunity to make amends to those harmed by their illegal actions, particularly the community as a whole. The juvenile is held responsible for their actions. Juveniles on Level I or II disposition and those diverted from juvenile court are targeted for services. If there are victim losses, the program provides monetary compensation to victims when ordered</p>

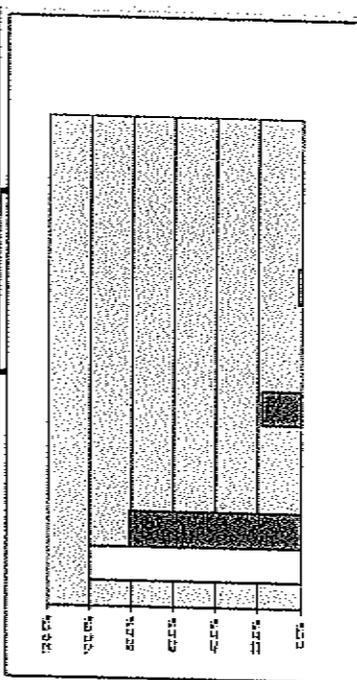
Appendix A. County Data 14-15

RISK COMPARISON DATA		Perquimans		County		Assessments	
14-15				18			
<b>Overall Risk</b>	<b>County</b>	<b>State</b>	<b>Prior Adjudication</b>	<b>County</b>	<b>State</b>		
Low Risk	88.9%	69.8%	No prior adjudic.	88.9%	81.3%		
Medium Risk	11.1%	23.0%	Prior Undisciplined	0.0%	1.8%		
High Risk	0.0%	7.2%	Prior 1 - 3 Misdem	11.1%	11.7%		
			Prior F-J Felony, A1	0.0%	4.9%		
			Prior A-E Felony	0.0%	0.2%		
							
<b>Age at First Complaint</b>	<b>County</b>	<b>State</b>	<b>Substance Abuse</b>	<b>County</b>	<b>State</b>		
Age 12 and over	94.4%	84.4%	No known SA	83.3%	70.7%		
Under 12	5.6%	15.6%	Some abuse N/A	11.1%	18.1%		
			Need Asst/Treatmt	5.6%	11.2%		
							
<b>Referrals to Court</b>	<b>County</b>	<b>State</b>	<b>School Discipline</b>	<b>County</b>	<b>State</b>		
Current Referral Only	83.3%	62.4%	No problems	22.2%	15.7%		
1 Prior Referral	5.6%	18.0%	Minor problems	11.1%	8.6%		
2-3 Prior Referrals	0.0%	12.0%	Moderate problems	44.4%	29.3%		
4+ Prior Referrals	11.1%	7.5%	Serious problems	22.2%	46.4%		
							

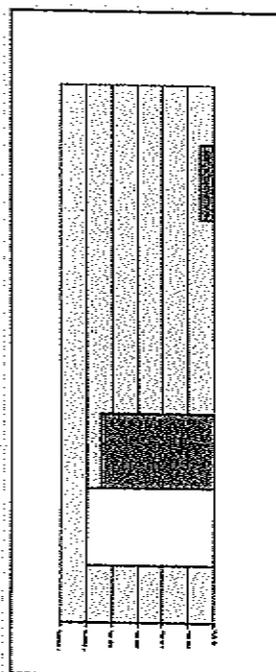
Peer Group	County	State
Good peer group	44.4%	37.6%
Rejected by peers	50.0%	40.5%
Assoc w/ negtv peers	5.6%	17.0%
Gang member/assoc	0.0%	4.9%



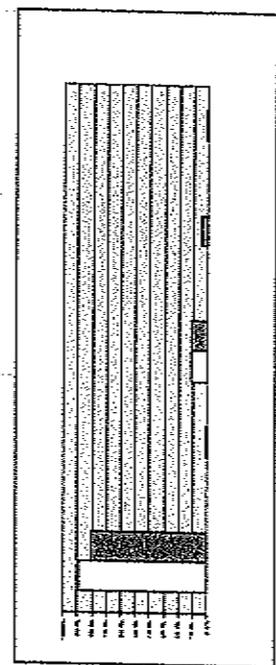
Parental Supvs	County	State
Willing/Able to spvs	100.0%	80.6%
Willing/Unable	0.0%	18.2%
Unwilling/Unable	0.0%	1.2%



Prior Runaways	County	State
No prior runaway	100.0%	88.2%
Prior runaway	0.0%	11.8%



Prior Assault	County	State
No assaults	94.4%	82.3%
Prior affray	0.0%	3.3%
Prior assault no weap	5.6%	12.1%
Prior assault inj no weap	0.0%	0.7%
Prior assault weapon	0.0%	1.4%
Prior assault weapon inj	0.0%	0.10%



(Individual Characteristics)

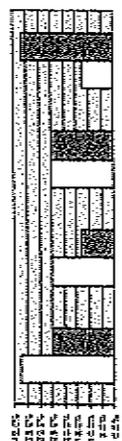
	County	State
Overall Needs	87.5%	67.1%
Low Needs	12.5%	30.1%
High Needs	0.00%	2.8%



	County	State
Academic Function	91.7%	90.8%
At grade level	8.3%	9.2%
Below grade level		



	County	State
School Behavior	37.5%	24.5%
No Problems	25.0%	13.0%
Minor Problems	25.0%	25.4%
Moderate Problems	12.5%	37.0%
Serious Problems		

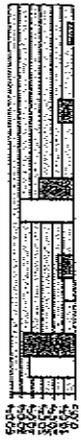


(Family Characteristics)

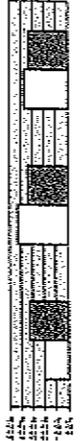
	County	State
Domestic Discard	70.8%	77.4%
Supportive home	29.2%	18.4%
Domestic Discard	0.0%	4.2%
Domestic Violence		



	County	State
Peers		
Good peer support	41.7%	47.1%
Rejected by peers	8.3%	14.4%
Some del peers	50.0%	31.5%
Reg assoc. w/ delis	0.0%	12.4%
Gang member	0.0%	4.5%



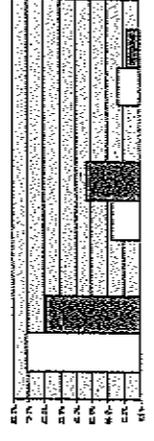
	County	State
Mental Health		
No MH needs	20.8%	33.2%
MH needs address	41.7%	33.6%
Need more assess	37.5%	33.2%



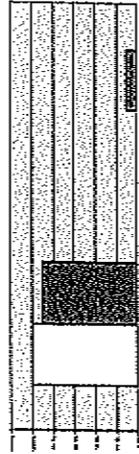
	County	State
Alcohol/SA		
No Known substance	87.5%	70.8%
Some substance us	8.3%	18.3%
Substance abuse, a	4.2%	10.9%



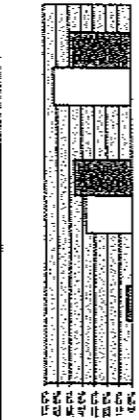
	County	State
Family Criminality		
No family histx	70.8%	59.1%
Has family histx	16.7%	32.9%
Has family court/gang	12.5%	8.0%



Fam SA/Alcohol Use	County	State
No known use	100.0%	89.7%
Fam. Uses drugs/alcohol	0.0%	10.3%

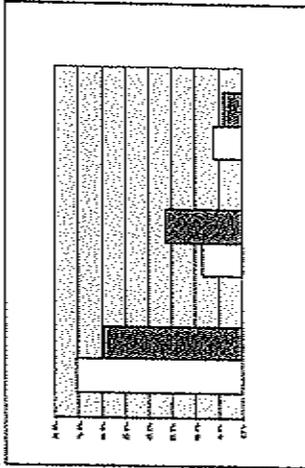


Parenting Skills	County	State
Inadequate	0.0%	2.7%
Adequate	37.5%	46.8%
Marginal	62.5%	50.4%

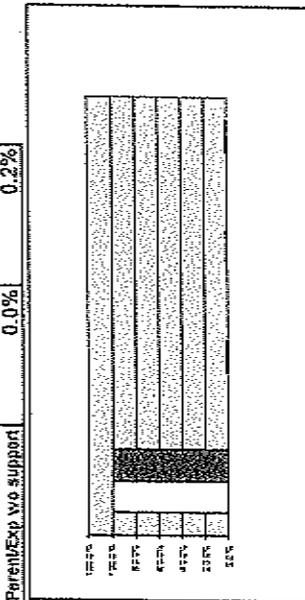


(Other less dynamic indicators)

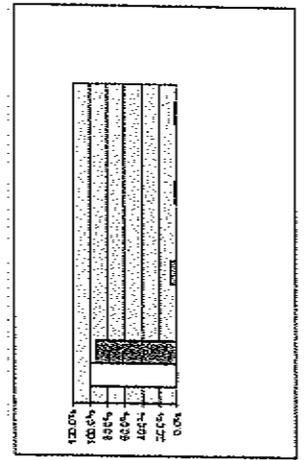
Victimization	County	State
No victimization	91.7%	59.6%
Victimization w/ sup	8.3%	32.2%
Victimization w/o sup	0.0%	8.2%



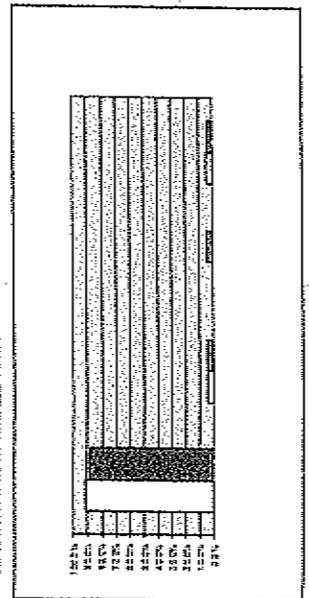
Juv. Parental Status	County	State
Not a parent	100.0%	98.6%
Parent no custody	0.0%	0.3%
Parent/exp w support	0.0%	0.9%
Parent/exp w/o support	0.0%	0.2%



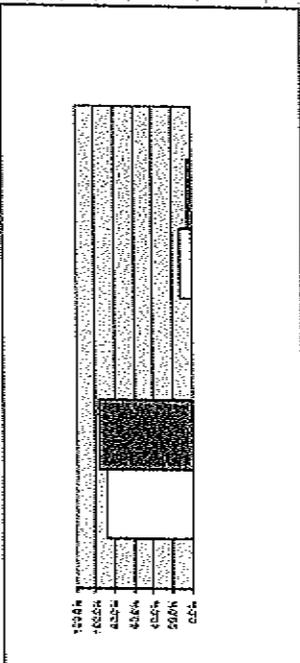
Living Arrangemnt	County	State
Parent/guard needs met	100.0%	92.5%
Temp Residential	0.0%	7.1%
Parent/guard needs not met	0.0%	0.2%
Independent needs not met	0.0%	0.2%



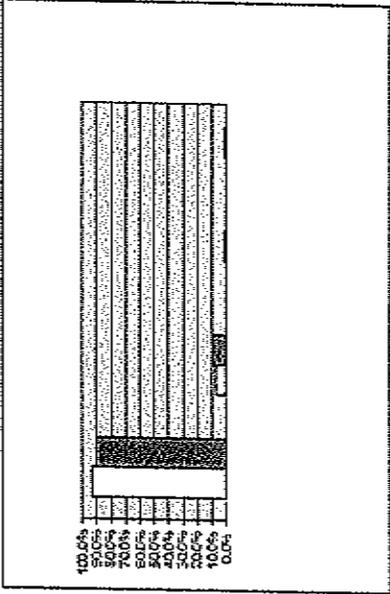
Problem Sexual Beh	County	State
No problem	91.7%	88.5%
Beh needs asstmt	4.2%	4.2%
Dangerous Sex Practive	0.0%	4.3%
Victimization of others	4.2%	2.9%



Par/Guar Disability	County	State
No disability	87.5%	96.0%
Dis. Ability impaired	12.5%	4.0%



Health/Hygiene	County	State
No health/hygiene prob	92.7%	90.8%
H/H no impairment	7.3%	8.5%
Handicap limits funct	0.0%	0.4%
Handicap/no treatx	0.0%	0.3%



Appendix B. Resource Assessment

Perquimans County		Resource Continuum - At a Glance					
D.JJDP & JCPC funded		Instructions: Adjust arrows to cover target populations					
Comprehensive Strategy		Prevention		Graduated Sanctions			
Program Services & Structures Categories	Available Programs/Services	Target Populations					
		Youth at Greatest Risk	Pre-Adjudicated Youth	Delinquent-Level I/ Prot. Supervision Youth	Delinquent-Level II Youth	Delinquent-Level III Youth	Post Release Youth
Structured Activities	Rhema Academy - Parenting Mentoring Focus						
	Triple P - various provider agencies School Based Tutoring (as needed basis) Social Thinking Options Program (STOP) Perquimans County Schools 4-H Programming County Recreation Programs School Based Parent meetings (by school) NWDB Youth Services						
Restorative Services	Restorative Community Service Teen Court Accelerated Learning Center Ona Care Day Treatment						
Community Day Programming							
Assessment Services	Uplift Comprehensive - GAIN assessment Integrated Mobile Crisis Unit Perquimans County Schools - Psychologist & School Based Therapists (PRIDE) SAFE Systems - Level II Crisis Assessment & Placement (30 days) Psychological Assessments						
	Perquimans County Schools - School Based Therapists & SA Services JJ/MH/SA - Multi-Syst. Therapy - Uplift Compr. Integrated Family Services Intensive In-Home (PRIDE, Integrated) SAFE Systems - Level II AMI Kids - Functional Family Therapy Baptist Children's Home - Ahooskie Pete Thompson Youth Home Eckerd @ Candor - Males only WesCare @ Vance County - Females only Crisis Assessment & Placement (30 days) PORT Residential Tarahee Challenge Pride in Carolinas						
Clinical Treatment							
Residential							

Program Funded	C. Rationale for Funding Recommendation (Check all that apply)
Perquimans Restitution & Mentoring Focus Group	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input checked="" type="checkbox"/> Addresses restitution to victims <input checked="" type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other Specifically targets adjudicated and diverted juveniles <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available
Perquimans Youth Development - Social Thinking Options & Teen Court	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available
	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available
	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available
	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available

Program Not Funded	Reason for Not Funding (Check all that apply)
Albemarle SmartStart Partnership	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input checked="" type="checkbox"/> Other Duplicates other programming available in the county <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other

## Rule 33. Quasi-Judicial Proceedings

- (a) Chair (designee or County Attorney) presiding
  - (1) Calls the Meeting to Order
  - (2) Establishes that there is a quorum
  - (3) Announces the case to be heard
  - (4) Informs those present of the methods used to notify the parties and the public of the hearing and request for representatives.  
NOTE: The notice to the parties shall include that those who plan to be represented by counsel or a designated representative of their group notify or have their counsel notify the County Attorney.
  - (5) Explains the procedure that will be followed
- (b) After being sworn, the Planning Director summarizes the case
- (c) Chair will swear applicant and applicant's witnesses
- (d) The Chair in his/her discretion may allow opening statements. If the Chair in his/her discretion allows opening statements, the Chair in his/her discretion may limit the time that each party may have to present their opening statement. An opening statement may only be given by parties who intend to present evidence at the quasi-judicial hearing and shall be limited in scope to statements as to what each party believes their evidence will show.
- (e) Applicants' witnesses will testify. Following each witnesses' testimony, the opposing parties through their designated attorney(s) or representative(s) will be given the opportunity to question the witness, followed by the County Attorney and Board Members. The Chair in his/her discretion shall have the right to limit repetitive questions asked of the witness.
- (f) The opposing parties, through their designated attorney(s) or representative(s) will then have their witnesses sworn and give testimony. Following each witnesses' testimony the applicant will be given an opportunity to question the witness, followed by the County Attorney and Board members.
- (g) Chair asks if any parties, who have not testified as witnesses and not committed to be represented by the designated attorney(s) or representative(s) wish to be sworn and testify. The Chair in his/her discretion may limit testimony of the parties if their testimony becomes repetitious.

- (h) At the Chair's discretion, Applicant may present its rebuttal testimony. Following each witnesses' testimony the opposing parties through their designated attorney(s) or representative(s) will be given an opportunity to question the witness, followed by the County Attorney and Board Members. The Chair in his/her discretion shall have the right to limit repetitive questions asked of the witness.
- (i) The Chair in his/her discretion may allow the opposing parties, or their designated attorney(s) or representative(s) to make a closing statement. If the Chair in his/her discretion allows closing statements, the Chair in his/her discretion may limit the time that each party may have to present their closing statement. A closing statement may only be given by parties who have presented evidence at the quasi-judicial hearing and shall be limited in scope to statements as to inferences, findings and conclusions as to what each party believes their evidence has shown.
- (j) The Chair summarizes the evidence presented (Written findings of fact are required). However, in the case of a lengthy hearing and numerous witnesses, the Board may choose to table its decision to allow time for the findings of fact to be drafted. NOTE: This is the last opportunity for the applicant to request a continuance or to withdraw their application.
- (k) When the Board resumes the hearing on this case, the Chair asks the Board for a Motion on the findings of fact. It can be approved, or denied or continued. A denial can be followed by another motion from the Board.
- (l) If an application is approved, the Board will state any conditions of the application, if needed.

FOR  
INFORMATION  
ONLY  
ITEMS

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## NACo Prescription Drug Discount Card Program

### PERQUIMANS COUNTY, NC

		% OF PLAN TOTAL PRICED	% OF PLAN RETAIL PRICED	% OF RETAIL PRICED	AVERAGE MEMBER COST	AVERAGE MEMBER SUBMITTED COST	RETAIL PRICE	AVERAGE RETAIL PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	% OF TOTAL UTILIZERS
<b>2016</b>											
APRIL	1	1100.00%	0	0.00%	\$ 30.00	\$ 30.00	\$ 41.09	\$ 41.09	\$ 11.09	\$ 11.09	26.99%
FEBRUARY	3	1 33.33%	2	66.67%	\$ 84.56	\$ 28.19	\$ 86.25	\$ 28.75	\$ 1.69	\$ 0.56	1.96%
<b>2015</b>											
OCTOBER	4	1 25.00%	3	75.00%	\$ 90.42	\$ 22.61	\$ 127.54	\$ 31.89	\$ 37.12	\$ 9.28	29.10%
SEPTEMBER	2	0 0.00%	2	100.00%	\$ 47.93	\$ 23.97	\$ 47.93	\$ 23.97	\$ 0.00	\$ 0.00	0.00%
JUNE	5	1 20.00%	4	80.00%	\$ 78.06	\$ 15.61	\$ 101.18	\$ 20.24	\$ 23.12	\$ 4.62	22.85%
MAY	1	1100.00%	0	0.00%	\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.08%
APRIL	1	1100.00%	0	0.00%	\$ 28.71	\$ 28.71	\$ 34.09	\$ 34.09	\$ 5.38	\$ 5.38	15.78%
MARCH	4	1 25.00%	3	75.00%	\$ 74.37	\$ 18.59	\$ 85.13	\$ 21.28	\$ 10.76	\$ 2.69	12.64%
JANUARY	5	4 80.00%	1	20.00%	\$ 104.75	\$ 20.95	\$ 261.94	\$ 40.39	\$ 97.19	\$ 19.44	48.13%
<b>2014</b>											
DECEMBER	9	7 77.78%	2	22.22%	\$ 172.04	\$ 19.12	\$ 267.10	\$ 29.68	\$ 95.06	\$ 10.56	35.59%
NOVEMBER	12	10 83.33%	2	16.67%	\$ 392.68	\$ 32.72	\$ 815.33	\$ 67.94	\$ 422.65	\$ 35.22	51.84%
OCTOBER	7	6 85.71%	1	14.29%	\$ 200.55	\$ 28.65	\$ 419.24	\$ 59.89	\$ 218.69	\$ 31.24	52.16%
SEPTEMBER	4	4100.00%	0	0.00%	\$ 75.50	\$ 18.88	\$ 159.07	\$ 39.77	\$ 83.57	\$ 20.89	52.54%
AUGUST	12	8 66.67%	4	33.33%	\$ 436.48	\$ 36.37	\$ 789.55	\$ 65.80	\$ 353.07	\$ 29.42	44.72%
JULY	8	4 50.00%	4	50.00%	\$ 141.44	\$ 17.68	\$ 315.63	\$ 39.45	\$ 174.19	\$ 21.77	55.19%
JUNE	11	5 45.45%	6	54.55%	\$ 154.19	\$ 14.02	\$ 200.87	\$ 18.26	\$ 46.68	\$ 4.24	23.24%
MAY	10	6 60.00%	4	40.00%	\$ 388.80	\$ 38.88	\$ 692.10	\$ 69.21	\$ 303.30	\$ 30.33	43.82%
APRIL	11	6 54.55%	5	45.45%	\$ 260.41	\$ 23.67	\$ 437.49	\$ 39.77	\$ 177.08	\$ 16.10	40.48%
MARCH	13	8 61.54%	5	38.46%	\$ 454.73	\$ 34.98	\$ 621.46	\$ 47.80	\$ 166.73	\$ 12.83	26.83%
FEBRUARY	7	4 57.14%	3	42.86%	\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.11%
JANUARY	12	8 66.67%	4	33.33%	\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.20%
<b>2013</b>											
DECEMBER	13	10 76.92%	3	23.08%	\$ 285.55	\$ 21.97	\$ 640.79	\$ 49.29	\$ 355.24	\$ 27.33	55.44%
NOVEMBER	9	5 55.56%	4	44.44%	\$ 254.72	\$ 28.30	\$ 579.18	\$ 64.35	\$ 324.46	\$ 36.05	56.02%
OCTOBER	11	6 54.55%	5	45.45%	\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.57%
SEPTEMBER	8	5 62.50%	3	37.50%	\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.80%
AUGUST	12	7 58.33%	5	41.67%	\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.45%
JULY	11	8 72.73%	3	27.27%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.02%
JUNE	7	1 14.29%	6	85.71%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.32%
MAY	14	10 71.43%	4	28.57%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.02%
APRIL	14	5 35.71%	9	64.29%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.54%
MARCH	5	2 40.00%	3	60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.77%
FEBRUARY	5	3 60.00%	2	40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.73%
JANUARY	7	4 57.14%	3	42.86%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.97%
<b>2012</b>											
DECEMBER	5	2 40.00%	3	60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%
NOVEMBER	5	3 60.00%	2	40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%
OCTOBER	11	7 63.64%	4	36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%
SEPTEMBER	12	6 50.00%	6	50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%
AUGUST	11	6 54.55%	5	45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%
JULY	21	8 38.10%	13	61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%
JUNE	18	7 38.89%	11	61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%
MAY	16	6 37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%
APRIL	15	6 40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%
MARCH	17	11 64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%
FEBRUARY	17	10 58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%
JANUARY	15	7 46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%
<b>2011</b>											
DECEMBER	24	15 62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%
NOVEMBER	26	15 57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%
OCTOBER	22	10 45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%
SEPTEMBER	14	10 71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%
AUGUST	10	7 70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%
JULY	12	9 75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%
JUNE	16	7 43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%
MAY	23	13 56.52%	10	43.48%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.65%

APRIL	34	20	58.82%	14	41.18%	\$	\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.24%	7
							1,351.54						
MARCH	24	16	66.67%	8	33.33%	\$ 863.78	\$ 35.99	\$ 1,269.41	\$ 52.89	\$ 405.63	\$ 16.90	31.95%	9
FEBRUARY	15	11	73.33%	4	26.67%	\$ 468.52	\$ 31.23	\$ 653.27	\$ 43.55	\$ 184.75	\$ 12.32	28.28%	8
JANUARY	23	18	78.26%	5	21.74%	\$ 971.94	\$ 42.26	\$ 1,440.98	\$ 62.65	\$ 469.04	\$ 20.39	32.55%	11
<b>2010</b>													
DECEMBER	25	16	64.00%	9	36.00%	\$ 918.07	\$ 36.72	\$ 1,252.64	\$ 50.11	\$ 334.57	\$ 13.38	26.71%	12
NOVEMBER	25	19	76.00%	6	24.00%	\$ 1,241.89	\$ 49.68	\$ 1,707.72	\$ 68.31	\$ 465.83	\$ 18.63	27.28%	14
OCTOBER	23	17	73.91%	6	26.09%	\$ 1,005.50	\$ 43.72	\$ 1,272.23	\$ 55.31	\$ 266.73	\$ 11.60	20.97%	11
SEPTEMBER	36	19	52.78%	17	47.22%	\$ 1,024.85	\$ 28.47	\$ 1,346.45	\$ 37.40	\$ 321.60	\$ 8.93	23.89%	14
AUGUST	32	22	68.75%	10	31.25%	\$ 1,113.97	\$ 34.81	\$ 1,462.53	\$ 45.70	\$ 348.56	\$ 10.89	23.83%	12
JULY	31	20	64.52%	11	35.48%	\$ 1,094.45	\$ 35.30	\$ 1,481.76	\$ 47.80	\$ 387.31	\$ 12.49	26.14%	15
JUNE	32	22	68.75%	10	31.25%	\$ 885.45	\$ 27.67	\$ 1,257.48	\$ 39.30	\$ 372.03	\$ 11.63	29.59%	15
MAY	25	18	72.00%	7	28.00%	\$ 1,043.40	\$ 41.74	\$ 1,442.16	\$ 57.69	\$ 398.76	\$ 15.95	27.65%	14
APRIL	29	17	58.62%	12	41.38%	\$ 695.70	\$ 23.99	\$ 983.67	\$ 33.92	\$ 287.97	\$ 9.93	29.28%	12
MARCH	23	19	82.61%	4	17.39%	\$ 832.14	\$ 36.18	\$ 1,189.55	\$ 51.72	\$ 357.41	\$ 15.54	30.05%	9
FEBRUARY	15	13	86.67%	2	13.33%	\$ 429.41	\$ 28.63	\$ 594.23	\$ 39.62	\$ 164.82	\$ 10.99	27.74%	8
JANUARY	23	16	69.57%	7	30.43%	\$ 701.41	\$ 30.50	\$ 906.21	\$ 39.40	\$ 204.80	\$ 8.90	22.60%	13
<b>2009</b>													
DECEMBER	44	27	61.36%	17	38.64%	\$ 1,296.18	\$ 29.46	\$ 1,588.69	\$ 36.11	\$ 292.51	\$ 6.65	18.41%	13
NOVEMBER	34	25	73.53%	9	26.47%	\$ 1,451.51	\$ 42.69	\$ 1,789.48	\$ 52.63	\$ 337.97	\$ 9.94	18.89%	13
OCTOBER	41	27	65.85%	14	34.15%	\$ 1,077.88	\$ 26.29	\$ 1,329.32	\$ 32.42	\$ 251.44	\$ 6.13	18.91%	14
SEPTEMBER	43	29	67.44%	14	32.56%	\$ 1,201.33	\$ 27.94	\$ 1,581.39	\$ 36.78	\$ 380.06	\$ 8.84	24.03%	9
AUGUST	22	10	45.45%	12	54.55%	\$ 1,101.97	\$ 50.09	\$ 1,449.33	\$ 65.88	\$ 347.36	\$ 15.79	23.97%	12
JULY	40	25	62.50%	15	37.50%	\$ 1,220.48	\$ 30.51	\$ 1,525.98	\$ 38.15	\$ 305.50	\$ 7.64	20.02%	15
JUNE	43	25	58.14%	18	41.86%	\$ 1,687.31	\$ 39.24	\$ 2,005.31	\$ 46.64	\$ 318.00	\$ 7.40	15.86%	12
MAY	27	18	66.67%	9	33.33%	\$ 505.00	\$ 18.70	\$ 676.07	\$ 25.04	\$ 171.07	\$ 6.34	25.30%	12
APRIL	21	12	57.14%	9	42.86%	\$ 818.43	\$ 38.97	\$ 1,061.85	\$ 47.71	\$ 183.42	\$ 8.73	18.31%	10
MARCH	19	16	84.21%	3	15.79%	\$ 489.88	\$ 25.78	\$ 677.12	\$ 35.64	\$ 187.24	\$ 9.85	27.65%	10
FEBRUARY	24	20	83.33%	4	16.67%	\$ 1,107.28	\$ 46.14	\$ 1,433.51	\$ 59.73	\$ 326.23	\$ 13.59	22.76%	12
JANUARY	25	20	80.00%	5	20.00%	\$ 756.68	\$ 30.27	\$ 990.03	\$ 39.60	\$ 233.35	\$ 9.33	23.57%	9
<b>2008</b>													
DECEMBER	18	13	72.22%	5	27.78%	\$ 406.29	\$ 22.57	\$ 565.36	\$ 31.41	\$ 159.07	\$ 8.84	28.14%	8
NOVEMBER	14	11	78.57%	3	21.43%	\$ 282.75	\$ 20.20	\$ 388.32	\$ 27.74	\$ 105.57	\$ 7.54	27.19%	8
OCTOBER	1		1100.00%	0	0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1

PERQUIMANS COUNTY	PLAN TOTAL	PLAN% PLAN	RETAIL PRICED	RETAIL PRICED	% RETAIL MEMBER COST	AVERAGE MEMBER COST	RETAIL SUBMITTED PRICE	AVERAGE RETAIL SUBMITTED PRICE	PRICE SAVINGS	AVERAGE PRICE SAVINGS	% PRICE SAVINGS	PRICE SAVINGS	TOTAL UTILIZERS
<b>TOTALS:</b>	1,399	880	62.90%	519	37.10%	\$ 40,939.79	\$ 29.26	\$ 58,934.79	\$ 42.13	\$ 17,995.00	\$ 12.86	30.53%	597.00

Column Headers from left to right:

1. Total Rx's: This is the total number of Rx's that were adjudicated or attempted to adjudicate through the use of the card (the explanation of the next couple of headers will help explain the necessity of this column).
2. Plan Priced Rx's: Caremark tracks all attempts to use the cards including when the pharmacy offers a lower price than the card can give. This is usually when the pharmacy sells a drug at cost or below cost to create foot traffic for the pharmacy or under a special purchase arrangement. This is the amount of Rx's that the card gave the best price vs. the pharmacy.
3. % Plan Priced Rx's: What percentage of the total attempted Rx's adjudicated via best price with the card.
4. Retail Priced Rx's: How many prescriptions where the pharmacy had a lower price.
5. % Retail Priced Rx's: Percentage of Rx's where the pharmacy had a lower price.
6. Total Drug Cost: All prescriptions totaled together at their card discount prices.
7. Average Drug Cost: Average Drug Cost per Rx at the card discounted price.
8. Retail Submitted Price: What the price would have been if the prescriptions weren't filled with the card.
9. Average Retail Submitted Price: Average Per Prescription price if the card wasn't presented at a discount.
10. Price Savings: Total dollar savings for all Rx's filled with the card.
11. Average Price Savings: Average price savings per prescription.
12. % Price Savings: Percentage price savings per prescription.
13. Total Utilizers: This is the total amount of people who represent the total amount of prescriptions i.e. some people fill multiple prescriptions. This gives you an indication of how many residents you are helping.

As always, if you have questions, don't hesitate to contact me. Thank you for being a member county, borough or parish and participating in this member program.

## Mary Hunnicutt

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**From:** Linda Peterson <[albemarlercandd@yahoo.com](mailto:albemarlercandd@yahoo.com)>  
**Sent:** Tuesday, May 31, 2016 9:59 AM  
**To:** Mary Hunnicutt  
**Cc:** Nathan T. Everett; Mark Powell  
**Subject:** Little River Watershed In-Stream Wetlands Project Update  
**Attachments:** Photos\_EPA\_319\_Little\_River\_Watershed\_In\_Stream\_Wetland\_Project.pdf

Mr. Frank Heath and County Commissioners:

The Little River Watershed was once rich in biodiversity with key fish and shellfish areas and swamp forests to mitigate flooding and protect water quality. In 2014, ARCD partnered with the Albemarle Commission to develop a nine-element plan to restore natural hydrology in riparian buffers and impact water quality in the watershed.

Starting in 2016, with grants from the Clean Water Management Trust Fund (CWMTF), the Environmental Protection Agency (EPA 319h) and US Fish and Wildlife Service Partners for Fish and Wildlife, in-stream wetlands are being constructed along main drainage canals and privately owned canals on both the Perquimans and Pasquotank sides of the Little River. ARCD is partnering with Pasquotank and Perquimans Counties, Perquimans SWCD, NC State University and USFWS on this project. NCSU will develop a water quality sampling plan to measure the impact of wetlands on water quality.

ARCD appreciates the ongoing partnership with Perquimans County and your annual investment in our organization. We are committed to keeping you aware of status of this project. Pictures are attached that reflect recent progress on this project.

Please do not hesitate to let us know if you have any questions.

**Linda A. Peterson**  
Program Manager  
[albemarlercandd@yahoo.com](mailto:albemarlercandd@yahoo.com)  
P: 252-482-4127 x120  
[www.albemarlercandd.org](http://www.albemarlercandd.org)

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

# EPA 319 Little River Watershed In-Stream Wetland Project



Meeting with Mike Burchall, NCSU to discuss water quality monitoring and evaluation.



Construction start – widening the ditch and creating areas for wetland plants. Rock weirs along the wetland will help control water level and flow.



Widening the ditch and stabilizing the bank.



Ditch stabilization on one side. The other side will also be stabilized.



Ditch stabilization on one side. The other side will also be stabilized.



Three tile systems were installed in the cropland to help control water flow.

# DEPARTMENT HEAD REPORTS







PERQUIMANS COUNTY  
OFFICIAL REPORT

Date: June 1, 2016

Board of Commissioners:  
Finance Officer:

I wish to report that during May 2016 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX #	MISC	TOTAL DEPOSITED
5/1/2016									\$0
5/2/2016									\$0
5/3/2016		\$30			\$255	1			\$285
5/4/2016			\$65		\$165	1			\$230
5/5/2016									\$0
05/06/2016									\$0
5/7/2016									\$0
5/8/2016									\$0
5/9/2016									\$0
5/10/2016		\$60	\$130		\$220	4			\$410
5/11/2016		\$798			\$35	1			\$833
5/12/2016									\$0
5/13/2016		\$240			\$55	1			\$410
5/14/2016									\$0
5/15/2016									\$0
5/16/2016	\$50	\$774			\$55	1		\$75	\$1,014
5/17/2016						2			\$335
5/18/2016									\$0
5/19/2016									\$0
5/20/2016									\$0
5/21/2016									\$0
5/22/2016									\$0
5/23/2016	\$58	\$160		\$50					\$268
5/24/2016									\$0
5/25/2016									\$0
5/26/2016	\$198	\$120	\$155						\$473
5/27/2016	\$896	\$451					\$20		\$1,367
5/28/2016									\$0
5/29/2016									\$0
5/30/2016									\$0
5/31/2016					\$30	1			\$30
TOTAL	\$1,202	\$2,633	\$330	\$50	\$815	\$510	\$20	\$75	\$5,655

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

*A. Swank*  
*I. D. Smith*  
*(M. M. Moore)*

PERQUIMANS COUNTY  
OFFICIAL REPORT

Date: May 1, 2016

Board of Commissioners:  
Finance Officer:

I wish to report that during April 2016 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX	MISC	TOTAL DEPOSITED
4/1/2016	300	1	\$20	\$50	\$55	1			\$425
4/2/2016									\$0
4/3/2016									\$0
4/4/2016		1,050	2						\$1,050
4/5/2016	2,001	60	\$100	\$100	\$55	1	\$20		\$2,336
4/6/2016									\$0
4/7/2016	522				\$110	2	\$10	\$75	\$717
4/8/2016	247	30	\$35	\$50			\$10		\$372
4/9/2016									\$0
4/10/2016									\$0
4/11/2016	100	60	\$40		\$110	2			\$310
4/12/2016	50			\$100	\$35	1		\$75	\$260
4/13/2016	96	98	\$45	\$50		\$115			\$404
4/14/2016									\$0
4/15/2016	50	120	\$20		\$35	1			\$225
4/16/2016									\$0
4/17/2016									\$0
4/18/2016									\$0
4/19/2016			\$170		\$70	2			\$240
4/20/2016									\$0
4/21/2016									\$0
4/22/2016	150	150	\$40	\$50	\$35	1			\$425
4/23/2016	75								\$75
4/24/2016									\$0
4/25/2016									\$0
4/26/2016	347	564	\$20		\$110	1			\$1,041
4/27/2016									\$0
4/28/2016	1,870	948	\$35	\$50					\$2,903
4/29/2016	202	30	\$135						\$367
4/30/2016									\$0
TOTAL	\$6,010	21	\$660	9	\$615	12	\$40	\$150	\$11,150

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

OFFICE OF MANE NAVE - FEBRUARY

1 - SWATH

2 - MODYARD

1 - SFDWENNAS

expanded cea Report

APRIL 2016

SUBJ-ADDRESS 762 Woodville Rd.  
 ORDINANCE VIOLATED #53 cars /  
 NOTES in person meetings and agreements did not produce adequate improvements. 4/27/2016 Virgil and Ernie tagged 8 cars for removal, scheduled for May 9 or asap after.  
 Observation by Virgil and Ernie 3/10/16 - some trash removed, some organized, still too many vehicles, contact tenant  
 \*\*\* continue observation of progress \*\*\* multiple vehicles, mostly in disrepair, with the appearance of a junk or salvaged yard.  
 Virgil & Ernie observed site. - No change as/of 11-27-15. 11/30/15 Registered return receipt letter to occupant - (returned unclaimed 12/07/15) 2.Occupant was delivered, a notice of violation 4/10/2014 3.Virgil Parrish discussed remediation with the occupant in the Inspections office, who stated that he would clean up by June. Extension granted. 12/29/15 letter to sheriff for personal delivery Delivered 1/3/16  
 contact made and cleanup underway 1/27.16. Owner has been advised by letters and personal visits, and says he will continue clean up until finished.

DISPOSITION not enough improvement- cars tagged

DISPOSITION DATE 4/27/2016

SUBJ-ADDRESS 1546 Ocean Highway - Rt.17

ORDINANCE VIOLATED # 53 and # 50

NOTES bought 11/2004 ?? Junk - ?? Nuisance cars and debris reopened - tree damage as file # cea 2016-2-9

DISPOSITION reference 2016-2-9

DISPOSITION DATE 4/27/2016

SUBJ-ADDRESS 132 Albemarle Rd.

ORDINANCE VIOLATED

NOTES still seeking owner 4/28/16  
 Ms. Blount came in to check progress and brought a new tax card, identifying owner / new look and pics  
 Harvey Point Rd. to 3rd Ave. to Albemarle.  
 Alleges = old trailer overgrown & fire Hazzard.  
 Doublewide in tall vegetation- see 2 pics

DISPOSITION logistics revisit with new info

DISPOSITION DATE 4/28/2016

SUBJ-ADDRESS 749 Chapanoke Rd.  
 ORDINANCE VIOLATED junk yard / solid waste  
 NOTES 6 month check 4/11/16- no negative appearance from road- telephoto does not reveal solid waste storage.  
 logistics & observation / noted for revisit 3/15/16  
 alleges danger by freezer / vermin habitat / infestation / mosquito breeding. Received email pictures.  
 pending ord verification.  
 met subject owner who explained that he was moving and sorting items from across the road, to be sold. Called person in control of the property across the road, who said the same thing, and invited us in to view progress.  
 1/11/16 - no visible violations - hold open 60 days for observation.  
 DISPOSITION possible actions under consideration  
 DISPOSITION DATE 4/12/2016

SUBJ-ADDRESS 746 Chapanoke Road  
 ORDINANCE VIOLATED solid waste  
 NOTES 4/11/16 declared solid waste - seeking demol prices.  
 dilapidated house - un livable  
 1-8-16 Mr. Harry Goedon came in from Feightville to discuss 746 Chapanome Rd. / representing Ms. Elizabeth Steward in New York. First deadline was January 8, 2016 and is placed on hold and case classified as active logistics. Mr. Gordon is investigating the removal of asbestos so fire dept can do a training burn. Phones (910)818-8044 & (252)297-3300  
 DISPOSITION solid waste / pending demolition arrangements  
 DISPOSITION DATE 4/11/2016

SUBJ-ADDRESS 696 Snug Harbor Rd.  
 ORDINANCE VIOLATED ???  
 NOTES ongoing farm clutter situation - owner cooperative but slow - prior history improving but not fast enough for Snug Harbor.  
 Note on keyboard after weekend / don't know how it got there / complaint un documented as of 11-23-15  
 I called and left Message. Anne Murphy called back and said will come in for form.  
 Ms Murphy came in with pics and signed form. 11-23-15 @ 2:10pm  
 1/11/16 most vehicles and trash removed. Keep open for observation 30 days.  
 DISPOSITION in person discussion with Virgil 4/2016  
 Virgil and Ernie observation  
 DISPOSITION DATE 4/19/2016

SUBJ-ADDRESS 715 Snug Harbor Rd.  
ORDINANCE VIOLATED  
NOTES responded 4/8 and said he had no resources , but will do his best and cooperate. Improvements being made  
RRR letter sent 4/5/16  
3/15/16 no visible improvements at this site - Occupants may not have resources - check  
notes and pics from Ms. Murphy - pics returned by mail. She called 12-4 to confirm return receipt of pics. Owners are occupants of estate property with multiple locations involved. Try to locate a responsible party to address complaints. First class letter sent to encourage occupant to clean up. observed some action - continue observation for progress.

DISPOSITION improvement  
DISPOSITION DATE 4/8/2016

SUBJ-ADDRESS 313 Snug Harbor  
ORDINANCE VIOLATED 50 & 53  
NOTES 4/27/16 condemned / not yet posted  
weather damage worsening / becoming dilapidated  
moved house, neglected, becoming solid waste & 2 abandoned vehicles. Looking 1/26/16, for contact info. Pics on file. Continue observation.

DISPOSITION condemned  
DISPOSITION DATE 4/27/2016

SUBJ-ADDRESS 1592 Ocean Highway - 17 S  
ORDINANCE VIOLATED 50  
NOTES slow progress by William Bowser 4/28/16  
4/6/16 clean up work underway  
watching  
declared waste - dangerous / seeking demo contractor  
Deeded to Georgia & William Bowser - RRR letter sent 4/5/2016  
Additional mobile home discovered behind 1592 (17-S) map shows as 1594 under same ownership.  
3/15/16 met with motel maintenance man who said Mr. Bowser told him to remove all he could and property in process of sale.  
condemnation underway and prop for sale  
estate name on tax / find responsible party and condemn. goto 715 Snug Harbor Rd. to see owners. Be sure to check LEGAL and statutes.

DISPOSITION improvements underway  
DISPOSITION DATE 4/7/2016

SUBJ-ADDRESS 219 Muddy Creek Rd.  
 ORDINANCE VIOLATED 50  
 NOTES accessed and condemned / not yet posted  
 2 abandoned Single wifes  
 1 tenant & 2 empty mh on 10 acres (farmer id unknown)  
 letters sent for zone, solid waste, & land use  
 DISPOSITION condemned  
 DISPOSITION DATE 4/27/2016

SUBJ-ADDRESS 1275 Ocean Highway - 17 S  
 ORDINANCE VIOLATED  
 NOTES 4/5/16 DISCOVERED MOVE / letter sent to new address  
 dilapidation  
 DISPOSITION letter sent  
 DISPOSITION DATE 4/5/2016

SUBJ-ADDRESS 124 Joshua Circle  
 ORDINANCE VIOLATED  
 NOTES 1st class lettwer sent 4/7/16  
 to/do follow up pics(4/29/16)  
 pics taken / unsightly belongings in yard / check for ord viol.  
 DISPOSITION investigating  
 1st Letter sent  
 DISPOSITION DATE 4/7/2016

## expanded cea Report

MAY 2016

SUBJ-ADDRESS 100 Sound Side Dr.  
 ORDINANCE VIOLATED #53 - vehicles  
 NOTES asked for additional time (through July)  
 Ms. Welter called first week in 4/18/2016 and wanted photos sent by email again. She lost first ones  
 Welter email = <ladycontracter@yahoo.com> neighbor came in and reported vandalism. Observation by Virgil and Ernie. Email and pics sent to Ms. Welter, who called later to verify receipt and said neighbor will help.  
 Bus with building materials(unattended), boat, trailer, and camper office visit 1/4/16 from Bobby White @

DISPOSITION update pics

DISPOSITION DATE 5/24/2016

SUBJ-ADDRESS 223 Hunt Club Tr.

ORDINANCE VIOLATED #50 - Solid Waste

NOTES follow up with no further complaints or obvious violations- more than a 1/4 yr.  
 Plaintiff alleges: snakes found in house / house is a fire hazzard / back yard has tarps with old resturant supplies / eyesore / infestation.  
 Deminishing house value

DISPOSITION file closed

DISPOSITION DATE 5/9/2016

SUBJ-ADDRESS 121 BUCK HORN CT.

ORDINANCE VIOLATED #50 solid waste

NOTES no violations noted - file closed 4/28/16  
 Plaintiff alleges: side yard and bulkhead area(no description) / snakes are coming into Ms. Griswold's yard because owner does not cut grass by the water / on the other side-all kinds of junk by the canal / owner can't cut grass because of junk / area is a flood zone / rodent infestation

DISPOSITION unsubstantiated complaint

DISPOSITION DATE 5/9/2016

SUBJ-ADDRESS 108 Whitetail Ct  
 ORDINANCE VIOLATED #50 solid waste  
 NOTES voluntary improvements  
 ongoing home maintenance type work. Site does not fit the complaint.  
 4/28/16  
 Continue observation  
 108 Whitetail Ct. & corner lot on Hunt Club Tr. / can't get out of back  
 door / small kids living in a fire hazzard / don't cut grass in back yard /  
 hole under house in the back / covered a dog in the back yard with dirt  
 and did not dig a hole / too much junk in the yard / SUV in yard with no  
 tags or stickers  
 DISPOSITION exaggerated complaint-case closed  
 DISPOSITION DATE 5/9/2016

SUBJ-ADDRESS 41-A Bethel Fishing Center  
 ORDINANCE VIOLATED Solid Waste  
 NOTES 5/10/16 leveled out as said. Close file.  
 4/27/16- timber trimmings leveled in a wooded lot - check if violation  
 & which ord. sec.  
 Phone conversation / said will clean & level in Spring as weather  
 permits & after firewood salvaged finished  
 uncleared lot used for storage of mulch and other trimmings  
 Phone conversation willingness to cooperate but does not own the  
 dilapidated house  
 2nd letter sent about solid waste 2/23/16  
 DISPOSITION compliance- close file  
 DISPOSITION DATE 5/10/2016

SUBJ-ADDRESS 1034 Snug Harbor Rd.  
 ORDINANCE VIOLATED  
 NOTES 5/19/16 Spoke to Mr. Register, he is preparing to move vehicles  
 5/17/16 Met with Mr. Register who indicated his willingness to  
 cooperate, but has limited resources.  
 4/12/16 pending logistics / personal contact done  
 5/17/16 Virgil & Ernie met with Mr. Register and reminded him of  
 impending actions.  
 5/13/16 Virgil & Ernie met with Mr. Register, who agreed to improve  
 conditions  
 Reg/ret/rcpt letter returned unclaimed 3/12/16 - Virgil saw him in yard  
 and talked to Mr. Register about possibilities.  
 Virgil made contact and discussed cleanup. Positive reaction  
 Old notes and pics from Ms Murphy 11-23-15 NEW pics 1/7/16 show  
 multiple vehicles. Some licensed & none junk. Backhoe on trailer in  
 good condition. Storage of personable property in yard and weeds.  
 Unsightly but may not be ordinance violation. Continue observation.  
 1st class letter sent to encourage clean up.  
 1/29/15 - Multiple nuisance vehicles, solid waste and noxious weeds.  
 Prepare Registered letter and document site before sending.  
 DISPOSITION solicited cooperation/positive outcome probable.  
 DISPOSITION DATE 5/19/2016

SUBJ-ADDRESS 238 Hunt Club Tr.  
 ORDINANCE VIOLATED 50-52-53  
 NOTES 5/9/16 - some gone-some covered- some lic. / return to doc with pics  
 12/15 - 7 vehicles parked near road in cul-desac see pics  
 DISPOSITION get comparison pics  
 DISPOSITION DATE 5/11/2016

SUBJ-ADDRESS 854 Woodville Rd.  
 ORDINANCE VIOLATED solid waste  
 NOTES 5-25-16 office visit to release for demolition  
 5-16-16 release letter sent  
 Need to send value letter and registered letter to current address - P.O.  
 Box 231 / South Mills, NC 27976  
 Patricia Gurganus called @ 1pm, in response to letter. Said that she has  
 no resources and is willing to cooperate with clean up even if it means  
 losing the property. Phone # above.  
 condemned and posted 4/27/16  
 Unoccupied house, partially dissmantled with debris piled in back yard  
 DISPOSITION in process for demolition  
 DISPOSITION DATE 5/25/2016

SUBJ-ADDRESS 1604 Ocean Highway - 17 S  
 ORDINANCE VIOLATED 50  
 NOTES 5-6-16 Mr. Howell called and claimed that he had been told that he could not build back so he has made no improvements.  
 Declared solid waste and posted for demolition  
 RRR letter sent 4/4/16 FINAL notice-clean 30 days  
 dilapidation / letter sent 2-12-16 - 3-15-16 no improvements and no response  
 DISPOSITION Investigate FOF  
 DISPOSITION DATE 5/12/2016

SUBJ-ADDRESS 883 Pender Rd.  
 ORDINANCE VIOLATED  
 NOTES 5/17/16 Virgil & Ernie checked to find most cars gone and license on others.  
 5/9/16 Virgil spoke to surviving family of owner who agreed to take care of it.  
 check for junk cars  
 DISPOSITION Hold for improvements  
 DISPOSITION DATE 5/9/2016

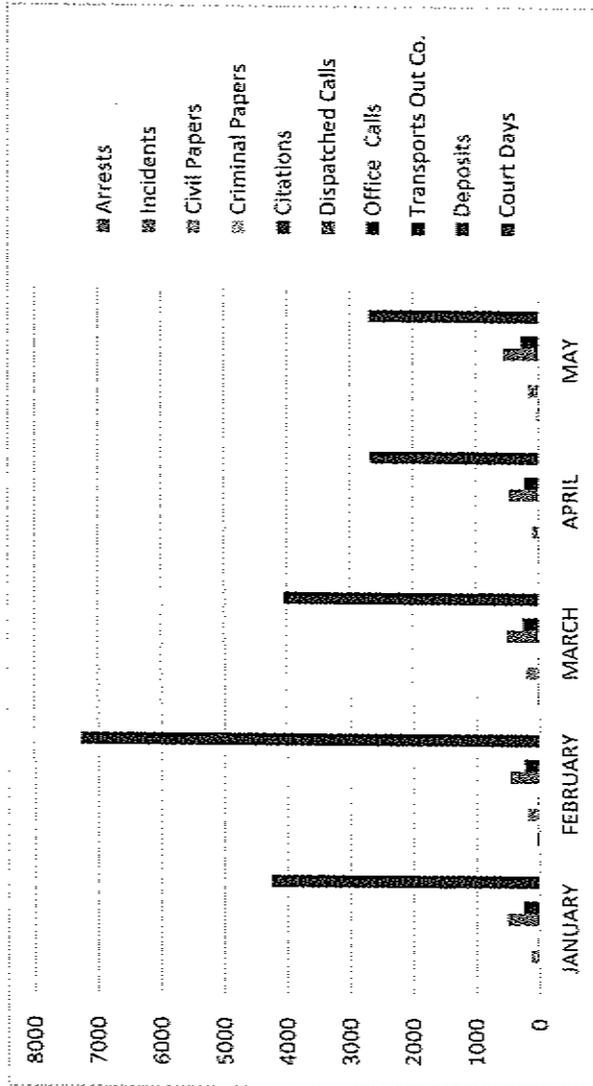
SUBJ-ADDRESS 109 Goosie Lane  
 ORDINANCE VIOLATED  
 NOTES 5/13/16 1st letter sent  
 5-10-16 photos taken verifying unsightly condition - send 1st letter  
 multi sites - Bethel Fishing Center Rd. , Goosie Lane, Oliver St. /  
 Refrigerators and junk  
 DISPOSITION in progress / 1st class letter sent  
 DISPOSITION DATE 5/13/2016

SUBJ-ADDRESS various lots / Bethel Fishing Center  
 ORDINANCE VIOLATED  
 NOTES 5/11 2 letters sent to Sampson and Mann as listed on tax  
 5-10-16 pics - send 1st letter  
 DISPOSITION send 1st letter  
 DISPOSITION DATE 5/11/2016

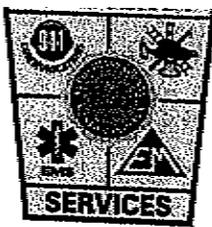
SUBJ-ADDRESS 1580 Ocean Highway (17 S)  
ORDINANCE VIOLATED ?  
NOTES shed, truck, cars reported as fresh on site  
DISPOSITION Investigating  
DISPOSITION DATE 5/5/2016

SUBJ-ADDRESS 144 Patrick Dr.  
ORDINANCE VIOLATED N/A  
NOTES send 1st class - solicite cooperation  
call about weeds / exaggerated  
investigated 5/24/16  
DISPOSITION Non-ord complaint  
DISPOSITION DATE 5/24/2016

Perquimans County Sheriff's Office --- May 2016 Activity Report										
	Arrests	Incidents	Civil Papers	Criminal Papers	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	21	20	135	32	12	509	255	5	\$4,243.06	9
FEBRUARY	37	18	184	38	6	460	230	5	\$7,262.00	7
MARCH	24	18	199	28	5	510	255	3	\$4,060.00	7
APRIL	21	17	108	18	15	482	241	2	\$2,675.00	10
MAY	34	26	173	20	12	569	285	3	\$2,697.50	8



# COMMITTEE REPORTS

**PERQUIMANS COUNTY EMERGENCY SERVICES**

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

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

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**EMS Peer Review Committee**

Meeting Minutes – April 28, 2016 – 5:30 pm

Those attending: Jonathan Nixon, Mark Symons, Toni Cartwright, Sam Mickey, Jim Grosjean, Kaili Nixon, Todd Tilley, Ashley Stoop, Frank Heath, Rob Glover-NCOEMS Rep

The meeting was called to order by Todd Tilley at 5:30 pm.

The minutes from the January 28, 2016 meeting were reviewed; motion to approve by Frank Heath, second by Ashley Stoop, motion carried.

**Peer Review Committee Membership**

- Recommendation and acceptance of Shelia Duncan as County Representative.
- Appointment of Jim Grosjean as Secretary.

The following reports were made:

*Dr Samantha Furia – Medical Director – Absent*

*Ed Muzzulin – County Commissioner – Absent*

*Frank Heath – County Manager – Nothing to report.*

*Mark Symons – Rescue Squad Chief – Reported:*

- The Rescue Squad will coordinate with EMS to order a Lucas.
- The Rescue Squad is having an appreciation dinner for EMS and Rescue members on May 15<sup>th</sup>.
- There is an EMS Challenge scheduled for May 14<sup>th</sup> at 10:00 at the building; Lunch provided; 7 teams so far.
- The next school drive is set for July 13<sup>th</sup>.

*Jim Grosjean – Training Officer/Shift Supervisor – Reported:*

- Started teaching Family & Friends CPR to local community groups.
- Coordinating CPR for county employees, law enforcement and fire departments.
- County AED checks have been moved from monthly to quarterly.

*Dale Hunter – EMS Safety Officer/Shift Supervisor – Absent*

*Sam Mickey – EMS Education Coordinator – Reported:*

- A new website for background checks is in place with students being charged for the background check.
- COA cannot view student background information, agencies can request and view information.
- COA will have an EMT-I course starting in August.
- COA will have an EMT-B course starting in August or September.

- COA's Ambulance Training Simulator is available.
- COA is working towards an ambulance driver simulator with demo scheduled in September.
- COA is having an "EMS Response in an Active Shooter Incident" class on June 16<sup>th</sup>.

**Communications Director** – See Emergency Services Director's report.

**Ashley Stoop – District Health Department Representative** – Reported :

- On the Ebola Table Top exercise held at the CG base on the 20<sup>th</sup>
- Receiving funding for PPE; Respirator protection for Law Enforcement and EMS.
- State funding for Zika mosquito monitoring will start next month.
- The drug "Take Back" program is scheduled for April 30<sup>th</sup> at Sheriff's Office.
  - 150+ lbs. of medications were collected last year.
  - There are 2 portable incinerators available in our area which helps in destroying medications.
- The area Law Enforcement Narcan program has been credited for saving 4 lives. To date none of the LE agencies in Perquimans County are participating in this program.
- The "Keeping It Real" program, a new DARE program, will be offering free training this summer, offered to school and law enforcement staff. This training is being paid by grants received by ARHS.
- That shadow boxes are being purchased to help make people aware of pills vs candy look alike.
- The May Day 14<sup>th</sup> event "Drugs Uncovered Program" scheduled for the county.
- That a CME course is scheduled on May 19<sup>th</sup> at ECSU.
- That a treatment clinic in VA will be opening a clinic in our area in about 6-8 months.
- They have purchased 500 lock boxes for medicine storage to be given out as needed with magnets for identification.
- That Ms. Virginia Baily has retired from the Perquimans Health Dept. and Ms. Laura Perkins has taken her place as our nursing supervisor.

**Toni Cartwright – Sentara Albemarle Medical Center Representative/Liaison** – Reported:

- On SAMC 2015 year in review which included
  - Increased ED patient satisfaction by 16%.
  - Staffed 20 additional beds for quicker admission.
  - Reduced ED patients who left without being seen by a provider.
  - Provided new exterior and interior signage.
- On quality assurance issues which included
  - No documentation of Oxygen being administered with neb treatments.
  - Overall documentation was good with good assessments being done.
  - Discussion on who should contact Social Services for patients showing signs of neglect.

**Kaili Nixon – Vidant Chowan Hospital** – Reported :

- On quality assurance issues which included
  - Overall good documentation.
  - ED renovation in the planning stages that will increase beds available from 7 up to 15.
  - Hospital renovation vs new facility being investigated.
  - New "Code Stroke" procedure to start next Tuesday (May 3<sup>rd</sup>); No going straight to CT.
  - Vidant Chowan will be participating in the Health Fair on May 12<sup>th</sup>.

**Quality Assurance** – 2nd quarter topics will be Ingestion/Poisoning, Choking, No Transport and Patient Refusals.

**NCOEMS Representative** – Reported:

- That overall the county looks real good.

- That Tom Mitchel is the new OEMS Chief.
- The annual symposium is scheduled for September 30<sup>th</sup> through October 5<sup>th</sup>.
- The administration conference is scheduled for August 2<sup>nd</sup> through the 5<sup>th</sup> in Ashville; 25-30 seats available.
- On the EMS Chief 101 pilot program. Eastern NC will most likely host the first class this summer.
- The new administration rules will be reviewed on May 10<sup>th</sup>.
  - New rules will include Provider Self Reporting.
- That for certification renewal lead time between Sam Mickey and OEMS is about 28 days.
- That for Data Quality the point of contact is Paul Allen. Perquimans' data quality scores are excellent.
- That NCOEMS follows the NC Medical Board documents for any Scope of Practice issues.

*Jonathan Nixon – Emergency Services Director – Reports:*

**Emergency Management**

- 10 Water Rescue members have completed an open water dive class.
- Possible Emergency Rescue Diver class this summer.
- The Chowan/Perquimans LEPC hosted a HazMat IQ Training on Saturday, April 23, 2016.
- There will be a live HazMat Decon Exercise hosted by Belvidere Fire Dept & Center Hill Fire Dept on Tuesday, July 26, 2016.
- EM Elected Officials Conference was held on March 21, 2016 with the County Commissioners. The Town of Hertford was represented at the conference.
- Damage Assessment Class was held for County Officials and the Albemarle CERT on March 17, 2016.
- Emergency Management and EMS participated in the ARHS Ebola Exercise hosted at the Coast Guard Base on April 20, 2016. Emergency Management also served on the planning committee for this exercise.
- Evacuation Drill is scheduled with Brian Center for May 19, 2016 at 6:30pm. Helping with the planning include:
  - The Rescue Squad
  - Hertford Fire Dept.
  - Hertford Police Dept.
  - EMS
  - Emergency Management
- Budget Request Highlights for EM included the following:
  - Upgraded Reverse 911 Services
  - Increase for Water Rescue Equipment/Supplies
  - Boat Maintenance on the 25' Boston Whaler
  - Repurpose the 2001 Ford E450 to pull the boats
  - Disaster Debris Site Clearing Project
  - Carbon Monoxide & Methane Monitor

**EMS**

- Staff Changes – added 5 new part-time staff members (EMT-Ps)
- Our IT Contractor evaluated 3 proposals for tablets for MDT (Mobil Data Terminals) in the ambulances, we have moved forward with the purchase and installation of GTAC F100 Tablets with keyboards in the 5 ambulances.
  - This first step will provide access to the Patient Care Reporting Software.
  - The second step will be access to the 911 Communications via CAD.
- EMS has signed an MOU with the BOE regarding their new EMT Program and awaiting the BOEs final approval.
- We recently renewed our NC OEMS System License and Agency License.
- On March 29, 2016 EMS and Emergency Management visited the Desert Wind Farm project.
- The regional EMS Directors were invited to meet with SAMC Admin staff. Very good discussions about our partnership.
- Budget Request Highlights for EMS included the following:
  - Heating Unit for the Storage Building

- Asphalt Patching
- Updated Phone System (VOIP – Reduce phone lines)
- Upgrade to Wireless Access at the ES Bld
- Chest Compression System
- New Ambulance (2 year / 10 year cycle)
- New Zone Vehicle (197,560 miles)
- Video Laryngoscope Units
- Brief discussion on advancing to Paramedic (Timeline to start Jan 2018 or Jan 2017)

### 911 Communications

- STAFFING
  - 2 employees no longer with the 911 Center (Kay Long & Ester Jordan)
  - 2 advancements (Krystal Agosto-full-time & Jim Farrar-permanent part-time)
  - 2 new part-time TCs (Wilma Jordan & Hazelene Miller)
- TRAINING
  - All Staff - Southern Software onsite – CAD & Mapping training for all staff
  - All Staff - Intrado Phone System training – Text-2-911
  - 2 TCs have completed NC Dept of Justice – Training & Standards Division – Sheriffs’ Standards – Telecommunicator Certification.
  - 1 TC is schedule for class in May.
  - 3 Read & Initial trainings for 911 Staff
- EQUIPMENT
  - Tower Site and ES Bld generators have been serviced
  - 2 Towers have been climbed & inspected
  - Repeaters have had annual maintenance
  - Lots of ‘tweaking’ of the new phone system & radio system
- PROJECTS
  - Update for new equipment under Old Business
  - Backup 911 Center
    - Meeting weekly with Chowan 911 Director
    - MOU between Chowan & Perquimans at Attorney’s office
    - Written plan is 75% complete
    - Working quotes for equipment
    - Will request extension once all pieces are in place
- BUDGET REQUESTS
  - Advancement to Emergency Medical Dispatch (EMD)
    - App \$75,000 to be paid by State 911 Funds for training, software & flip card system
    - Local increase for pay increases (Salary comparison with Chowan, Pasquotank, Gates)
  - CAD interface for NCIC (Improve officer safety & TC efficiency)
  - 911 Radio System Upgrades (2015 Workgroup recommendations)
  - Fiber internet connection
  - Backup VHF Radio/Antenna System at the 911 Center
  - New lighting Controller for Winfall tower
  - Funding for Backup 911 Center
- ISSUES
  - Fielded the following operational complaints through April 25, 2016:
    - Law Enforcement      0
    - Fire                              2

- EMS 1
- Citizens 1
- Texting issues – Addressed via Station Directive updated 4-8-16 & distributed to 911 Staff via Read & Initial Training
- Smart phone/texting issue – confirmed with Southern Software this is a cell phone carrier issue
- Low Audio on Phone & Radio
  - 1-28-16 Mandated TCs use headsets
  - 4-18-16 Final adjustment by Radio & Phone contractor
- As a result of our recent DCI Audit, the 3 findings have been addressed in a February 5, 2016 letter to the State Bureau of Investigation.
- The date is set for Tuesday, May 10<sup>th</sup> for all VIPER 700/800mhz radios to be reprogrammed as part of the state-funded 2<sup>nd</sup> touch reprogramming project
- We are approximately 90% complete with our new equipment totaling \$314,546, thanks to a funding reconsideration by the State 911 Board:
  - Two new CAD servers and 5 workstations have installed and are online. The new mapping system is online, but Rhonda Money continues to work with Southern Software staff to iron out some of the mapping issues.
  - Updated Viper Intrado Phone System has been installed by Century Link. The equipment for Text-2-911 capabilities has been installed and tested.
  - New voice logging server has been installed and is online.

#### ***Old Business***

- EMS Diversion Plan – Jonathan Nixon reported that he has spoken with Randy Likens with NCOEMS and it seems they are hoping to help put together a draft plan.

#### ***New Business***

- Review and discussion of 1<sup>st</sup> quarter Chute Times; Average time is 2.11 minutes.
- Reviewed and discussed the revision of Section I of the EMS system plan
  - Include Winfall VFD as having 2 AEDs
  - Remove the need to ER staff to have orientation with the Medical Director
  - Remove Rescue Squad as staffing a unit
- Revision to Section I was approved provided mentioned changes are made, upon motion by Frank Heath and second by Ashley Stoop.

***Additional Comments / Concerns*** – None reported

***Next Meeting Schedule*** – July 28<sup>th</sup> and October 27<sup>th</sup>, starting at 17:30.

***Adjournment*** – There being no further business a motion to dismiss was made by Frank Heath and carried, until the next appointed meeting which is scheduled for July 28, 2016 at 5:30 pm.

Respectfully Submitted by Jim Grosjean, Acting Secretary and Jonathan Nixon, Emergency Services Director.

## SECTION 1 SYSTEM OVERVIEW

### INTRODUCTION

The EMS System Plan described herein will be know at the "Perquimans County EMS System Plan." This system plan provides services to the geographical area to cover Perquimans County, NC

### GEOGRAPHIC OPERATING AREA

Perquimans County lies in Northeastern North Carolina and encompasses an area of 328.95 square miles with a total current population of 13,601 (as of 2013). The municipalities located within the county include the Town of Hertford and the Town of Winfall. Perquimans County is bordered by Pasquotank County to the east, Gates County to the north, Chowan County to the west and the Albemarle Sound to the south.

### COUNTY'S EMS PROVIDER INFORMATION

There is one sole provider in Perquimans County, Perquimans County EMS and Rescue, provider number 0720261. This provider's base is located at 159 Creek Drive, Hertford, North Carolina 27944. Perquimans County EMS and Rescue covers the complete 328.95 square miles of the county. This provider is made up of two separate entities, which include, Perquimans County Volunteer Rescue Squad and Perquimans County Emergency Medical Services.

- a. Perquimans County EMS is a county funded and operated organization that provides services twenty-four (24) hours per day seven (7) days per week.
- b. Perquimans County Volunteer Rescue Squad is a volunteer organization that supplements EMS. ~~by providing a minimum of one technician from 6:00 p.m. to 6:00 a.m. and a minimum of a second technician from 6:00 p.m. to Midnight Monday—Sunday.~~ \*

Both organizations are housed in the same building and use the same ambulances and equipment to provide patient care. Perquimans EMS provides care at the EMT-Intermediate level for a minimum of ~~one~~ two EMS crews ~~twenty-four (24) hours per day seven (7) days per week. (note— from Midnight to 6 a.m. there is only one paid EMS employee on staff).~~ \*

Any other EMS Provider wishing to apply as a provider in Perquimans County must abide by County Ordinance No. 27: Ambulance Service Franchise Ordinance attached in this section.

**OTHER  
POTENTIALLY  
RESPONDING  
ORGANIZATIONS**

Other organizations that will potentially be a part of the EMS response include:

Perquimans County Water Rescue Dive ~~Technical Dive and Recovery~~ Team – Assist in water search and rescue for the Perquimans River and surrounding waterways.

Hertford Volunteer Fire Department – Provides vehicle extrication for Perquimans County.

Inter-County Volunteer Fire Department – Provides vehicle extrication for Perquimans County.

Belvidere Volunteer Fire Department – Provides vehicle extrication for Perquimans County.

Bethel Volunteer Fire Department.

Durant's Neck Volunteer Fire Department.

Winfall Volunteer Fire Department.

Perquimans County Sheriff's Department.

Hertford Police Department.

Winfall Police Department.

Perquimans County Emergency Management Agency.

In situations deemed necessary by the EMS crew, mutual aid may be obtained from other organizations within the county and surrounding counties. Any organization listed above will be dispatched through Perquimans Central-911 Communications.

**SPECIALTY CARE  
TRANSPORT  
PROGRAMS**

Specialty Care Transport Programs may be used in Perquimans County. Specialty Care Transport Programs used will be Nightingales Air Ambulance and East Care Air Ambulance. See SOG #105 Specialty Care Transport Programs (Section 14) for further information.

**DATA COLLECTION  
SYSTEM**

The data collection system to be used will be EMS Charts. It will be utilized as the system to collect data and be the patient care report for Perquimans EMS and Rescue. Data will be electronically submitted to the Office of Emergency Medical Services via electronic means by EMS Charts.

**COUNTY'S AED  
AVAILABILITY**

Perquimans County does have available Automated External Defibrillators located in the county. The defibrillators are located, maintained and operated by members of the Albemarle Plantation Property Owners Association, Hertford Volunteer Fire Department, Inter-County Volunteer Fire Department, Belvidere Volunteer Fire Department, Bethel Volunteer Fire Department, Durant's Neck Volunteer Fire Department, Perquimans County High School, Perquimans County Middle School, Hertford Grammar School and Perquimans County Central School. In addition, AEDs have been installed at the Perquimans County Recreation Center, the Perquimans County Courthouse, the Perquimans County Emergency Services Building, the Perquimans County Health Department, the Perquimans County Library, Perquimans County Senior Center, the Perquimans County Department of Social Services and the Albemarle Commission Building. There are trained personnel at each location that have received training in accordance with the American Heart Association. ~~Heartsaver AED education program.~~

**SYSTEM'S  
TRANSPORT  
DESTATIONS**

Perquimans County EMS and Rescue can transport patients to two hospitals. Normally, the patient decides which hospital to be transported to. There are some conditions in which the patient may not be able to make a decision for transport or the weather is inclement, in which case the decision will be made by the technician

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to transport to the closest facility.

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**AVAILABLE  
EMERGENCY ROOM  
FACILITIES**

The two facilities that Perquimans County EMS may transport patients to are ~~Albemarle Hospital~~ Sentara Albemarle Medical Center in Elizabeth City, NC and Vidant Chowan Hospital, in Edenton, NC. Each hospital should have their own procedures in place for accepting patients. Albemarle Hospital requires each employee or volunteer of this agency to attend a non-employee orientation prior to performing clinical time at the hospital. Each Nurse and Physician in the Emergency Department at each hospital is required to complete an orientation package that addresses issues related to the Perquimans County EMS System Plan. This orientation package will include: how the EMS System operates, the level of care provided by Perquimans County EMS, a review of the protocols developed for Perquimans County EMS, how medical control is received from each hospital, how patients will be routinely received at their facility, and how feedback from on-line medical direction will be given to the Peer Review Committee. A signature page is attached with this orientation package. Once the Physician or Nurse has reviewed this information the signature form will be returned to the EMS System Peer Review Committee.

**RESCUE SQUAD  
STAND-BY  
COVERAGE**

Perquimans County Rescue Squad provides EMS stand-by coverage for events such as Northeast Dragway's 1/8<sup>th</sup> mile drag strip and the Bull Bash. These organizations are billed by Perquimans EMS at a stand-by rate.

**HARVEY POINT'S  
AMBULANCE**

Perquimans County is the home of the Harvey Point Civil Defense Testing Activity, a Department of Defense base. The base has its own ambulance that is exempt from NC OEMS rules and regulations. Perquimans County EMS does provide mutual aid at the request of the Harvey Point Medical Staff.

**ATTACHEMENT 1**  
**PERQUIMANS COUNTY AMBULANCE SERVICE FRANCHISE ORDINANCE**

311

**ORDINANCE NO. 27**

**PERQUIMANS COUNTY  
 AMBULANCE SERVICE FRANCHISE  
 ORDINANCE**

**Section I. State permits and County Franchise required.**

No person either as owner, agent, or otherwise, shall furnish, operate, conduct, maintain, advertise, or otherwise be engaged in or profess to be engaged in the transportation of patients within the County, unless the person holds a valid permit for each ambulance used in such business or service issued by the State Department of Human Resources, Office of Emergency Medical Services, and has been granted a Franchise for the operation of such business or service by the County, pursuant to this ordinance.

**Section II. Exemptions from Franchise requirements.**

1. Any entity rendering assistance in the case of major catastrophe, natural aid, or emergency with which the services by the County are insufficient or unable to cope.
2. Any entity operated from a location or headquarters outside of the County in order to transport patients who are picked up beyond the limits of the County, to facilities located within the County, or to pick up patients within the County for transporting to locations outside of the County.
3. Ambulances owned and operated by an agency of the United States Government.
4. Ambulances owned and operated by a hospital.
5. Ambulances owned and operated by Perquimans County (i.e. Perquimans County EMS, Perquimans County Rescue Squad).

**Section III. Application for Franchise-Contents.**

Applications for a Franchise to operate ambulances in the County shall be made by the Ambulance Provider, as prescribed by the County and shall contain:

1. The name and address of the ambulance provider and the owner of the ambulances.
2. The trade or other fictitious name, if any, under which the applicant does business, along with a certified copy of an assumed name certificate stating such name or articles of incorporation stating such name.
3. A resume of the training and experience of the applicant in the transportation and care of patients.
4. A full description of the type and level of service to be provided including the location of the places from which it is intended to operate, the manner in which the public will be able to obtain assistance, and how the vehicles will be dispatched. An annual audited financial statement of the applicant as such statement pertains to the operations in the County, shall be filed with the County within sixty (60) days following its fiscal period; such financial statement to be in such form and in such detail as may be required by the County.
5. A description of the applicant's ability to provide service; how many hours a day the service will be available; how many days a week the service will be available (the County prefers twenty-four (24) hour, seven (7) day a week service) for the area covered by the Franchise applied for and an area estimate of the minimum and maximum response time for a call within such area.
6. Any information the County shall deem reasonably necessary for a fair determination of the capability of the applicant to provide ambulance services in the County, in accordance with the requirements of State laws and the provisions of this Ordinance.

**Section IV. Hearing.**

Upon receipt of an application for a Franchise, the County shall schedule a time and place for hearing the applicant. Within thirty (30) days after the hearing, the County shall cause such investigation as it may deem necessary to be made of the applicant and the applicant's proposed operations.

Section V. Granting of Franchise.

A Franchise may be granted by the Perquimans County Board of Commissioners if the County finds that:

1. The applicant meets State standards outlined in this Ordinance.
2. The proposed service will fit within existing services so as not to adversely affect the level of service or operations of other services within the County.
3. A need exists for the proposed services in order to improve the level of ambulance services available to residents of the County and that this is a reasonable cost-effective manner of meeting the need.

Section VI. Compliance with the law.

Each Franchised Ambulance Service shall comply at all times with the requirements of this Ordinance, the Franchise granted pursuant to this Ordinance, and all applicable State and Local laws relating to health, sanitation, safety, equipment, ambulance design, and all other laws and ordinances.

Adopted this the 6th day of March, 2000.



*M. Shirley Wiggins*  
 M. Shirley Wiggins, Chairman  
 Perquimans County Board of Commissioners

*Mary P. Hennicutt*  
 Mary P. Hennicutt, Clerk to the Board

NORTH CAROLINA  
PERQUIMANS COUNTY

This instrument was presented for registration this day and hour and duly recorded in the office of the Register of Deeds of Perquimans County, NC in ORDINANCE Book 1, Page 311.

This 7th day of March, 2000 at 3:45 o'clock p.m.

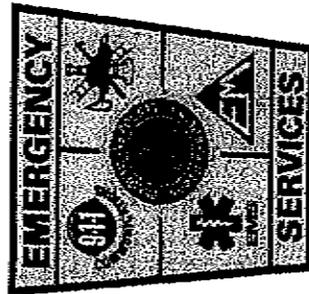
DEBORAH S. REED  
REGISTER OF DEEDS

BY *Jacqueline S. Johnson*  
 Deputy

### Perquimans EMS 2016 1st Quarter Chute Times

38782211	20160015	1/4/2016 3:40	162	5
38795956	20160031	1/7/2016 18:18	161	5
39044367	20160122	1/25/2016 23:15	161	5
39673571	20160245	2/24/2016 4:39	163	5
39711176	20160330	3/13/2016 3:45	165	5
39717888	20160318	3/11/2016 22:07	ZONE 1	5
39063401	20160128	1/27/2016 6:06	162	5.02
39823709	20160381	3/22/2016 4:09	162	5.13
38882234	20160063	1/14/2016 4:30	164	5.42
38966578	20160083	1/19/2016 2:44	163	6
39454156	20160241	2/23/2016 18:39	165	6
39014698	20160104	1/23/2016 10:24	161	6.53
39906338	20160409	3/27/2016 12:32	161	6.92
39579490	20160285	3/3/2016 22:52	165	6.93
38867184	20160052	1/12/2016 3:45	161	7
38954591	20160085	1/19/2016 13:31	165	7
39596557	20160269	2/29/2016 17:36	163	7
38956972	20160087	1/19/2016 13:11	161	9
39351967	20160199	2/16/2016 17:41	163	9
39476845	20160186	2/12/2016 15:49	165	9.92
39965021	20160411	3/27/2016 13:16	ZONE 2	17

**397****1st Quarter Total Patient Care Reports****1****0.25%****Calls over 10 minute chute time****21****5.29%****Calls over 5 minute chute time****1st Quarter Average Chute Time****2.11** minutes



**PERQUIMANS COUNTY EMERGENCY SERVICES**

P.O. Box 563 - Hertford, NC 27944  
 159 Creek Drive  
 (252) 426-5646



**EMS Peer Review Committee**

Meeting Date \_\_\_\_\_

Position	Member	Signature	Phone
Medical Director	Dr. Samantha Furia		215-264-1059
Physician representing Albemarle Hospital	Dr. Samantha Furia		215-264-1059
Physician representing Chowan Hospital	Dr. Joe Tripp		252-333-5100
County Emergency Services Director	Jonathan Nixon	<i>Jonathan Nixon</i>	252-331-9817
EMS - Rescue Squad Chief	Mark Symons	<i>Mark Symons - DO NOT SIGN</i>	252-333-6173
EMS Nurse Liaison	Toni Cartwright	<i>Toni Cartwright</i>	252-312-4243
EMS Education Coordinator	Sammy Mickey	<i>Sammy Mickey</i>	252-333-4346
EMS Training Officer	Jim Grosjean		252-312-5396
EMS - Safety Officer	Dale Hunter		252-331-3758
Emergency Dept. Rep.-Albemarle Hospital	Toni Cartwright		252-312-4243
Emergency Dept. Rep.-Chowan Hospital	Kaili Nixon	<i>Kaili Nixon</i>	252-333-6024
County Representative	Marie Cuthrell		252-339-9524
County Representative	Todd Tilley	<i>Todd Tilley</i>	252-331-3787
County Representative (Secretary)			
Communications Director	Homeria Jennette		252-331-3697
Health Department Representative	Ashley Stoop	<i>Ashley Stoop</i>	252-312-4952
County Commissioner	Edward Muzzulin		252-340-9860
County Gov. Official-County Manager	Frank Heath	<i>Frank Heath</i>	252-337-5013

As Needed (Ad Hoc) Members

- \* County Gov. Official-Chairman, Commissioners
- \* State NC OEMS Representative
- \* Hospital Representatives (each hospital)

denotes non-voting member

# Perquimans Arts League

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

May 2016

## A Note from the President....

What an exciting time this is at PAL! So much has been happening lately as we begin to offer classes and partner with other organizations in the community.

As part of the strategic planning process, we held a "Strategic Conversation for the Arts" in late February where representatives from other local organizations and groups met with PAL to begin looking at ways we could all work together to promote the arts in Perquimans County. This has led to many ideas for building community.

PAL is currently working with Perquimans County Schools to help the art teachers find ways to expand what can be offered to their students. The residency and performances by *The Healing Force* (see article), metal working workshop at the middle school and gallery tour and matting/framing demo for high school art students are just a few examples of how this is working. We have also revived the Student Art wall in the gallery and have many fine examples of the work that students on all levels are doing.

One of the important results of the strategic survey is that PAL is now offering a variety of classes, including jewelry making, acrylic painting, basketry and photography. We are also looking at options for collage and watercolor painting workshops. I hope you will let us know if there are other classes and workshops that you would like to see us offer.

Remember, PAL is **YOUR** community arts council, so we want to be responsive to you!

**Sheryl Corr**  
President

## Gallery Exhibits 2016-17

May 5-Jun 27	Member Show
Jul 5 – Aug 11	Summer Fun
Featured Artist	Randall Jordan
	Reception: 7/10 12-3pm
Aug 19 – Sept 28	Zoom In, Zoom Out
	Photography Show (Prizes!)
	Reception: 8/21 12-3pm
Oct 3 – 28	Home Grown
	Lamar Whidbee
	Reception: 10/9 1-4pm
Nov 4 – Dec 27	Christmas Shoppe
Dec 3	Open House 10-4pm
Jan 2-13	Tag Sale
Jan 20 – Feb 23	Warm & Fuzzy
Featured Artist	Dianne Cinkovich
	Reception: 1/20 5:30-7pm
March 3 – 25	Young at HeART
	Student Art Exhibit
	Reception Date TBA
April 1 – 26	Senior Silver Arts
May 8 – June 23	Members' Show

Please visit [www.perquimansarts.org](http://www.perquimansarts.org) for drop-off & pick-up dates for exhibits, a description of the shows and for updated reception dates and times.

We appreciate our artists and hope that you will encourage them by showing your support at these events!

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## **"Arts on the Perquimans"** 6<sup>th</sup> Annual Arts & Crafts Show

We are gearing up for this year's arts & crafts show on October 1, 2016 at the Perquimans Recreation Center from 10 AM – 4 PM. We still have a few vendor spots available, and we are always looking for volunteers to help at the event. Call Barbara Krupp at 252-426-1432 or email at [kruppkakes@hotmail.com](mailto:kruppkakes@hotmail.com) if you would like to be a vendor or volunteer.

If you are a vendor and are participating in other shows prior to October 1, please help spread the word regarding "Arts on the Perquimans". Postcards are available for you to give out at these earlier events.



### **2016 Annual Membership Meeting**

The Annual Membership Meeting is June 8<sup>th</sup> from 6:30-8pm at Brew 2 Rescue, 139 N. Church St. Hertford. Our Merit Award winner, vocalist Megan Jones, will be performing. Please mark your calendar and plan to attend! Refreshments will be served, so we will need to notify Brew 2 Rescue how much to prepare. Please RSVP to the gallery – 426-3041.

### **Gift Certificates**



If you're not sure what to buy for an occasion, let the recipient choose a unique gift to suit their taste. A gift certificate is always the right size and is available in any denomination!



### **Suzanne Towe Haste Award Winner**

This year's winner of PAL's \$500 Merit Award is PCHS Senior Megan Jones. Megan plans to attend Liberty University in the fall, where she will study vocal music and music in worship. She will perform at the PAL Annual Meeting on Wed., June 8 at Brew 2 Rescue.

### **Membership Drive**

The membership year at PAL runs from July 1 to June 30, and your membership must be renewed every year. This is one of PAL's major sources of income, and we depend on you to help us run the gallery and provide programs. A membership form is enclosed for your convenience. Won't you take a moment to fill it in and mail it with your check to the gallery?

#### **Membership Dues**

Student	\$ 10	Patron	\$100
Individual	\$ 25	Benefactor	\$250
Family	\$ 55	Youth	\$ 0
Supporter	\$ 75	(under 18)	

### **New Gallery Assistant**

The next time you are in town, stop in the gallery and say hello to our new Gallery Assistant, Alice White! We are so happy and excited to have her with us!



### Feel the Rhythm!

On April 21 and 22, The Healing Force, a family of singers, storytellers and musicians, came to Perquimans Middle School to conduct drum workshops and give performances. Working with small groups on the first day, this group taught students new rhythms and how to perform together on the Djembe, a popular West African drum. The second day brought two performances for all students, faculty and staff. Everyone truly embraced the spirit of The Healing Force! This project was made possible through a Grassroots Grant from the North Carolina Arts Council.



The Perquimans Arts League is supported by the North Carolina Arts Council, a division of the Department of Cultural and Natural Resources.

### Art Students Visit the Gallery

A group of ten art students from Perquimans County High School came to PAL on May 10 to view the Members' Show and participate in a matting and framing workshop. Led by PAL members Dianne Cinkovich and Sheryl Corr, the group discussed which works they thought took the most time, which had the most value and which one they would choose to hang in their room. The discussion was followed by a demo on mat cutting, where the students had a chance for hands-on practice. Most of the students had never been to Perquimans Arts League before and didn't even know Hertford had an arts league. We hope this visit will change that and they will feel welcome to return!



### Hours at the Gallery...

Monday - Saturday 10 am - 3 pm

Perquimans Arts League  
 109 N. Church Street, Hertford, NC  
 Tel. 252-426-3041  
[www.perquimansarts.org](http://www.perquimansarts.org)



### Field Trip: "The Inner Banks Art Hop"

On April 14<sup>th</sup>, 32 PAL members and friends went on a bus trip to several area galleries. Stops included Bertie County Arts Council in Windsor, Martin County Arts Council in Williamston and Arts of the Pamlico in Washington. Participants enjoyed lunch in Washington and spent the afternoon visiting other private galleries and shops before heading home.



### 50/50 Tickets

Enclosed you will find 3 books of 50/50 raffle tickets for this year's fundraiser. As you know, this is one of PAL's biggest fundraisers of the year, so your help in buying and selling these tickets is greatly appreciated. If you need more tickets, they are available in the gallery. If for some reason it is impossible to buy or sell the tickets, please return them to the gallery so they are available for sale.

## Strategic Planning Update

In February, PAL hosted a "Strategic Conversation for the Arts", which some of you attended. As a result, we are now looking at new ways to partner with several local organizations to bring more community events to our area. PAL is also offering classes in response to one of the main requests from the online survey.

We are still researching better ways to communicate with the community, and the Communications Committee needs your suggestions and participation. Please consider becoming a part of this group if you have expertise in social media, publicity or marketing.

The Community/Stakeholder Relations Committee will be meeting soon to begin planning for some exciting events. If you have reaching out to people in the community, this may be the committee for you.

PAL can only become **YOUR** community arts council if you play a part!

## Upcoming Classes

May 31 – 1 to 4 p.m.

Acrylic painting workshop with instructor Randall Jordan at Perquimans Rec Center

June 13 – 10:30 a.m. to 4 p.m.

Basketry workshop with Annemarie Pomp at Perquimans Rec Center

June 28 – 10 a.m. to 4 p.m.

Beginning Digital Photography – Taking Better Pictures with Shirley Whitenack at Perquimans County School Central Office

Visit the website at [www.perquimansarts.org](http://www.perquimansarts.org) for addition information and fees.

Information will be posted as new classes are added, so stay tuned!