



**REGULAR SESSION OF THE PAMLICO COUNTY
BOARD OF COMMISSIONERS
MONDAY, MAY 6, 2024**

<u>P.M.</u>	<u>NAME</u>	<u>SUBJECT</u>
7:00	Chairman Bohmert	Call Meeting to Order Invocation Pledge of Allegiance Approval of the April 15, 2024 Regular Session and Closed Session Minutes and April 23, 2024 Budget Meeting Minutes

Public Comment Period:

Each speaker is asked to limit comments to three (3) minutes. Direct your comments to the full board, not to an individual Board member or staff member. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. The Public Comment period shall not exceed a total of fifteen minutes, unless the Board entertains a successful majority vote to extend this period.

Additions and/or deletions to the Agenda

CONSENT AGENDA

1. 23-24-189 Request for approval of Budget Amendments
2. 23-24-190 Request for approval of Board Releases
3. 23-24-191 Request for approval to Advertise Outstanding 2023 Taxes
4. 23-24-192 Request to Approve Carr Riggs and Ingram Contract
5. 23-24-193 Request for approval to Appoint Dr. Jeremy Johnson to Eastern Carolina Workforce Development Board (ECWDB)
6. 23-24-194 Request for approval to Amend Deductible Reimbursement Policy
7. 23-24-195 Request for approval of Pamlico County Board of Health Handbook

CORRESPONDENCE AGENDA

8. 23-24-196 Request to approve Car Purchase for DSS
9. 23-24-197 Request for Closed Session to discuss Health Director Performance Review
10. 23-24-198 Discussion Request: Direction Regarding Lobbying Activities for Bay River Metro Sewer District

County Commissioner, County Attorney, County Manager and Finance Officer time and closed session if applicable.



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 15, 2024**

The Pamlico County Board of Commissioners met in regular session on Monday, April 15, 2024 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Candy Bohmert, Doug Brinson, Kari Forrest, Pat Prescott, Carl Ollison and Ed Riggs were present. Also present were County Attorney Dave Baxter, County Manager Tim Buck and Clerk to the Board Tracy Boyd. Finance Officer Bill Fentress was not present.

Chairman Bohmert called the meeting to order and led the assemblage in the Pledge of Allegiance.

Chairman Bohmert asked if there were any corrections, additions, and/or deletions to the March 20, 2024 Budget Retreat Minutes and April 1, 2024 Regular Session Minutes. There were no changes, then on a motion made by Commissioner Brinson and seconded by Commissioner Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the March 20, 2024 Budget Retreat Minutes and April 1, 2024 Regular Session Minutes are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Bohmert invited Daniel Simpson and Kait Neeland from Cooperative Extension to present their 2023 Program Report. Daniel discussed their mission is to transform science into everyday solutions for North Carolinians through programs and partnerships focused on agriculture and food, health and nutrition, and 4-H youth development.

Chairman Bohmert asked if there were any other additions and/or deletions to the agenda; Commissioner Riggs made a motion, seconded by Commissioner Prescott and unanimously approved, to add: (6a.) Request approval of JCPC County Funding Plan to the Consent Agenda.

The Board then turned their attention to the Consent Agenda

On a motion made by Commissioner Baskervill and seconded by Commissioner Riggs, the following resolutions were unanimously approved.

BE IT RESOLVED, the request to approve to Release/Refund GAP Bills Erroneously Issued to Elected Officials, are hereby approved. [23-24-177]

BE IT RESOLVED, the request to Reappoint Debra Harrison to PCC Board of Trustees, is hereby approved. [23-24-179]

BE IT RESOLVED, the request to Appoint Ms. Marlo Blake as Chief Court Counselor to the JCPC, is hereby approved. [23-24-180]

BE IT RESOLVED, the request to approve Resolution Supporting Application for SRF Funding, is hereby approved. [23-24-181]

RESOLUTION BY GOVERNING BODY OF APPLICANT

**Drinking Water Construction Project Water
Quality & Treatment Reliability Pamlico
County Water System**

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of drinking water treatment works and drinking water distribution system, and

WHEREAS, The County of Pamlico has need for and intends to conduct a drinking water treatment works improvements project as follows:

- Improvements to treatment process facilities at Grantsboro water treatment plants.
- Improvements to Vandemere and Millpond water treatment plants.
- Replace older water supply related and related equipment at Grantsboro water treatment plant.

WHEREAS, The County of Pamlico intends to request state grant assistance for the project,

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

That County of Pamlico, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

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

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

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

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

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

connection with the application.

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

Adopted this the 15th day of April, 2024 at Pamlico County Courthouse in Bayboro, North Carolina.

BE IT RESOLVED, the request for approval of JCPC County Funding Plan of \$77,260, is hereby approved. [6a.]

On a motion made by Commissioner Baskervill and seconded by Commissioner Forrest, the following resolution was unanimously approved.

BE IT RESOLVED, the following FY23-24 Budget Amendment(s) are hereby approved. [23-24-176]

<i>Department: Register of Deeds</i>			#24-116
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104180-532001	Postage		\$ 75.00
104180-549100	Dues & Subscriptions		\$ 50.00
104180-531000	Travel	\$ 125.00	
<i>Reason for Budget Revision:</i> Transfer funds to cover shortfalls.			

<i>Department: Personnel</i>			#24-117
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104121-531000	Travel		\$ 2,600.00
104121-526000	Office Supplies	\$ 2,600.00	
<i>Reason for Budget Revision:</i> Transfer funds to cover malfunctioning computer and increase office supplies line for other incidental computer expenses and/or additional supplies as needed through end of FY.			

Department: Personnel

#24-118

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104121-512103	Salary Supplement		\$ 38,000.00
104121-518500	Unemployment Insurance	\$ 2,300.00	
104121-518300	Group Insurance	\$ 11,000.00	
104121-518200	Retirement Expense	\$ 14,000.00	
104121-518101	Medicare	\$ 1,700.00	
104121-518100	FICA	\$ 9,000.00	

Reason for Budget Revision: To cover line overruns.

Department: Personnel

#24-119

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104121-512103	Salary Supplement		\$ 40,000.00
104320-512200	Jail OT	\$ 40,000.00	

Reason for Budget Revision: To cover line overruns.

Department: Emergency Management

#24-120

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104330-521200	Uniforms		\$ 500.00
104330-535200	Maint & Repair-Equipment	\$ 500.00	

Reason for Budget Revision: To move funds to cover maintenance of the underwater robot.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105167-519900	Contracted Services		\$ 448.00
105167-518100	FICA Expense	\$ 320.00	
105167-518210	401K Employer Contribution	\$ 120.00	
105167-532000	Telephone	\$ 8.00	
105169-512100	Salaries & Wages		\$ 80.00
105169-518200	Retirement Expense	\$ 80.00	
105171-512100	Salaries & Wages		\$ 800.00
105171-518100	FICA Expense	\$ 300.00	
105171-518300	Group Insurance	\$ 500.00	
105110-512100	Salaries & Wages		\$ 38,218.00
105180-529000 MAJ	Departmental Supplies		\$ 800.00
105180-529005	Safety Supply & Equipment		\$ 200.00
105180-537000	Advertising		\$ 300.00
105180-538100	Programming		\$ 1,000.00
105180-512100	Salaries & Wages	\$ 39,800.00	
105180-518101	Medicare Expense	\$ 718.00	
105180-512100 23MEN	Salaries & Wages		\$ 29.00
105180-518101 23MEN	Medicare Expense	\$ 29.00	
105190-518200	Retirement Expense		\$ 30.00
105190-518210	401K Employer Contribution	\$ 30.00	

Reason for Budget Revision: To cover line overruns.

FISCAL YEAR 2023-2024

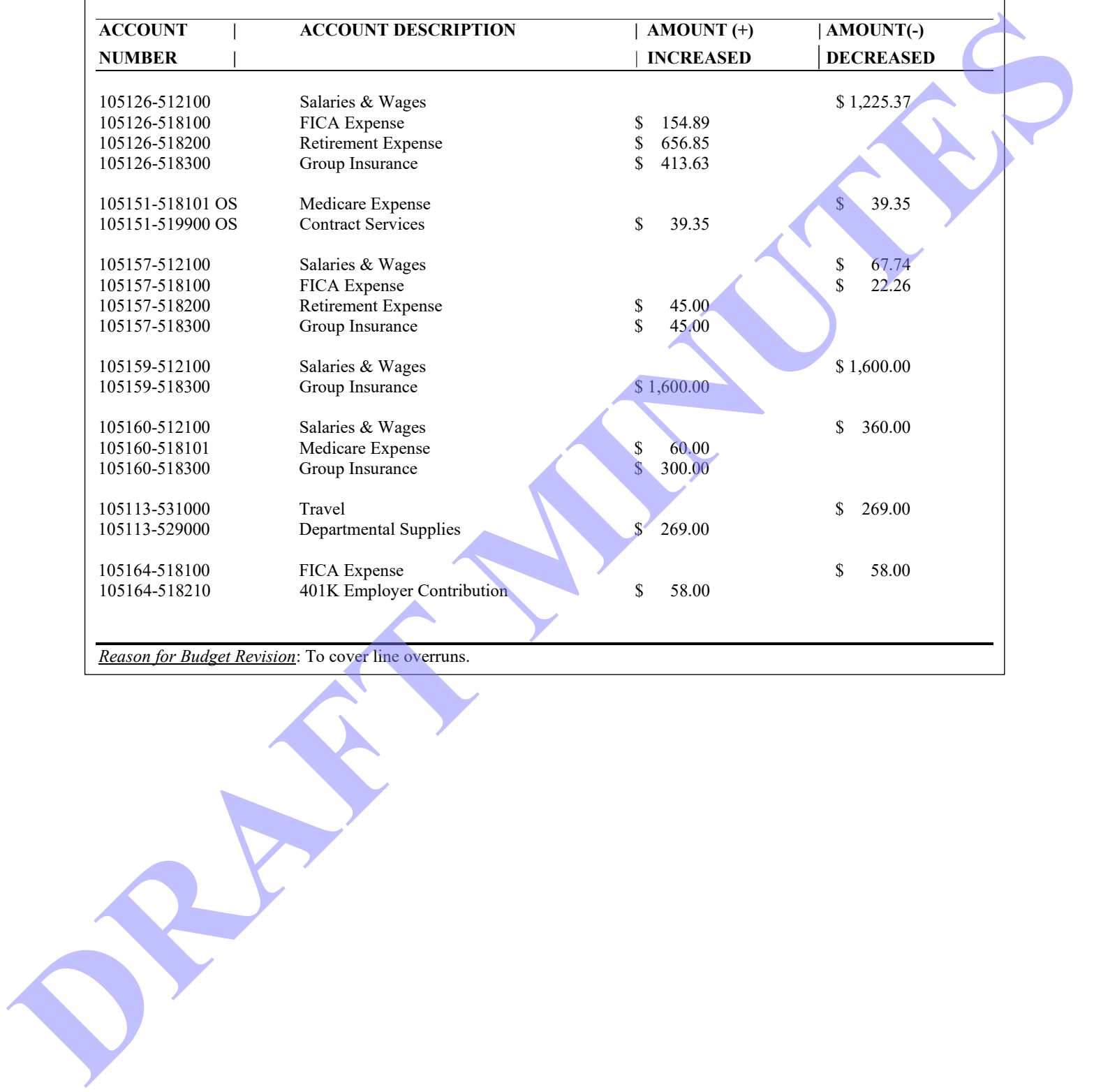
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435132	LCS/LTech Assist Revenue	\$ 50,000.00	
105132-512100	Salaries & Wages	\$ 10,000.00	
105132-518100	FICA Expense	\$ 2,000.00	
105132-518101	Medicare Expense	\$ 2,000.00	
105132-518200	Retirement Expense	\$ 3,000.00	
105132-518300	Group Insurance	\$ 3,000.00	
105132-519900	Contract Services	\$ 20,000.00	
105132-529000	Departmental Supplies	\$ 10,000.00	

Reason for Budget Revision: Funds provided to enhance ability of Health Department to deliver essential services.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105126-512100	Salaries & Wages		\$ 1,225.37
105126-518100	FICA Expense	\$ 154.89	
105126-518200	Retirement Expense	\$ 656.85	
105126-518300	Group Insurance	\$ 413.63	
105151-518101 OS	Medicare Expense		\$ 39.35
105151-519900 OS	Contract Services	\$ 39.35	
105157-512100	Salaries & Wages		\$ 67.74
105157-518100	FICA Expense		\$ 22.26
105157-518200	Retirement Expense	\$ 45.00	
105157-518300	Group Insurance	\$ 45.00	
105159-512100	Salaries & Wages		\$ 1,600.00
105159-518300	Group Insurance	\$ 1,600.00	
105160-512100	Salaries & Wages		\$ 360.00
105160-518101	Medicare Expense	\$ 60.00	
105160-518300	Group Insurance	\$ 300.00	
105113-531000	Travel		\$ 269.00
105113-529000	Departmental Supplies	\$ 269.00	
105164-518100	FICA Expense		\$ 58.00
105164-518210	401K Employer Contribution	\$ 58.00	

Reason for Budget Revision: To cover line overruns.



Department: Field Operations Section, Water Department

#24-124

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
307140-531000	Travel		\$ 71.70
307140-526000	Office Supplies	\$ 71.70	
307140-529001 GRT	Dept Supplies & Chemical		\$ 3,546.44
307140-529001	Dept Supplies & Chemical	\$ 3,546.44	
307140-533000 MIL	Electrical		\$ 1,000.00
307140-533000 GRT	Electrical	\$ 1,000.00	
307140-519500	Engineering Services		\$ 400.00
307140-533001	Water & Sewer	\$ 400.00	
307140-519500	Engineering		\$ 75.00
307140-533002	Gas and Propane	\$ 75.00	
307140-519500	Engineering Services		\$ 200.00
307140-535100	M&R Grounds	\$ 200.00	
307140-519500	Engineering Services		\$ 700.00
307140-535300	M&R Auto	\$ 700.00	
307140-512600	Salaries & Wages P/T		\$ 30.01
307140-535500	M&R Equipment	\$ 30.01	

Reason for Budget Revision: To cover shortfalls in other line items.

Department: Social Services

#24-125

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100212-435446	Emergency Placement Revenue	\$ 9,296.00	
105446-500000	Expense	\$ 9,296.00	

Reason for Budget Revision: New State funding created.

Department: Landfill

#24-126

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
106120-529000	Departmental Supplies		\$ 2,000.00
106120-535100	M&R Grounds		\$ 3,000.00
106120-535200	Maint & Repair-Equipment		\$ 1,200.00
104721-535200	Maint & Repair-Equipment		\$ 1,200.00
104722-535100	M&R Grounds	\$ 7,400.00	

Reason for Budget Revision: To cover shortfalls in other line items.

<i>Department:</i> Board of Elections			#24-127
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104170-512100	Salaries and Wages		\$ 600.00
104170-537000	Advertising	\$ 600.00	
<i>Reason for Budget Revision:</i> To cover costs associated with Second Primary Notice and advertising for an office position.			

<i>Department:</i> Board of Elections			#24-128
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104170-512100	Salaries and Wages		\$ 7,000.00
104170-529000	Departmental Supplies	\$ 7,000.00	
<i>Reason for Budget Revision:</i> To replace old voting booths with new multi booth stations.			

<i>Department:</i> Board of Elections			#24-129
FISCAL YEAR 2023-2024			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
104170-512100	Salaries and Wages		\$ 1,500.00
104170-534000	Printing & Binding	\$ 1,500.00	
<i>Reason for Budget Revision:</i> To cover costs associated with Second Primary ballot printing.			

On a motion made by Commissioner Prescott and seconded by Commissioner Riggs, the following resolution was approved by a vote of 5:1 (Nay: Commissioner Baskervill).

BE IT RESOLVED, the request for approval to Upgrade Body/Car Camera System for \$29,000 for the Sheriff's Department, is hereby approved. [23-24-178]

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Brinson and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the request for approval to Release GAP Bill for Jesse Adams in the

amount of \$170.33 for a 2020 Chrysler Van, is hereby denied. [23-24-182]

On a motion made by Commissioner Baskervill and seconded by Commissioner Ollison, the following resolution was unanimously approved.

BE IT RESOLVED, the request to approve Town of Vandemere’s request for Enforcement of Pamlico County Dangerous Animal Ordinance within the Town, is hereby approved. [23-24-183]

JOINT RESOLUTION
of
PAMLICO COUNTY
and
TOWN OF VANDEMERE

WHEREAS, Pamlico County (“County”) has adopted the Pamlico County Dangerous Animal Ordinance (“Ordinance”), applicable within the unincorporated areas of Pamlico County; and

WHEREAS, Section 153A-122(b) of the North Carolina General Statutes provides that a county ordinance may, upon resolution, be applicable within an incorporated municipality; and

WHEREAS, the Town of Vandemere (“Town”) desires that the Ordinance be applicable within the corporate limits of the Town, and to be administered and otherwise enforced by the County within the Town.

NOW THEREFORE, be it resolved by the parties as follows:

1. The Ordinance shall be applicable within the Town upon the adoption of this Resolution by the last party to execute the same.
2. Once effective within the Town, the County shall administer and otherwise enforce the Ordinance within the Town.
3. This Resolution may subsequently be withdrawn and rescinded by either party upon thirty (30) days’ advance written notice to the other; and thereafter, the Ordinance shall cease to have application within the Town.

Adopted this ____ day of _____, 2024 by the Town of Vandemere.

TOWN OF VANDEMERE

(Town Seal)

Sandra A. Snipes, Mayor

Attest:

Sue Britt, Town Clerk

Adopted this 15th day of April, 2024 by Pamlico County.

PAMLICO COUNTY

(County Seal)

Candy Bohmert, Chair

Attest:

Tracy Boyd, Clerk

On a motion made by Commissioner Baskervill and seconded by Commissioner Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the approval of Project Ordinance for Kershaw Water Treatment Plant Project, is hereby approved. [23-24-184]

**CAPITAL PROJECT BUDGET ORDINANCE
Grantsboro/ Kershaw WTP Improvements**

Be it ORDAINED by the Governing Board of the Pamlico County, North Carolina, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital Project Ordinance is hereby adopted:

Section 1: The Project authorized is the construction/rehabilitation of a water treatment facility to be financed by a Drinking Water State Revolving Fund loan with principal forgiveness and a S.L. 2023-134 appropriation of State Reserve Funds.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the board resolution, loan documents and the budget contained herein.

Section 3: The following amounts are appropriated for the project :

Project Expenses	Total Amount	Eligible Amount
Construction Contract	\$5,395,000	\$5,395,000
Contingency	\$540,000	\$540,000
Technical Services (Planning & Design) *	212,000	\$212,000
Technical Services (Construction Phase)*	\$188,000	\$188,000
Permitting*	\$5,000	\$5,000
Closing Costs	\$59,542	
Totals	\$6,399,542	\$ 6,340,000**

*Subject to further review** Current Funding Offer is \$3,747,000 in DWSRF funds. The County has

indicated in the Request For Funding for S.L. 2023-134 that the funding to be utilized will be \$ 2,977,100 in DWSRF funds and \$3,362,900 in State Reserve funds from S.L. 2023-134.

Section 4: The following revenues are anticipated to be available to complete this project:

Funding Source	Amount
WIF- 2005 DWSRF	\$2,977,100.00
S.L. 2023-134 State Reserve Fund	\$3,362,900.00
Local Funds-Closing Costs	\$59,542.00
Total Project Funds	\$6,399,542.00

Section 5: The finance officer is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations. The terms of the resolution also shall be met.

Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due. Disbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7: The finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 3 and on the total grant/loan revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

Section 9: Copies of this capital project ordinance shall be furnished to the clerk to the Governing Board, and to the Budget Officer and the Finance officer for direction in carrying out this project.

Duly adopted this ___15th___ day of April, 2024

Signature, Candy Bohmert, Chairman

(Seal)

Attest: _____
Signature, Tracy Boyd, Clerk to the Board

On a motion made by Commissioner Brinson and seconded by Commissioner Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the request to select Oakley Collier Architect to Implement Recommendations of Pamlico County Space Planning and Feasibility Study, is hereby approved. [23-24-185]

BE IT FURTHER RESOLVED, the County Manager is authorized with the firm, to negotiate a price for the scope of work and to develop contract documents.

On a motion made by Commissioner Ollison and seconded by Commissioner Riggs, the following resolution was unanimously approved.

BE IT RESOLVED, the request for approval of Amended Plat – Cutter Bay Subdivision, is hereby approved. [23-24-186]

On a motion made by Commissioner Baskervill and seconded by Commissioner Ollison, the following resolution was unanimously approved.

Chairman Bohmert invited Health Director Melanie Campen to present the Health Department's Quarterly Report (attached) [22-23-187].

On a motion made by Commissioner Brinson seconded by Commissioner Bohmert, and unanimously approved, the Board went into Closed Session for discussion of Health Director Performance Review [N.C.G.S. § 143-318.11(a)(6)]. Time Recorded: 8:19pm

No action was taken in Closed Session.

On a motion made by Commissioner Brinson, seconded by Commissioner Riggs, and unanimously approved, the Board went back into Open Session. Time Recorded: 8:33pm

There being no further business, on a motion made by Commissioner Prescott and seconded by Commissioner Brinson, the Board recessed until the Budget Meeting on Tuesday, April 23, 2024 at 9:00am. The next regular meeting will be on Monday, May 6, 2024 at 7:00pm. Time Recorded: 8:45pm.

Chairman

Clerk to the Board



**BUDGET MEETING MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
TUESDAY, APRIL 23, 2024**

The Pamlico County Board of Commissioners held a Budget Meeting on Tuesday, April 23, 2024 at 9:00am in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Candy Bohmert, Kari Forrest, Pat Prescott, and Ed Riggs were present. Commissioner Doug Brinson and Carl Ollison arrived a few minutes after the start of the meeting. Also present were County Manager Tim Buck, Finance Director Bill Fentress, Personnel Director Chantelle Allison and Clerk to the Board Tracy Boyd. This meeting was open to the public, and proper notice was given.

Chairman Bohmert called the meeting back to order at 9:03am (recessed from the Regular Commissioner's meeting on April 15, 2024).

The purpose of the meeting was:

1. Approve Architect
2. Review current year (23-24) budget and projections
3. FY 24-25 General Fund Budget
4. FY 24-25 Water Fund Budget
5. Salary Study
6. General Discussion
7. Department by department line item review

The board discussed and reviewed the architect (Oakely Collier) Master Agreement and Service Order.

On a motion made by Commissioner Baskervill and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the request for approval of the Oakley Collier Architects to implement and design Phase 1B (EOC/Dispatch) of Pamlico County Space Study in the amount of \$2,640,000 and authorize Chairman and or staff to sign all necessary contract documents, is hereby approved.

County Manager Tim Buck and Finance Officer Bill Fentress provided updates on the current year-end (FY 23-24) General Fund and financial projections. Board/manager discussion included: revenue predictions for the upcoming fiscal year (FY 24-25), the different departments' capital item lists, new position requests, increases to their general operating expenses, and proposed budget cuts in order to balance the budget. The same discussion process was repeated for departments that are separate from the General Fund, ie: Water Department, Fire Department, and Rescue/Ambulance Service.

Commissioner Carl Ollison left at 10:33.

Chairman Bohmert then invited Personnel Director Chantelle Allison to discuss the Salary Study.

Personnel Director Chantelle Allison discussed and compared the current job openings from surrounding counties to see how current market hire rates compare to Pamlico County, COLA options, and Merit

options.

There being no further business, on a motion made by Commissioner Baskervill and seconded by Commissioner Prescott, the Board recessed and will continue this Budget Meeting on Friday, May 3, 2024 at the Pamlico County Schools Central Office Board Room, 507 Anderson Drive, Bayboro, NC 28515 at 9:00am. The next regular meeting will be on Monday, May 6, 2024 at 7:00pm. Time recorded: 12:36pm

Chairman

Clerk to the Board

DRAFT MINUTES

BUDGET AMENDMENTS





COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer X

Type of Revision: Expenditure X Revenue _____

Department: Water

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT (-) DECREASED
307140-555000	Capital Outlays		\$ 50,000.00
307140-519900	Contracted Services	\$ 50,000.00	

Reason for Budget Revision: Purpose is to cover cost of well repairs for Grantsboro site.

Approved By:

Finance Officer

County Manager

May 6, 2024
Agenda Date

Clerk to the Board (For Board Approval)

Patrice Lackey

From: Bill Fentress
Sent: Thursday, April 11, 2024 9:42 AM
To: Patrice Lackey
Cc: Tracy Boyd
Subject: Need Budget Amendment

Patrice, please prepare Budget amendment. Move 50,000 from 307140 555000 to 307140 519900. Purpose is to cover cost of well repairs for Grantsboro site.

This does not have to be done for the Monday meeting coming up. But have in next BOC meeting packet.

Thanks

Bill Fentress
Finance Officer
County of Pamlico
302 Main St.
P.O. Box 776
Bayboro, N.C. 28515
Tel: 252-745-5195
Fax: 252-745-5514
bill.fentress@pamlicocounty.org



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer _____
Type of Revision: Expenditure X Revenue X
Department: Soil & Water

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

Table with 4 columns: ACCOUNT NUMBER, ACCOUNT DESCRIPTION, AMOUNT (+) INCREASED, AMOUNT (-) DECREASED. Rows include Stream Debris Removal and Contracted Stream Debris Removal.

Reason for Budget Revision: To recognize revenue received from State of NC and increase associated expenditure line.

Approved By:

Finance Officer
May 6, 2024
Agenda Date

County Manager
Clerk to the Board (For Board Approval)

Account: 10-0213-434977-
 Acct Name: STREAM DEBRIS REMOVAL
 Type: Revenue
 Status: Active

Yr/Per	2024/1D	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2021
Original Budget	.00	.00	.00	.00	.00
Transfers In	-31,815.90	-340,379.00	-107,699.00	.00	.00
Transfers Out	.00	.00	.00	.00	.00
Revised Budget	-31,815.90	-340,379.00	-107,699.00	.00	.00
Actual (Memo)	-149,784.90	-315,082.27	-80,586.19	.00	.00
Encumbrances	.00	.00	.00	.00	.00
Revisions	.00	.00	.00	.00	.00
Available	117,969.00	-25,296.73	27,112.81	.00	.00
Percent used	470.79	92.57	74.83	00	00

100213-434977 Stream Debris Removal 117,969.00
 1049101-519930 Contracted Stream Debris Removal 117,969.00

To recognize revenue received from State of NC and increase associated expenditure line

Written Up / Stewart
 Entered _____



STATE OF NORTH CAROLINA

DEPARTMENT OF AGRICULTURE

1001 MAIL SERVICE CENTER
RALEIGH NC 27699

86-1059
531

000009167

Date: 04/10/24

PAYABLE AT PAR THROUGH FEDERAL
RESERVE SYSTEM
STATE TREASURER, RALEIGH, NC
Void After One Year

PAY ONE HUNDRED SEVENTEEN THOUSAND NINE HUNDRED SIXTY-NINE AND 00/100

\$117,969.00

TO THE ORDER OF

PAMLICO COUNTY
PO BOX 776
BAYBORO NC 28515

Steven W. Taylor
AUTHORIZED SIGNATURE

⑈000009167⑈ ⑈0531⑈0591⑈ ⑈0000090⑈

STATE OF NORTH CAROLINA
DEPARTMENT OF AGRICULTURE
1001 MAIL SERVICE CENTER, RALEIGH NC 27699

000009167

DATE	INVOICE/CREDIT MEMO #	HANDLING	INVOICE AMOUNT	DISC	NET AMOUNT
02/22/24	22-080-0266		\$117,969.00	\$0.00	\$117,969.00
	Stream Debris Removal				
		TOTALS	\$117,969.00	\$0.00	\$117,969.00

100213.434977

RECEIVED

APR 12 2024

PAMLICO COUNTY
FINANCE OFFICE



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer _____ X
Type of Revision: Expenditure _____ X Revenue _____
Department: DSS

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

Table with 4 columns: ACCOUNT NUMBER, ACCOUNT DESCRIPTION, AMOUNT (+) INCREASED, AMOUNT (-) DECREASED. Rows include Transportation DSS and Transportation-RGP Grant.

Reason for Budget Revision: Move funds from RGP to EDTAP to pay February invoice.

Approved By:

Finance Officer
May 6, 2024
Agenda Date

County Manager
Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ X _____ Line Item Transfer _____ X
 Type of Revision: Expenditure(E) _____ E _____ Revenue (R) _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
105800-548703 (E)	Transportation DSS EDTAP	\$1,035.94	
105801-548708 (E)	RGP Transporataion		(\$1,035.94)

Reason for Budget Revision: _____
 Move funds from RGP to EDTAP

Approved By:

 Finance Officer

 Agenda Date

 County Manager

 Clerk to the Board (For Board Approval)

Patrice Lackey

From: Danielle Jones <dajones@pamlicodss.net>
Sent: Friday, April 19, 2024 2:30 PM
To: Monica Jenkins; Tracy Boyd; Patrice Lackey
Cc: Adriana Corona; Debbie Green
Subject: Budget Amendment ROAP accounts
Attachments: Budget Amend ROAP 04 19 2024.xls

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Budget Amendments

CAUTION: This email originated from outside of Pamlico County. Do not click links or open attachments unless you recognize the sender and know the contact and content is safe.

Budget Amendment ROAP accounts need to move funds to pay February invoice. Allowable to use between the two programs.

Thanks

DANIELLE JONES

FISCAL MANAGER

Pamlico County Human Services

828 Alliance Main Street

Bayboro, NC 28515

252-745-4086 Ext 282

dajones@pamlicodss.net





COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer _____
Type of Revision: Expenditure X Revenue X
Department: DSS

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

Table with 4 columns: ACCOUNT NUMBER, ACCOUNT DESCRIPTION, AMOUNT (+) INCREASED, AMOUNT (-) DECREASED. Rows include Trustee Acct- L. S. Expense with amounts of \$ 4,000.00.

Reason for Budget Revision: To recognize income received by wards and increase expenditure line. Estimated yearly income wards expense and revenue.

Approved By:

Finance Officer

County Manager

May 6, 2024
Agenda Date

Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ X _____ Line Item Transfer _____
Type of Revision: Expenditure(E) _____ E _____ Revenue (R) _____ R _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
750600-437593 (R) 757130-583093 (E)	L Sanders L. Sanders	\$4,000.00 \$4,000.00	

Reason for Budget Revision: _____ To recognize income received by wards and increase expenditure line
 Estimated yearly income wards expense and revenue

Approved By:

_____ Finance Officer

_____ County Manager

_____ Agenda Date

_____ Clerk to the Board (For Board Approval)

Patrice Lackey

From: Danielle Jones <dajones@pamlicodss.net>
Sent: Friday, April 26, 2024 12:37 PM
To: Marea Stewart
Cc: Monica Jenkins; Patrice Lackey
Subject: Increase wards line
Attachments: 04 26 2024 Sanders Estimated Increase.xls

Categories: Budget Amendments

CAUTION: This email originated from outside of Pamlico County. Do not click links or open attachments unless you recognize the sender and know the contact and content is safe.

Per our conversation this am I have created a budget amendment to increase both expense and revenue by the same amount.

Please let me know if you have any questions – thanks

DANIELLE JONES

FISCAL MANAGER

Pamlico County Human Services
828 Alliance Main Street
Bayboro, NC 28515
252-745-4086 Ext 282
dajones@pamlicodss.net





COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer _____
Type of Revision: Expenditure X Revenue X
Department: Water

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

Table with 4 columns: ACCOUNT NUMBER, ACCOUNT DESCRIPTION, AMOUNT (+) INCREASED, AMOUNT(-) DECREASED. Rows include items like Local Funds-Closing Cost, WIF-2005 DWSRF, S.L. 2023-134 State Reserve FU, etc.

Reason for Budget Revision: To set up budget for Kershaw WTP improvements.

Approved By:

Finance Officer

County Manager

May 6, 2024

Agenda Date

Clerk to the Board (For Board Approval)

INCREASE	370225	438422	KER	LOCAL FUNDS-CLOSING COSTS	59,542.00
INCREASE	370229	438410	KER	WIF-2005 DWSRF	2,977,100.00
INCREASE	370229	438414	KER	S.L. 2023-134 STATE RESERVE FU	3,362,900.00
INCREASE	377148	548616	KER	CLOSING COST	59,542.00
INCREASE	377148	548626	KER	CONTINGENCY	540,000.00
INCREASE	377148	548633	KER	CONSTRUCTION CONTRACT	5,395,000.00
INCREASE	377148	548635	KER	PERMITTING	5,000.00
INCREASE	377148	548636	KER	TECH SVCS PLANNING	212,000.00
INCREASE	377148	548638	KER	TECH SVCS CONSTRUCTION	188,000.00

To set up budget for Kershaw WTP improvements



COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer _____ X
Type of Revision: Expenditure _____ X Revenue _____
Department: DSS

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

Table with 4 columns: ACCOUNT NUMBER, ACCOUNT DESCRIPTION, AMOUNT (+) INCREASED, AMOUNT (-) DECREASED. Rows include M&R Building and Capital Outlay.

Reason for Budget Revision: Move funds to purchase much needed safe vehicle.

Approved By:

Finance Officer

May 6, 2024
Agenda Date

County Manager

Clerk to the Board (For Board Approval)



B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ X _____ Line Item Transfer _____ X _____
Type of Revision: Expenditure(E) _____ E _____ Revenue (R) _____ _____

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the budget ordinance.

FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT(+) INCREASED	AMOUNT(-) DECREASED
105310-535600 (E) 105310-555000 (E)	M & R Building Capital Outlay	\$25,000.00	(\$25,000.00)

Reason for Budget Revision: _____ Move funds to purchase much needed safe vehicle

Approved By: _____

Finance Officer

County Manager

Agenda Date

Clerk to the Board (For Board Approval)

Patrice Lackey

From: Danielle Jones <dajones@pamlicodss.net>
Sent: Monday, April 29, 2024 1:01 PM
To: Patrice Lackey; Monica Jenkins
Cc: Debbie Green; Adriana Corona; Tim Buck
Subject: Budget amendment
Attachments: 04 29 2024 Capital Outlay Vehicle Request.xls

Categories: Budget Amendments

CAUTION: This email originated from outside of Pamlico County. Do not click links or open attachments unless you recognize the sender and know the contact and content is safe.

Budget amendment- moving funds to purchase vehicle.

Thanks

DANIELLE JONES

FISCAL MANAGER

Pamlico County Human Services

828 Alliance Main Street

Bayboro, NC 28515

252-745-4086 Ext 282

dajones@pamlicodss.net





COUNTY OF PAMLICO

B U D G E T R E V I S I O N

Indicate Type: Budget Amendment _____ Line Item Transfer _____
Type of Revision: Expenditure X Revenue X
Department: Enhance FD

The original budget is being revised with this Budget Revision. A Budget Amendment will revise the total dollar amount, either increase or decrease, of the original Budget Ordinance. A Line Item Transfer will revise the dollar amounts allocated between different programs in a department with more than one budget code or different line items within a single department code but will not increase or decrease the Budget Ordinance.

FISCAL YEAR 2023-2024

Table with 4 columns: ACCOUNT NUMBER, ACCOUNT DESCRIPTION, AMOUNT (+) INCREASED, AMOUNT (-) DECREASED. Rows include Enhancement & Preservation FDS and Capital Outlays.

Reason for Budget Revision: To recognize revenue and increase Capital Outlay expenditure line.

Approved By:

Finance Officer

County Manager

May 6, 2024
Agenda Date

Clerk to the Board (For Board Approval)

BWA

Account Inquiry [COUNTY OF PAMLICO] | Standard Log Out | First Citizen | 12/22 unread | mareasteva | X +

Workforce Develop... | Personal Banking, C... | 9/36 unread | mare... | NC VETS Reports | MUNIS Online Ho... | pamlco county ma... | EKCS - Login Redirect | NC DHHS Controlle... | NC DHHS Funding | N... | Verizon Business Ac... | Munis Login: | https://paprood.nc.g... | All Bookmarks

Account Inquiry [COUNTY OF PAMLICO]

Search | Browse | Default | Print | Refresh | PDF | Save | Email | Mail | Home | Logout | MUNIS Online Ho... | EKCS - Login Redirect | NC DHHS Controlle... | NC DHHS Funding | N... | Verizon Business Ac... | Munis Login: | https://paprood.nc.g... | All Bookmarks

Account Inquiry [COUNTY OF PAMLICO]

Account

Fund 35 ENHANCE PR Acc 35-0226-441800- Account Notes

Orig 350226 LOCAL Act name ENHANCEMENT & PRESERVATION FDS

Object 441800 ENHANCE FDS Type Revenue Status Active

Project Rollup Sub-Rollup

Annual Budgeting Multi-Fiscal

Account Inquiry [COUNTY OF PAMLICO]

Account

Year	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2025	Life
Original Budget:	.00	.00	-4,941.32	.00	-17,441.32
Transfers In	-1,195.23	.00	.00	.00	-64,512.02
Transfers Out	.00	.00	.00	.00	12,500.00
Revised Budget	-1,195.23	.00	-4,941.32	.00	-69,453.34
Actual (Memo)	-5,766.90	-7,413.74	-9,403.24	.00	-137,205.29
Encumbrances	.00	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00	.00
Available	4,571.67	7,413.74	4,461.92	.00	.00
Percent used	482.49	.00	190.30	.00	.00

4 Year Comparison | History | 4 Year Graph | History Graph

Increase 350226-441800 Enhancement & Preservation Fds 3957.19
 Increase 354180-555000 Capital Outlays 3957.19
 To recognize revenue and increase Capital Outlay expenditure in

A-131

BOARD RELEASES



\$5.04

Release #

5764

5/6/2024 Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That Capital Area YMCA Inc be and is hereby
relieved from paying taxes on year (s) 2024

Five Dollars and 04/100's Dollars

Taxpayer is exempt

Taxpayer # 7041898

Tax Year	<u>2024</u>				
Receipt #	<u>6821623</u>				
County Tax	<u>\$4.67</u>				
<u>A</u> Fire Tax	<u>\$0.37</u>				
Town Tax					
Interest/LL					

Chairman Board of County Commissioners

Release #

5765

Bd. Date

THE BOARD OF PAMLICO COUNTY COMMISSIONERS

Bayboro, NC

ORDERED, That _____ be and is hereby
relieved from paying taxes on year (s) _____

Dollars

Taxpayer # _____

Tax Year	_____				
Receipt#	_____				
County Tax	_____				
Fire Tax	_____				
Town Tax	_____				
Interest/LL	_____				

Chairman Board of County Commissioners

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

EDWARD RIGGS JR. – TOWNSHIP #3

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

May 2, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Permission to Advertise Outstanding 2023 Taxes

See attached memo from Tax Administrator Lauren Murray. I am requesting that the Board issue an order to advertise the liens according to the statute.





Pamlico County Tax Office

Post Office Box 538 | Bayboro, North Carolina 28515

Collections: 252-745-4125

Listing: 252-745-3105

Land Records: 252-745-3791

May 1, 2024

To: Pamlico County Board of Commissioners

From: Lauren Murray, Tax Administrator

Subject: 2023 Outstanding Taxes - Permission to Advertise

In accordance with G. S. 105-369 of the Machinery Act of North Carolina, the total amount of unpaid taxes for the current fiscal year that are liens on Real Property are \$475,186.02 as of May 1, 2024. The general statute further directs the governing body to order the Tax Collector to advertise such liens on time in one or more newspaper having general circulation in the taxing unit. The lien advertisement shall be published on Tuesday, May 14, 2024, per board approval.

See attached printout.

Respectfully Submitted,

Lauren Murray, Tax Administrator

Approved _____

Disapproved _____

Signature _____ Date _____
Chairman, Board of Commissioners

TAX YEAR: 2023
 REPORT GROUP: 100
 PROPERTY TYPE: RP

PAMLICO COUNTY
 OUTSTANDING TAX REPORT/REVENUE UNIT SUMMARY
 THRU DEPOSIT DATE: 6/30/2024

REVENUE UNIT	TAXES	ASSESSMENTS	LATE LIST	TOTAL DUE
00	395,994.43			395,994.43
01 ARAPAHOE - FIRE	5,168.08			5,168.08
02 FL/WHORT - FIRE	3,632.59			3,632.59
03 GRANTS/SLV HILL - FIRE	3,061.09			3,061.09
04 OLYMPIA - FIRE	519.65			519.65
05 REELSBORO - FIRE	2,980.13			2,980.13
06 SOUTH EAST - FIRE	5,750.73			5,750.73
07 TRIANGLE - FIRE	2,936.22			2,936.22
08 VANDEMERE - FIRE	3,372.96			3,372.96
09 GOOSE CREEK ISLAND - FIRE	1,405.86			1,405.86
21 BAYBORO	6,877.88	12,156.95		19,034.83
22 MESIC	2,257.58	1,404.68		3,662.26
23 MINNESOTT BEACH	429.91			429.91
24 ORIENTAL	16,788.26			16,788.26
25 STONEWALL	1,324.54			1,324.54
26 VANDEMERE	2,309.72			2,309.72
27 ARAPAHOE		3,080.50		3,080.50
28 GRANTSBORO	1,364.55			1,364.55
29 ALLIANCE	2,369.71			2,369.71
TOTAL	458,543.89	16,642.13		475,186.02



Pamlico County Tax Office

Post Office Box 538 | Bayboro, North Carolina 28515

Collections: 252-745-4125
Listing: 252-745-3105
Land Records: 252-745-3791

NOTICE OF TAX LIENS ON REAL PROPERTY PAMLICO COUNTY

Under the authority vested in me by Section 105-369 of the North Carolina General Statutes and pursuant to an order of the Board of Commissioners of Pamlico County dated, May 6, 2024, I am hereby advertising tax liens for the year 2023 upon the real property described below.

The amount advertised includes costs and interest through June 30, 2024. The amount advertised will not constitute a waiver of the taxing unit's claim for these items.

The Real Property that is subject to the lien listed below is identified by the Parcel ID, Name of the person to whom the property is listed for taxes and the Amount owed.

If the taxes remain unpaid, the Tax Collector will use all available collection remedies to collect the delinquent taxes. The lien and property will be foreclosed, and the property will be sold to satisfy the taxing unit's claim for taxes.

This 6th day of May 2024.

Pamlico County Tax Administrator
County of Pamlico

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

EDWARD RIGGS JR. – TOWNSHIP #3

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

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FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

May 2, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Request to Approve Carr Riggs and Ingram Contract
2024 Audit

Reference the attached memorandum from Assistant County Manager Bill Fentress requesting to enter into contract with Carr Riggs Ingram for 2024 Audit Services. I am recommending and requesting approval.



TO: Tim Buck
From: Bill Fentress
RE: 2024 Carr Riggs Ingram Audit Contract
Date: May 6, 2024

Tim, I have attached the proposed 2024 Audit Contract from CRI, peer review, and Letter to the Board from CRI. There are a few language changes in 2024. While the language is different due to these changes, the contract is substantially similar to last year's contract. The contract amount is \$4600 more than the contract for the 2023 Audit; however, there is some additional work required due to our many grants and the new school project.

I am recommending approval of this contract for 2024. CRI has been exemplary in its service to Pamlico County . The firm and its primary auditors are always available for assistance to Finance Staff, while at the same time maintaining professional objectivity. I could not ask for a better professional and working relationship with an auditor.

Bill

The	Governing Board Board of Commissioners
of	Primary Government Unit Pamlico County
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

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

and	Auditor Name Carr, Riggs & Ingram, P.L.L.C.
	Auditor Address P.O. Box 1547 New Bern, NC 28563

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/24	Date Audit Will Be Submitted to LGC 10/31/24
-----	--------------------------------	---

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F (Uniform Guidance)* or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

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

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

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

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

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

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

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

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

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

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

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

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.
- All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.
28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:
- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
 - b) the status of the prior year audit findings;
 - c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
 - d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.
29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

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

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

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

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

FEEES FOR AUDIT SERVICES

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

Financial statements were prepared by: Auditor Governmental Unit Third Party

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

Name: Bill Fentress	Title and Unit / Company: Finance Officer	Email Address: bill.fentress@pamlicocounty.org
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OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

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

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

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

Primary Government Unit	Pamlico County
Audit Fee (financial and compliance if applicable)	\$ 49,100
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ 8,700
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 57,800

Discretely Presented Component Unit	N/A
Audit Fee (financial and compliance if applicable)	\$ N/A
Fee per Major Program (if not included above)	\$ N/A
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ N/A
All Other Non-Attest Services	\$ N/A
TOTAL AMOUNT NOT TO EXCEED	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Carr, Riggs & Ingram, P.L.L.C.	
Authorized Firm Representative (typed or printed)* Madonna Stafford, CPA	Signature* <i>Madonna Stafford, CPA</i>
Date* 4/22/2024	Email Address* mstafford@cricpa.com

GOVERNMENTAL UNIT

Governmental Unit* Pamlico County	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* Candy Bohmert, Chairman	Signature*
Date	Email Address* candybohmert@gmail.com

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

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

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

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

Sum Obligated by This Transaction:	\$ 57,800
Primary Governmental Unit Finance Officer* (typed or printed) Bill Fentress	Signature*
Date of Pre-Audit Certificate*	Email Address* bill.fentress@pamlicocounty.org

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU* N/A	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)* N/A	Signature*
Date*	Email Address* N/A

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

DPCU – PRE-AUDIT CERTIFICATE

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

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

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)* N/A	Signature*
Date of Pre-Audit Certificate*	Email Address* N/A

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

PRINT



MASTER SERVICES AGREEMENT

We are pleased that you have chosen to engage Carr, Riggs & Ingram, P.L.L.C. (“CRI”, “we,” “our” or “us”) to provide certain accounting, advisory, assurance, consulting, tax, and/or related services.

This Master Services Agreement 1.0 (“MSA”), shall govern, throughout the entirety of our contractual relationship(s), including the provision of our services and deliverables as set forth in one or more Engagement Letters from CRI (the “services”).

CLIENT

“Client” (collectively referred to as “Client”, “you”, or “your”) for the purposes of this MSA, shall mean the party or parties specifically listed as the Client(s) on the applicable Engagement Letter. As examples, the Client might include (ONLY AS SPECIFICALLY IDENTIFIED OR LISTED IN THE ENGAGEMENT LETTER(S)):

- For Individual Client(s): you, your spouse (if filing jointly), your dependent children, other dependents, any grantor trusts for which you act as trustee, and any investment partnership or limited liability company if all of the ownership interests are owned by the foregoing persons; and
- For Business Client(s) (e.g. for-profit, not-for profit, or governmental entities; fiduciary clients, etc.): the primary business and any subsidiaries or controlled affiliates.

With respect to each Engagement Letter, our Client(s) for a particular engagement will include only those individuals and entities specifically identified and listed under the Client Acknowledgement section of an Engagement Letter. Neither this MSA nor any Engagement Letter will create any client relationship nor any service-related obligation between us and any natural person or entity not specifically listed or identified in an Engagement Letter.

AUTHORITY TO BIND

BY EXECUTING AN ENGAGEMENT LETTER THAT REFERENCES AND INCORPORATES THIS MSA, CLIENT ACCEPTS AND AGREES TO THE TERMS OF THIS MSA. ANY INDIVIDUAL EXECUTING OR ACCEPTING THIS MSA ON BEHALF OF ANY INDIVIDUAL, COMPANY, OR OTHER LEGAL ENTITY, REPRESENTS THAT THEY HAVE THE AUTHORITY TO BIND SUCH INDIVIDUAL, ENTITY, AND ITS AFFILIATES TO THESE TERMS AND CONDITIONS, WILL PROVIDE UPON REQUEST ANY INFORMATION OR DOCUMENTATION VERIFYING, IN CRI’S SOLE DISCRETION, SUCH AUTHORITY, IN WHICH CASE THE TERM “CLIENT” SHALL REFER TO EACH REPRESENTED INDIVIDUAL, ENTITY, OR AFFILIATES. IF THE EXECUTING INDIVIDUAL DOES NOT HAVE SUCH AUTHORITY, OR DOES NOT AGREE WITH THESE TERMS AND CONDITIONS, THEY MUST NOT EXECUTE OR ACCEPT THIS MSA AND MAY NOT USE THE SERVICES.

ENGAGEMENT LETTERS

All services to be performed by us must be described in an Engagement Letter executed by CRI and the Client(s). Each Engagement Letter will provide details on the nature of the work and any expected deliverable. Our services will be limited to the services specifically described in that Engagement Letter. Our agreement to perform services under any particular Engagement Letter does not obligate us to perform any future services under any additional Engagement Letters.

Engagement Letters are subject to the terms and conditions outlined in this MSA. Upon execution of an Engagement Letter, this MSA is incorporated into each Engagement Letter executed by the parties.

OUR RESPONSIBILITIES

We will perform the services detailed in the Engagement Letter(s) in accordance with applicable professional standards. Our responsibility is limited to the period(s) covered by the service(s) detailed in the Engagement Letter(s) and does not extend to any later periods for which we are not engaged to provide applicable services, unless evidenced by a separate Engagement Letter.

We are available to provide you with business advice, but we are not obligated to do so unless you specifically engage us to do so via an Engagement Letter for this purpose. The parties agree that Client will only rely on written, not oral, statements or advice from CRI. We believe written advice is necessary to avoid confusion and to make clear the specific nature and limitations of our advice. You should not rely on any advice unless it has received a full supervisory review and is provided by us in writing directly to you.

Unless otherwise stipulated in the Engagement Letter:

1. we will not perform any procedures designed to:
 - a. discover defalcations or other irregularities,
 - b. audit or otherwise verify the information you give us,
 - c. detect immaterial misstatements or violations of laws or government regulations;
2. our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within your entity or noncompliance with laws and regulations; and our services are not designed to provide assurance on internal control or to identify deficiencies in internal control.

We are not investment counselors or brokers. Our advice concerning a particular investment shall be limited to advising you with regard to any applicable tax ramifications of the investment. It shall not include advising you regarding the economic viability or consequences of the investment or whether or not you should make the investment. Our advice regarding any applicable tax ramifications of the investment shall be based on documents and information that you provide us regarding the investment. However, if you would like investment advice, we are happy to provide contact information for (a) qualified investment advisor(s).

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. Our services do not relieve you of your responsibilities.

CLIENT RESPONSIBILITIES

Our services will be conducted on the basis that you acknowledge and understand your responsibility for (as and if applicable):

- assuming all management responsibilities; overseeing any services we provide by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience;
- evaluating the adequacy and results of services (including non-attest services) performed by us; and accepting responsibility for the results of such services; designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial information that is free from material misstatement, whether due to fraud or error, including monitoring ongoing activities;
- the selection and application of accounting principles and framework;
- the preparation and fair presentation of the financial information in conformity with the applicable accounting framework;
- making drafts of financial information or financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers);
- timely providing us with:
 - 1) access to all information of which you are aware or have in your possession, custody, or control that is relevant to the services for which we are engaged, including but not limited to items such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters;
 - 2) additional information that we may request;
- unrestricted access to persons within the entity from whom we determine it necessary to perform our services;
- the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting you or your entity involving:
 - 1) management,
 - 2) employees who have significant roles in internal control, and
 - 3) others where the fraud could have a material effect on the financial information or financial statements;
- informing us of your knowledge of any allegations of fraud or suspected fraud affecting you or your entity received in communications from employees, former employees, regulators, or others;
- identifying and ensuring compliance with applicable laws and regulations;
- the safeguarding of assets, the proper recording of transactions in the book(s) of accounts; and the substantial completeness and accuracy of the financial records, and the full and accurate disclosure of all relevant facts to us.

You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that you have disclosed to us all relevant facts affecting our services.

USE OF FOREIGN AFFILIATES AND THIRD-PARTY SERVICE PROVIDERS

In performing our services to you, and so long as this MSA remains in effect, you agree and consent that we may (i) use affiliate and/or third-party service providers located both within, and outside, the United

States, and (ii) disclose and share your confidential information with these service providers. We maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. We also secure and require confidentiality agreements with these service providers to maintain the confidentiality of your information and take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. We remain responsible for the work provided by any such third-party service providers. By executing this MSA, and for so long as it remains in effect, you consent to the use of international service providers, including disclosure of your confidential financial information, if applicable, to our service providers located abroad.

RECORD RETENTION

We retain records in accordance with our record retention policy. We do not keep any of your original records, so we will return those to you upon the completion of the engagement. When records are returned to you, it is your responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies. You acknowledge and agree that upon the expiration of the applicable retention periods reflected within our record retention policy, available upon request, we are free to destroy our records related to the relevant or affected engagement(s).

REQUEST FOR DISCLOSURE

In the event that we are requested or required to disclose any confidential information by law, a subpoena or order issued by a court of competent jurisdiction, other governmental or regulatory authority, or professional standards (each, an "Order") or are requested or required to disclose any of the confidential information by a non-governmental third party ("Third-Party Demand"), we shall, where legally permissible and reasonably practicable, give you reasonable notice of the Order or Third-Party Demand so that you may seek a protective order or other appropriate remedy at your sole expense, or waive our compliance with the applicable confidentiality provisions of this MSA. In the event you direct us not to make the disclosure, you agree to defend, reimburse, and hold us harmless from any costs or expenses incurred in defending the privilege, including, by way of illustration only, our attorney's fees, court costs, outside adviser's costs, out-of-pocket expenses of any kind, or penalties or fines imposed as a result of your asserting the privilege or your direction to us to assert the privilege; provided, however, we retain the sole discretion, after consultation with our legal counsel, to determine whether or not, and to what extent, to comply with or otherwise address any Order or Third-Party Demand.

DATA SECURITY

In the interest of facilitating our services to you, we may send data over the Internet, securely store electronic data via computer software applications hosted remotely on the Internet or allow access to data through third-party vendors' secured portals or clouds. Electronic data that is confidential to you may be transmitted or stored using these methods. We may use third-party service providers to store or transmit this data, such as, but not limited to, providers of tax return preparation software. In using these data communication and storage methods, we employ measures designed to maintain data security. We use reasonable efforts to keep such communications and data access secure in accordance with our obligations under applicable laws and professional standards. We also require our third-party vendors to do the same.

You recognize and accept that we have no control over, and shall not be responsible for, the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors. You consent to our use of these electronic devices and applications and submission of confidential client information to third-party service providers during this relationship.

To enhance our services to you, we will use a combination of remote access, secure file transfer, virtual private network, other collaborative virtual workspaces, or other online tools or environments. Access through any combination of these tools allows for on-demand and/or real-time collaboration across geographic boundaries and time zones and allows the parties hereto to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use certain of these tools and in addition to execution of this MSA or any related Engagement Letter(s), you may be required to execute a separate client acknowledgement or agreement and agree to be bound by the terms, conditions, and limitations of such agreement. You agree that we have no responsibility for the activities of third-party vendors supplying these tools and agree to indemnify and hold us harmless with respect to any and all claims arising from or related to the operation of these tools. While we may back up your files to facilitate our services, you are solely responsible for the backup of your files and records; therefore, we recommend that you also maintain your own backup files of these records. In the event you suffer a loss of any files or records due to accident, inadvertent mistake, or force majeure, copies of which you have provided to us pursuant to this MSA or any related Engagement Letter(s), we shall not be responsible or obligated to provide you a copy of any such file or record which we may retain in our possession.

DISPUTE RESOLUTION

In the event of a dispute between the parties, which arises out of or relates to this MSA or any related Engagement Letter(s), the breach thereof or the services provided or to be provided hereunder or in the related Engagement Letter(s), if the dispute cannot be settled through negotiation, the parties agree that before initiating arbitration, litigation, or other dispute resolution procedure, they will first try, in good faith, to resolve the dispute through non-binding mediation. All parties agree that an alternative form of dispute resolution shall not be undertaken by either party until the expiration of fifteen (15) calendar days following notice being provided to the other party indicating that the dispute cannot be settled through mediation. The mediation will be administered by the American Arbitration Association under its *Dispute Resolution Rules for Professional Accounting and Related Services Disputes*. The costs of any mediation proceedings shall be shared equally by all parties.

LIMITATION OF LIABILITY

EXCEPT AS PROVIDED IN THIS MSA, WE SHALL NOT BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, SPECIAL, PUNITIVE, OR ANCILLARY DAMAGES OF ANY KIND ALLEGED AS A RESULT OF ANY CAUSE OF ACTION ARISING FROM OR IN ANY WAY RELATED TO THIS MSA (WHICH INCLUDES, FOR CLARIFICATION, ALL RELEVANT AND AFFECTED ENGAGEMENT LETTER(S)), WHETHER FOR BREACH OF CONTRACT, TORT, OR OTHERWISE. UNLESS OTHERWISE STATED IN THIS AGREEMENT, THE PARTIES AGREE THAT OUR TOTAL CUMULATIVE LIABILITY (INCLUDING OUR EMPLOYEES, DIRECTORS, OFFICERS, OR AGENTS), SHALL NOT EXCEED THE AMOUNT OF FEES EARNED BY US RELATED TO THE RELEVANT SERVICE(S) (AS SPECIFIED IN THE AFFECTED ENGAGEMENT LETTER(S)) DURING THE TWELVE MONTHS PRECEDING THE EVENT GIVING RISE TO THE CLAIM, AS SUCH AMOUNT SHALL SERVE AS A REASONABLE PROSPECTIVE ESTIMATE OF ANY DAMAGES WHICH YOU MAY SUFFER THROUGH ANY BREACH BY US OF

THE TERMS OF THIS MSA, AS SUCH DAMAGES MAY BE SPECULATIVE OR IMPOSSIBLE TO CALCULATE. IF THERE ARE UNPAID FEES OWED TO US, THIS CUMULATIVE LIABILITY WILL BE REDUCED BY THE VALUE OF THE UNPAID FEES WITH NO ADDITIONAL INTEREST OR CHARGES, AS WE RETAIN THE RIGHT TO OFFSET ANY SUMS CLAIMED AS DUE AND OWED BY YOU, BY ANY SUMS TO WHICH WE ARE LEGALLY ENTITLED. THIS LIMITATION SHALL APPLY WHETHER OR NOT FURTHER DAMAGES ARE FORESEEABLE, OR WHETHER EITHER PARTY (OR ITS EMPLOYEES, AGENTS, OFFICERS, OR DIRECTORS) HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. CLIENT(S) AGREE TO DEFEND, INDEMNIFY, AND HOLD CRI HARMLESS AGAINST ALL CLAIMS OF ANY KIND ARISING FROM IMPROPER THIRD-PARTY DISCLOSURE OF CRI REPORTS OR WORK PRODUCT.

GOVERNING LAW AND VENUE

This MSA and any underlying Engagement Letter(s), including but not limited to, any act or omission of CRI pursuant to the MSA and/or any work by CRI shall be governed by the laws of the State of Alabama, without reference to any conflict of laws rules or principles. Any claim, civil action, or legal proceeding arising out of or in any way relating to this MSA or any underlying Engagement Letter(s), any act or omission of CRI pursuant to the MSA, and/or any other agreement(s) with CRI, must be brought in a state court having jurisdiction in Coffee County, Alabama, Enterprise Division, and each party irrevocably submits to the jurisdiction and venue of any such court in any such action or proceeding and agrees to waive any defenses or objections to venue and jurisdiction within Coffee County, Alabama, including *forum non conveniens*.

STATUTE OF LIMITATIONS

The parties agree that there shall be a one-year statute of limitation (from the delivery of the service or termination of the MSA or Engagement Letter(s)) for the filing of any requests for arbitration, lawsuit, or proceeding related to this MSA. If such a claim is filed more than one year, or the minimum durational period having been determined as permissible by applicable statutory law or by a court of competent jurisdiction, subsequent to the delivery of the service or termination of the MSA or Engagement Letter(s), whichever occurs first in time, then it shall be precluded by this provision, regardless of whether or not the claim has accrued at that time.

TERMINATION

The MSA shall continue in full force and effect until terminated in accordance with this section. We have the right and sole discretion to terminate and withdraw from this MSA immediately upon written notice to you for any reason including, but not limited to, if you do not provide us with requested information in a timely manner, refuse to cooperate with our reasonable requests, or misrepresent any facts. Withdrawal or termination of this MSA constitutes withdrawal and termination from any and all related Engagement Letter(s).

We also have the right and sole discretion to withdraw for any reason from any specific engagement covered by an Engagement Letter immediately upon written notice to you. Our withdrawal will release us from any obligation to complete the services covered by that Engagement Letter and will constitute completion of that engagement. You agree to compensate us for our time and out-of-pocket expenses through the date of any termination and withdrawal of this MSA or any Engagement Letter(s).

DISCLOSURE TO AFFILIATES

You consent to us using your financial, tax, and personal information to send to you by any medium: firm newsletters, surveys, press releases, invitations to our seminars, information regarding related services from affiliated companies and/or portfolio companies, and any other communication sent to some or all of our clients. You also consent to us sharing your financial, tax, and personal or confidential information with our affiliated companies and/or portfolio companies. This consent is not conditioned upon our providing services to you.

CORPORATE TRANSPARENCY ACT/BENEFICIAL OWNERSHIP INFORMATION REPORTING

Assisting you with your compliance with the Corporate Transparency Act (“CTA”), including beneficial ownership information (“BOI”) reporting, is not within the scope of this MSA. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. We shall have no liability resulting from your failure to comply with CTA. Information regarding the BOI reporting requirements can be found at <https://www.fincen.gov/boi>. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA’s reporting requirements and issues surrounding the collection of relevant ownership information.

SEVERABILITY

If any provision of this MSA or any underlying Engagement Letter(s) is found by any court to be void or otherwise unenforceable, the remainder of this MSA and any underlying Engagement Letter(s) will remain valid and enforceable as though such void or unenforceable provision were absent upon the date of its execution.

COUNTERPARTS

This MSA may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument and shall become a binding agreement when one or more of the counterparts have been signed by each of the parties and delivered to the other party. Signatures provided by facsimile or electronically shall be valid and binding.

MODIFICATION

This MSA may be amended, modified, or supplemented only by written agreement executed by all parties. In the event of a conflict between the terms of this MSA and any Engagement Letter(s), the terms of this MSA shall supersede, unless the applicable Engagement Letter(s) specifically states otherwise and references this MSA.

LATE FEES AND INTEREST

Client agrees to pay all services, fees, and costs of any underlying engagement, and payment is due upon receipt of our invoice. We reserve the right, in our sole discretion, to impose late fees or interest on any balance that is past due. Failure to make timely payments may, upon notice, result in our termination of this MSA and any Engagement Letter(s).

ENTIRE AGREEMENT

This Agreement, including all Engagement Letter(s) and all attachments, schedules, and exhibits hereto or thereto, all of which are incorporated herein by reference, constitutes the full and complete agreement between the parties concerning the subject matter hereof and supersedes all prior and contemporaneous understandings and writings with respect thereto. No additional terms contained in any purchase order, order acknowledgement, confirmation, delivery acknowledgement, similar document, other correspondence, or written or oral communication between the parties will be valid and such additional or conflicting terms are deemed rejected by the parties.

CLIENT ACKNOWLEDGEMENT(S)

If you acknowledge and agree with the terms of our agreement as described in this MSA, please indicate by executing.

Very truly yours,



CARR, RIGGS & INGRAM, P.L.L.C.

Signature
Bill Fentress
Pamlico County

<signature>

<sign date>

Authorized Signer(s)



To Management and Those Charged with Governance
of Pamlico County

This Engagement Letter and its attachments, if any, are governed by the Master Services Agreement 1.0 ("MSA") between Carr, Riggs & Ingram, P.L.L.C. ("CRI", "we", "us", or "our") and the Client; the terms of which are hereby incorporated into this Engagement Letter by reference. By executing this Engagement Letter, the parties agree to and intend to be bound by the terms of the MSA.

This Engagement Letter confirms and specifies the terms of our engagement and clarifies the nature and extent of the services we will provide for Pamlico County ("Client", "Entity", "you", or "your") as of and for the year ended June 30, 2024 (the "Selected Period(s)").

SCOPE AND OBJECTIVES

We will audit the financial statements and the disclosures, which collectively comprise the basic financial statement(s) of the Entity for the Selected Period(s) ended for the following: governmental activities, business-type activities, aggregate remaining fund information, aggregate discretely presented component units, each major fund and the related disclosures to the financial statements, otherwise known as the notes to the financial statements (collectively, the "Financial Statements").

The Financial Statements are prepared in accordance with accounting principles generally accepted in the United States of America ("GAAP") (the "Selected Basis").

We will perform an audit engagement with respect to the Financial Statements of the Entity. As and if applicable and indicated in the following paragraphs, we will also perform the appropriate procedures related to either supplementary information ("Supplementary Information") and/or required supplementary information ("RSI").

The objectives of our audit are to obtain reasonable assurance about whether the Financial Statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your Financial Statements are fairly presented, in all material respects, in conformity with the Selected Basis and report on the fairness of the Supplementary Information referred to below when considered in relation to the Financial Statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States ("GAGAS") will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error

and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the Financial Statements. The objectives also include reporting on:

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

The Selected Basis provides for certain RSI, such as management's discussion and analysis ("MD&A"), to supplement Entity's Financial Statements. Such information, although not a part of the Financial Statements, is required by the Governmental Accounting Standards Board ("GASB") who considers it to be an essential part of the financial reporting for placing the Financial Statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Entity's RSI in accordance with GAAS. These limited procedures will consist of inquires of management regarding methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the Financial Statements, and other knowledge we obtained during our audit of the Financial Statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. This RSI is required by the Selected Basis and will be subjected to certain limited procedures, but will not be audited: MD&A, Required Pension Supplementary Information, and Required Other Postemployment Benefit Supplementary Information.

We have also been engaged to report on Supplementary Information other than RSI that accompanies the Entity's Financial Statements. We will subject the following Supplementary Information to the auditing procedures applied in our audit of the Financial Statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the Financial Statements or to the Financial Statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the Financial Statements as a whole in a separate written report accompanying our auditor's report on the Financial Statements or in a report combined with our auditor's report on the Financial Statements: Schedule of Expenditures of Federal Awards and related notes, Budgetary Comparison Schedules, Non major fund schedules, and Combining Schedules.

OUR RESPONSIBILITIES

We will conduct our audit in accordance with GAAS and GAGAS. We will also conduct our audit in accordance with the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance. We will include tests of your accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such an

opinion. As part of an audit in accordance with GAAS and GAGAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the Financial Statements and determine whether the Financial Statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the Financial Statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Entity or to acts by management or employees acting on behalf of the Entity. Because the determination of waste and abuse is subjective, GAGAS do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

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

We will obtain an understanding of the Entity and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the Financial Statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the Financial Statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the Financial Statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to GAGAS. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.

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

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards and the Uniform Guidance.

We have identified the following significant risks of material misstatement as part of our audit planning: management override of controls and improper revenue recognition due to fraud.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Entity's ability to continue as a going concern for a reasonable period of time.

AUDIT PROCEDURES - COMPLIANCE

As part of obtaining reasonable assurance about whether the Financial Statements are free of material misstatement, we will perform tests of the Entity's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to GAGAS.

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

Our audit does not relieve you of your responsibilities.

OTHER SERVICES

We will perform the following non-attest services for the Entity, based upon information provided by you and in accordance with professional standards:

- Assist management in preparing the Financial Statements
- Assist management in preparing the Supplementary Information
- Assist management by preparing, proposing and/or recording the following **client-approved** activities and/or journal entries: GASB 34 full-accrual journal entries, assist with preparation and submission of the data collection form, fixed asset maintenance (additions , disposals, etc.), SBITA calculations, lease calculations, net pension calculations, and OPEB calculations
- Assist management by providing other non-attest services: preparation of the annual financial information report

These non-audit services do not constitute an audit under GAGAS and such services will not be conducted in accordance with GAGAS.

You agree to assume all management responsibilities for these non-attest services and any other non-attest services we provide; oversee the services by designating an individual with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

The non-attest services, if any, are limited to those previously defined in this letter, or as identified in a separate Engagement Letter. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

CLIENT RESPONSIBILITIES

In addition to your responsibilities identified in the MSA, our engagement will be conducted on the basis that you acknowledge and understand your responsibility for:

- designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of Financial Statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met
- following laws and regulations
- ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements
- ensuring that management and financial information is reliable and properly reported
- implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements
- the selection and application of accounting principles; for the preparation and fair presentation of the Financial Statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the Selected Basis, and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements)
- identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information
- the preparation and fair presentation of the Financial Statements in conformity with the Selected Basis
- making drafts of Financial Statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers)

- providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the Financial Statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Entity from whom we determine it necessary to obtain audit evidence (4) if applicable, you will provide us with the final version of all documents comprising the annual report which includes other information, prior to the date of our auditor's report. If the final version of these documents are not available prior to the date of our auditor's report, they will be provided as soon as practical and the Entity will not issue the annual report prior to providing them to the auditor (5) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance
- required written representations from you about the Financial Statements and related matters, at the conclusion of our audit
- required written representations that (1) you are responsible for presentation of the Supplementary Information in accordance with GAAP; (2) you believe the Supplementary Information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the Supplementary Information.
- required written representations from you about compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and GAGAS, at the conclusion of our audit
- required written representations from you about compliance with schedule of expenditures of federal awards and federal award programs, at the conclusion of our audit
- adjusting the Financial Statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the Financial Statements taken as a whole
- the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the Financial Statements
- informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants
- identifying and ensuring that the government complies with applicable contracts, agreements, and grants

- taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report
- evaluating and monitoring noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; taking prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly following up and taking corrective action on reported audit findings; and preparing a summary schedule of prior audit findings and a separate corrective action plan
- identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance
- agreeing to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards
- agreeing to make the audited Financial Statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon
- acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards
- preparation of the Supplementary Information, as applicable, in conformity with the Selected Basis. You agree to include our report on the Supplementary Information in any document that contains, and indicates that we have reported on, the Supplementary Information and to include the audited Financial Statements with any presentation of the Supplementary Information that includes our report thereon
- if publishing Financial Statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document
- disclosing the date through which subsequent events have been evaluated and whether that date is the date the Financial Statements were issued or were available to be issued

- informing the engagement partner before entering into any substantive employment discussions with any of our personnel, to ensure our independence is not impaired under the AICPA Code of Professional Conduct
- establishing and maintaining a process for tracking the status of audit findings and recommendations
- identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies
- providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information

ENGAGEMENT ADMINISTRATION

Madonna Stafford, CPA is the engagement partner and is responsible for supervising the engagement and signing the report(s) or authorizing another individual to sign it (them).

We understand that your employees will prepare all confirmations and schedules we request and will locate any documents selected by us for testing. A request list of information we expect to need for our audit will be provided to you. Your prompt attention to and timely return of the requested items will significantly contribute to the efficiency of our audit process.

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

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

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

In accordance with certain regulations, we, as your auditors, are required to make the following commitments:

- The audit documentation for this engagement is the property of CRI and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators, federal or state agencies, governmental agencies, etc. ("regulators" or "agencies") pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of CRI personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these regulators or agencies. These regulators or agencies may intend, or decide, to distribute the copies or information contained therein to others.
- We will file a copy of our most recent peer review report with any applicable regulators or agencies.
- As appropriate, we will meet with those charged with governance before the audit report(s) are filed with any required regulators or agencies.

The information that we obtain in auditing is confidential, as required by the AICPA Code of Professional Conduct. Therefore, your acceptance of this Engagement Letter will serve as your advance consent to our compliance with above commitments.

REPORTING

As part of our engagement, we will issue a written report upon completion of our audit of the Entity's Financial Statements. Our report will be addressed to management, those charged with governance, or both, as appropriate, of the Entity. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance.

We will also provide a report (that does not include an opinion) on internal control related to the Financial Statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the Financial Statements as required by GAGAS. The report on internal control and on compliance and other matters will state: (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with GAGAS in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. The report(s) will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with GAAS and the standards for financial audits contained in GAGAS may not satisfy the relevant legal, regulatory, or contractual requirements.

TERMINATION

If for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We reserve the right and sole discretion to withdraw for any reason from this engagement immediately upon written notice to you. Our withdrawal will release us from any obligation to complete the services covered by this Engagement Letter and will constitute completion of this engagement.

Our engagement with you will terminate upon the earlier of our delivery of your report or withdrawal. In either case, you agree to compensate us for our services, fees, and costs to the date of withdrawal.

CORPORATE TRANSPARENCY ACT/BENEFICIAL OWNERSHIP INFORMATION REPORTING

Assisting you with your compliance with the Corporate Transparency Act ("CTA"), including beneficial ownership information ("BOI") reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. We shall have no liability resulting from your failure to comply with CTA. Information regarding the BOI reporting requirements can be found at <https://www.fincen.gov/boi>. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA's reporting requirements and issues surrounding the collection of relevant ownership information.

OUR FEES

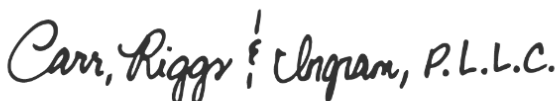
Our fees for these services will be defined in our Local Government Commission contract with Pamlico County for the year ended July 1, 2023 through June 30, 2024.

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

CLIENT ACKNOWLEDGEMENT(S)

If you acknowledge and agree with the terms of our agreement as described in this Engagement Letter, please indicate by executing.

Very truly yours,



CARR, RIGGS & INGRAM, P.L.L.C.

Signature
Bill Fentress
Pamlico County

<signature>

<sign date>

Authorized Signer(s)



This attachment is governed by the related Engagement Letter between Carr, Riggs & Ingram and the Client; the terms of which are hereby incorporated into this attachment by reference. By executing the Engagement Letter, the parties agree to and intend to be bound by the terms of this attachment. This attachment lists the North Carolina State Single Audit services we are to provide in conjunction with other services in the Engagement Letter for the Entity:

- Our objectives will include internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with state statutes, regulations, and the terms and conditions of state projects that could have a direct and material effect on each major program in accordance with the *OMB Compliance Supplement* and the *Audit Manual for Governmental Auditors in North Carolina* issued by the Local Government Commission. (State Single Audit Act of 1996 and G.S. §159-34 [LEA 115C] and Section 35-E of the *Audit Manual for Governmental Auditors in North Carolina*).
- We will conduct our audit in accordance with generally accepted auditing standards (“GAAS”); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (“GAGAS”); *Audit Manual for Governmental Auditors in North Carolina* issued by the Local Government Commission. (State Single Audit Act of 1996 and G.S. §159-34 [LEA 115C] and Section 35-E of the *Audit Manual for Governmental Auditors in North Carolina*), and will include tests of accounting records, a determination of major program(s) in accordance with State Single Audit Act of 1996, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and GAGAS, we exercise professional judgment and maintain professional skepticism throughout the audit.
- Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and GAGAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the Financial Statements or on major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.
- As required by the State Single Audit Act of 1996, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major state project. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the State Single Audit Act of 1996.

- An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, GAGAS, and the State Single Audit Act of 1996.
- The State Single Audit Act of 1996 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with state statutes, regulations, and the terms and conditions of state financial assistance awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the applicable *State Program Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Entity's major programs. For state financial assistance programs that are included in the applicable *State Program Compliance Supplement*, our compliance and internal control procedures will relate to the compliance requirements that the *State Program Compliance Supplement* identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the State Single Audit Act of 1996.
- In addition to your responsibilities identified in the MSA and Engagement Letter, our engagement will be conducted on the basis that you acknowledge and understand your responsibility for:
 - designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of Financial Statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met
 - ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements
 - the selection and application of accounting principles; for the preparation and fair presentation of the Financial Statements, schedule of expenditures of state awards, and all accompanying information in conformity with the Selected Basis, and for compliance with applicable laws and regulations (including state statutes), rules, and the provisions of contracts and grant agreements (including award agreements)
 - identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information
 - making drafts of the schedule of expenditures of state awards, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers)
 - providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the schedule of expenditures of state awards, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the State Single Audit Act of 1996

- require certain written representations from you about the schedule of expenditures of state awards; state projects; compliance with laws, regulations, contracts, and grant agreements; and related matters
 - evaluating and monitoring noncompliance with state statutes, regulations, and the terms and conditions of state projects; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan
 - identifying all state financial assistance received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of state awards (including notes and noncash assistance received, such as lost revenues, if applicable) in conformity with the State Single Audit Act of 1996
 - agreeing to include our report on the schedule of expenditures of state awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of state awards
 - agreeing to include the audited financial statements with any presentation of the schedule of expenditures of state awards that includes our report thereon
 - acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of state awards in accordance with the State Single Audit Act of 1996; (2) you believe the schedule of expenditures of state awards, including its form and content, is stated fairly in accordance with the State Single Audit Act of 1996; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of state awards.
- We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Those Charged with Governance of the Entity. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance.
 - The Major State Program Audit report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the State Single Audit Act of 1996. The report will state that the report is not suitable for any other purpose.



Report on the Firm's System of Quality Control

To the Partners of
Carr, Riggs & Ingram LLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Carr, Riggs & Ingram, LLC (the "firm") applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act, audits of employee benefit plans, an audit performed under FDICIA, and an examination of a service organization (SOC 2 engagement).

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Carr, Riggs & Ingram, LLC, applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Carr, Riggs & Ingram, LLC has received a peer review rating of *pass*.

Brown, Edwards & Company, S. L. P.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
September 15, 2022

BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

EDWARD RIGGS JR. – TOWNSHIP #3

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

May 2, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Request to Appoint Dr. Jeremy Johnson
Eastern Carolina Workforce Development Board (ECWDB)

Please see attached memo for ECWDB requesting to appoint Dr. Jeremy Johnson to their board. I am requesting Board direction.





April 24, 2024

Tim Buck
County Manager
Pamlico County
302 Main Street
P.O. Box 776
Bayboro, NC 28515

Dear Mr. Buck,

As you are aware, chief elected officials continue to have a central role in the administration of workforce investment activities as defined by the Workforce Innovation and Opportunity Act (WIOA). Specifically, chief elected officials are responsible for appointing members to the local Workforce Development Board to represent their counties workforce needs.

The following individual currently serves on the Eastern Carolina Workforce Development Board, Inc. representing Pamlico County for a two-year term ending June 30, 2024.

Jeremy Johnson, Pamlico County Schools, K-12 Education Sector

The above-named individual has agreed to serve another term, if appointed by the Pamlico County Board of Commissioners.

We respectfully request the re-appointment of Jeremy Johnson to the Eastern Carolina Workforce Development Board for a two-year term – July 1, 2024 ending June 30, 2026.

Please feel free to call me at 252-636-6901 if you have any questions. Thank you for your continued support.

Sincerely,

A handwritten signature in black ink that reads "Bill Green".

Bill Green
Executive Director
Eastern Carolina Workforce Development Board, Inc.

BOARD OF COMMISSIONERS

CHAIRMAN

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DAVID B. BAXTER, JR.

May 2, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Amend Deductible Reimbursement Policy

Personnel Director Chantelle Allison is recommending a change to the Deductible Reimbursement Policy. Please see the attached. I am recommending and requesting approval of the amended policy.



COUNTY OF PAMLICO
DEDUCTIBLE REIMBURSEMENT POLICY FOR GROUP HEALTH PLAN

Under the County of Pamlico Group Health Plan, all employees are required to meet a deductible before certain services are payable by the insurance carrier. It is the policy of the County that once the employee meets at least \$1000 of their annual deductible (In or Out of Network combined) the County will reimburse the employee for \$500. If you have met at least \$1000 of your deductible, you may submit your request for reimbursement to the Personnel Department immediately.

However, requests for partial reimbursement (employee meets at least \$500 but less than \$1000 of the deductible) will only be processed and paid at the end of the deductible year in which the deductible accrues. Partial reimbursement will be calculated as follows:

Example - Employee paid \$800 of their annual deductible by the end of the year:

\$800 (total amount paid) - \$500 (employee minimum responsibility) = \$300 (reimbursement amount, not to exceed \$500)

This policy applies only to ~~full time, active employees and does not apply to dependents, retirees, or COBRA participants~~ **all employees who are eligible for the County's health insurance benefit**. In order to file a request for reimbursement, you will simply need to submit to the Personnel Department a copy of an Explanation of Benefits (EOB). An EOB is generated by the insurance carrier and mailed to you after each claim is processed and shows how much of the deductible has been satisfied. Reimbursements will not be issued without an EOB.

Employees will have 60 days following the end of the deductible year to request reimbursement. No reimbursement requests will be considered following separation of employment. All requests for reimbursement must be submitted during active employment. This policy will be updated at renewal of the Group Health Plan as needed.

Please feel free to contact the Personnel Department if you have any questions about this policy.

ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING

I have read and understand the County of Pamlico's Deductible Reimbursement Policy.

Signed: _____

Dated: _____

BOARD OF COMMISSIONERS

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CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

May 2, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Pamlico County Board of Health Handbook

Health Director Melanie Campen is requesting approval of the attached Board of Health Handbook. I am recommending and requesting approval.



Pamlico County Board of Health Handbook

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- 6. Board of Health Training**
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- 11. BOH Member and Contact Information**
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- 14. List of Public Health Services**

Section 1

MISSION STATEMENT

The mission of the Pamlico County Health Department is to promote the optimal health of Pamlico County residents through high quality professional services, fostering public trust, to minimize identified public health risks, and ensure the safety of the environment for future generations.

- ◆ We **PROTECT** residents from environmental risks such as exposure to lead, foodborne diseases, waterborne diseases, and communicable diseases.
- ◆ We **PROMOTE** individual, family, and community health behaviors which maintain and/or increase the span of healthy life.
- ◆ We **ASSURE** and/or advocate for access to essential preventive health services for all residents.

Our mission is accomplished through a commitment to quality and customer-centered services.

VISION STATEMENT

Pamlico County Health Department will provide confidential, individual, and community interventions regardless of race, color, creed, martial status national origin, political beliefs, sex, age, or handicap, with respect and integrity through the efficient and effective management of available resources in accordance with federal, state and local guidelines.

VALUES

TRUSTWORTHINESS

Definition: Trustworthy is being honest, fair, dependable, and worthy of confidence.

- Behaviors:
1. When you are wrong, admit it.
 2. Be where you say you're going to be and do what you say you're going to do.
 3. Walk the talk; practice what you preach.
 4. Respect privacy of customers and co-workers.
 5. Be truthful, yet compassionate.
 6. Be impartial and fair to customers and each other.

CUSTOMER-CENTERED

- Definition:** We ask our customers what they need and strive to respond to their needs.
- Behaviors:**
1. Ask customers what they want rather than assuming you know.
 2. Put customers' needs before your needs.
 3. Respect customers' individual choices and lifestyles.
 4. Reduce barriers to service. Provide services for customers when and where needed, when possible.
 5. Work together as a multi-disciplinary team to serve the customer.
 6. Don't say "no" to customers without offering explanations and/or options.
 7. Continuously ask why you do what you do and be willing to change if needed.
 8. Ask your customers how you are doing with regard to customer service.

TEAMWORK

- Definition:** Working together, everyone achieves more.
- Behaviors:**
1. Find solutions, not fault.
 2. Don't assume others know what is going on; ask when you don't know.
 3. Include others' input in decision making.
 4. Respect team members' unique roles and work styles.
 5. Share responsibility and workload; don't say "It's not my job".
 6. Do what you agree to do.
 7. Stay with the task until it is done.
 8. Be open to change.
 9. Agree to disagree.

EFFECTIVE COMMUNICATION

Definition: Ability to clearly disseminate and receive information in all interactions in a manner that treats the customer and co-worker with respect and compassion.

- Behaviors:**
1. Share thoughts, concerns, and expectations with each other.
 2. Let people finish talking; don't interrupt.
 3. Talk to others the way you'd like to be talked to.
 4. Praise more than you criticize.
 5. Get the facts; don't spread rumors.
 6. Have good eye contact.
 7. Deal with the facts; don't get personal or take it personal.
 8. Share information with those who need to know it.
 9. Ask for opinions and input from others.

PROFESSIONALISM

Definition: We serve customers with competence, integrity, and a positive attitude.

- Behaviors:**
1. Be a self starter; don't wait to be asked.
 2. Be polite.
 3. Be accountable for your behavior.
 4. Don't push your beliefs on others.
 5. Support and promote agency goals and objectives.
 6. Demonstrate knowledge and skills in your area of expertise.
 7. Maintain confidentiality.
 8. Seek opportunities to learn more.

Section 2

Chapter 1 Introduction

Description of County

Pamlico County, known as the Sailing Capital of North Carolina, is in the Coastal Plains portion of the state. Although Scots and English settlers first arrived at this land after the Tuscarora war in the early 1700s, the area was already inhabited by the Pampticoe Tribe of Native Americans. The Pampticoe called our beautiful county "TaTaku" which translates to: *Where the land and the sea meet the sky*. We have embraced this motto and use it to this day.

What is now known as "Pamlico County", was formed from parts of Craven and Beaufort Counties in the early 1870s. Our county has an area of 576 square miles; 341 of which are land miles and 235 are on the water. Our beautiful and rural county holds a plethora of various sceneries that range from wooded swamps to brackish marshlands and waterways; From fertile farmland to mixed forests of pine & hardwood.

In more recent years vacationers, sailing enthusiasts, sportsmen, and land developers are being lured by the beauty and isolation of Pamlico. With larger cities nearby including New Bern, Greenville, and Morehead City, this makes Pamlico County a prime location for development. A large portion of the local economic base is directly tied to farming, fishing, forestry, and tourism with the recreation and retirement industries becoming a more important economic sector as time goes on. Fishing, farming, and forestry remain as Pamlico County's most major industries.

Although the Pamlico County Health Department has had a tremendous amount of staffing turn-over in our most recent years, we are proud to say that presently, have a well-trained and highly dedicated team of staff, who remain positive and optimistic for the facility's future. PCHD's devoted staff members work hard and go above and beyond in providing services to their patients and clients. We are pleased to report that since the new year we have begun offering new services and have begun bringing back services that we had previously lost. In the last 6 months we have also hired staff to fill the following positions to fill out our 11-man crew: a Primary Care Provider, a Nursing Supervisor, an EH Program Coordinator, a new billing specialist, and a new receptionist! One of our very own was even promoted to Health Director. We are still looking to fill a few vacant positions, but our determined staff members are diligently working to fill in where needed and get the jobs done. Our building has even gotten a much-needed "facelift" and we have added many features to upgrade the security, technology, and accessibility of our facility for our clients and staff alike.

We look optimistically into the future and are proud to serve the community members here in Pamlico County.

Overview of Health ENC

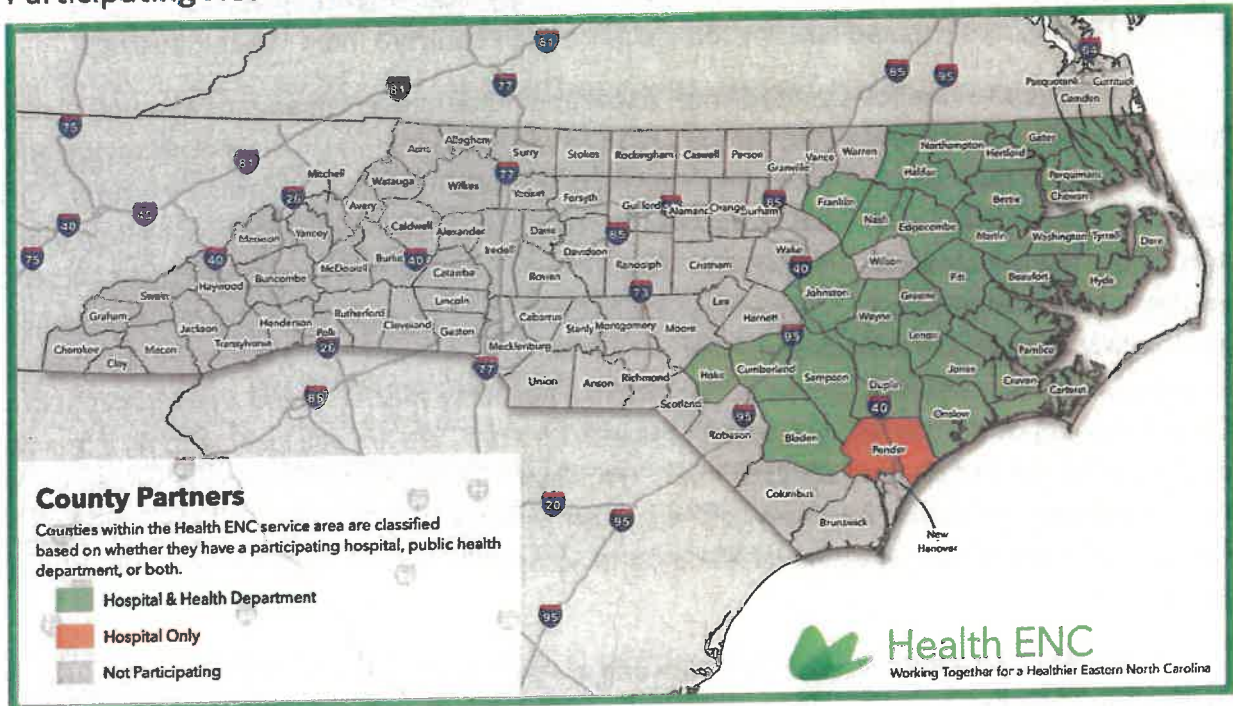
Health ENC is a collaborative initiative of health departments and hospitals in eastern North Carolina. The collaborative serves 35 counties with 34 participating health departments and 31 participating hospitals. The collaborative uses a shared approach for primary and secondary data collection to produce a comprehensive Regional Community Health Needs Assessment every three years that can be used to partially satisfy requirements for North Carolina Local Health Department Accreditation and the Internal Revenue Service requirement under the Patient Protection and Affordable Care Act for charitable hospitals.

Overview of Community Health Assessment Process

While creating the Community Health Assessment, information is gathered regarding the population’s health. Various organizations, such as county health departments, hospitals, and community groups, will then use that data -and the assessment itself- to:

- Identify key health needs & issues in their communities
- Develop strategies and action plans that aim at improving the quality of life in those communities
- Collaborate with each other to maximize results by having a collective impact in the region
- Ultimately, improve the health of residents, develop beneficial partnerships, and increase effective communication for all parties involved.

Participating Health ENC Counties



Health ENC serves the following counties: Beaufort, Bertie, Bladen, Camden, Carteret, Chowan, Craven, Cumberland, Currituck, Dare, Duplin, Edgecombe, Franklin, Gates, Greene, Halifax, Hertford, Hoke, Hyde, Johnston, Jones, Lenoir, Martin, Nash, Northampton, Onslow, **Pamlico**, Pasquotank, Pender, Perquimans, Pitt, Sampson, Tyrrell, Washington, and Wayne Counties.

Health Data Sources

Primary Data – Community Survey

Survey Methodology/Design

The survey created to facilitate primary data collection for the 2021 CHA was developed by the Health ENC Group, led by its Steering Committee. 35 of North Carolina's eastern counties had local health departments and hospitals that participated with this group and their plan/survey for the collection of this important data. The primary data used in the creation of Community Health Assessments includes using a survey that would be disseminated to the community digitally online and also by hard copy/paper format. Typically, another method of obtaining primary data involves conducting focus group discussions. In consideration of the global COVID-19 pandemic, the Health ENC Steering Committee did not encourage the use of focus groups to gather data for the 2021-2022 Community Health Assessment. It has not been entirely safe to use this practice for most organizations as they do not have room to properly socially distance participants from each other. Even though this option was available to facilities that could accommodate these restrictions; Pamlico County's Health Department was not able to do so. Some participating organizations found it surprising that they were able to hold focus group discussions safely, despite significant challenges that arose in collecting enough survey responses to accurately represent their community's population.

Survey Design:

The Health ENC Steering Committee workgroup developed a primary survey to gather information from the participants about the health concerns they had regarding their community. The workgroup examined survey questions utilized in the 2018-2019 Community Health Needs Assessment. They also examined data taken from secondary sources. They then focused on developing survey questions to obtain data from the respondents which could not be located in secondary sources; or if data was found, it was determined to be weak or unreliable. They also worked to combine questions -where appropriate and tried to be more inclusive in the wording of response choices. Sample survey questions were reviewed, and additional revisions were completed to assure the survey only contained questions about where community input was necessary for the guidance of health priority selection and the planning of strategic actions.

Once the survey questions were finalized, the Steering Committee decided on target amounts of surveys that would be needed for each county. Because the survey was a "convenience sample" that was being conducted during a global pandemic (COVID-19), each county was asked to complete a minimum of 300 surveys, with representation from as many community groups as possible. This type of response would assure sufficient sampling to represent the full community. A target amount of 300 surveys -per county- was identified through previous work with data analysis vendors. At that time, the vendors had examined each county's population and confirmed this number should provide an accurate reflection of the total county's population, if responses reflected the population demographics equally.

The surveys were made available to the public from April 1 – June 30, 2021. Surveys were made available in paper format and electronically using the REDcap software. Health ENC partners received feedback throughout the survey period on the age, gender, race/ethnicity, and language of survey respondents to assist them in promoting the surveys to various community members within their counties. At the completion of the survey period, 16,661 English surveys and 502 Spanish surveys were completed. Unfortunately, most counties did not have equal representation of each of their population demographics to represent the population of their entire county proportionally. As a result, survey responses should be

considered as only one component of information utilized to select health priorities. The most underserved populations' feedback was not adequately reflected in most surveys. To assure that these health needs were also considered, Health ENC partners were encouraged to include the key stakeholders that served these populations when selecting their county's health priorities.

Key Areas Examined

- Basic Demographics & Perspective of Life in Pamlico County
- Quality of Life, Health/Miscellaneous Services that are Lacking, Health Behaviors, Health Perceptions
- Preventative Services, Exercise, Access to Care, and Hinderances to Care
- Personal Impacts of COVID Pandemic, Tobacco Usage, Vaccination History & Perspective
- Perspectives on Global Warming and Impacts Caused by Natural Disasters

County Responses

- 229 Total Surveys were completed in the English language (Total number of Health ENC surveys completed in English = 16,661)
- Only 1 Survey was completed in the Spanish language for Pamlico County. (Total number of Health ENC surveys completed in Spanish = 502)

Section 3

The Public Health Code of Ethics

Preamble

This code of ethics states key principles of the ethical practice of public health. An accompanying statement lists the key values and beliefs inherent to a public health perspective upon which the ethical principles are based. Public health is understood within this code as what we, as a society, do collectively to assure the conditions for people to be healthy. We affirm the World Health Organization's understanding of health as a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity.

The code is neither a new nor an exhaustive system of health ethics. Rather, it highlights the ethical principles that follow from the distinctive characteristics of public health. A key belief worth highlighting, and which underlies several of the ethical principles, is the interdependence of people. This interdependence is the essence of community. Public health not only seeks the health of whole communities but also recognizes that the health of individuals is tied to their life in the community.

The code is intended principally for public and other institutions in the United States that have an explicit public health mission. Institutions and individuals that are outside of traditional public health but recognize the effects of their work on the health of the community may also find the code relevant and useful.

Principles of the Ethical Practice of Public Health

- 1) Public health should address principally the fundamental causes of disease and requirements for health, aiming to prevent adverse health outcomes.
- 2) Public health should achieve community health in a way that respects the rights of individuals in the community.
- 3) Public health policies, programs, and priorities should be developed and evaluated through processes that ensure an opportunity for input from community members.
- 4) Public health should advocate and work for the empowerment of disenfranchised community members, aiming to ensure that the basic resources and conditions necessary for health are accessible to all.
- 5) Public health should seek the information needed to implement effective policies and programs that protect and promote health.
- 6) Public health institutions should provide communities with the information they have that is needed for decisions on policies or programs and should obtain the community's consent for their implementation.
- 7) Public health institutions should act in a timely manner on the information they have within the resources and the mandate given to them by the public.
- 8) Public health programs and policies should incorporate a variety of approaches that anticipate and respect diverse values, beliefs, and cultures in the community.
- 9) Public health programs and policies should be implemented in a manner that most enhances the physical and social environment.
- 10) Public health institutions should protect the confidentiality of information that can bring harm to an

individual or community if made public. Exceptions must be justified on the basis of the high likelihood of significant harm to the individual or others.

11) Public health institutions should ensure the professional competence of their employees.

12) Public health institutions and their employees should engage in collaborations and affiliations in ways that build the public's trust and the institution's effectiveness.

Values and Beliefs Underlying the Code

The following values and beliefs are key assumptions inherent to a public health perspective. They underlie the 12 principles of the ethical practice of public health.

Health

1. *Humans have a right to the resources necessary for health.* The public health code of ethics affirms Article 25 of the Universal Declaration of Human Rights, which states in part "Everyone has the right to a standard of living adequate for the health and well-being of himself and his family..."

Community

2. *Humans are inherently social and interdependent.* Humans look to each other for companionship in friendships, families, and community; and rely upon one another for safety and survival. Positive relationships among individuals and positive collaborations among institutions are signs of a healthy community. The rightful concern for the physical individuality of humans and one's right to make decisions for oneself must be balanced against the fact that each person's actions affects other people.

3. *The effectiveness of institutions depends heavily on the public's trust.* Factors that contribute to trust in an institution include the following actions on the part of the institution: communication; truth telling; transparency (i.e., not concealing information); accountability; reliability; and reciprocity. One critical form of reciprocity and communication is listening to as well as speaking with the community.

4. *Collaboration is a key element to public health.* The public health infrastructure of a society is composed of a wide variety of agencies and professional disciplines. To be effective, they must work together well. Moreover, new collaborations will be needed to rise to new public health challenges.

5. *People and their physical environment are interdependent.* People depend upon the resources of their natural and constructed environments for life itself. A damaged or unbalanced natural environment, and a constructed environment of poor design or in poor condition, will have an adverse affect on the health of people. Conversely, people can have a profound effect on their natural environment through consumption of resources and generation of waste.

6. *Each person in a community should have an opportunity to contribute to public discourse.* Contributions to discourse may occur through a direct or a representative system of government. In the process of developing and evaluating policy, it is important to discern whether all who would like to contribute to the discussion have an opportunity to do so, even though expressing a concern does not mean that it will necessarily be addressed in the final policy.

7. *Identifying and promoting the fundamental requirements for health in a community are a primary concern to public health.* The way in which a society is structured is reflected in the health of a community. The primary concern of public health is with these underlying structural aspects. While some important public

health programs are curative in nature, the field as a whole must never lose sight of underlying causes and prevention. Because fundamental social structures affect many aspects of health, addressing the fundamental causes rather than more proximal causes, is more truly preventive.

Bases for Action

8. *Knowledge is important and powerful.* We are to seek to improve our understanding of health and the means of protecting it through research and the accumulation of knowledge. Once obtained, there is a moral obligation in some instances to share what is known. For example, active and informed participation in policy-making processes requires access to relevant information. In other instances, such as information provided in confidence, there is an obligation to protect information.

9. *Science is the basis for much of our public health knowledge.* The scientific method provides a relatively objective means of identifying the factors necessary for health in a population, and for evaluating policies and programs to protect and promote health. The full range of scientific tools, including both quantitative and qualitative methods, and collaboration among the sciences is needed.

10. *People are responsible to act on the basis of what they know.* Knowledge is not morally neutral and often demands action. Moreover, information is not to be gathered for idle interest. Public health should seek to translate available information into timely action. Often, the action required is research to fill in the gaps of what we don't know.

11. *Action is not based on information alone.* In many instances, action is required in the absence of all the information one would like. In other instances, policies are demanded by the fundamental value and dignity of each human being, even if implementing them is not calculated to be optimally efficient or cost-beneficial. In both of these situations, values inform the application of information or the action in the absence of information.

Notes on the individual ethical principles

1. This principle gives priority not only to prevention of disease or promotion of health, but also at the most fundamental levels. Yet the principle acknowledges that public health will also concern itself with some immediate causes and some curative roles. For example, the treatment of curable infections is important to the prevention of transmission of infection to others. The term "public health" is used here and elsewhere in the code to represent the entire field of public health, including but not limited to government institutions and schools of public health.

2. This principle identifies the common need in public health to weigh the concerns of both the individual and the community. There is no ethical principle that can provide a solution to this perennial tension in public health. We can highlight, however, that the interest of the community is part of the equation, and for public health it is the starting place in the equation; it is the primary interest of public health. Still, there remains the need to pay attention to the rights of individuals when exercising the police powers of public health.

3. A process for input can be direct or representative. In either case, it involves processes that work to establish a consensus. While democratic processes can be cumbersome, once a policy is established, public health institutions have the mandate to respond quickly to urgent situations. Input from the community should not end once a policy or program is implemented. There remains a need for the community to evaluate whether the institution is implementing the program as planned and whether it is having the intended effect. The ability for the public to provide this input and sense that it is being heard is critical in the development and maintenance of public trust in the institution.

4. This principle speaks to two issues: ensuring that all in a community have a voice; and underscoring that

public health has a particular interest in those members of a community that are underserved or marginalized. While a society cannot provide resources for health at a level enjoyed by the wealthy, it can ensure a decent minimum standard of resources.

The Code cannot prescribe action when it comes to ensuring the health of those who are marginalized because of illegal behaviors. It can only underscore the principle of ensuring the resources necessary for health to all. Each institution must decide for itself what risks it will take to achieve that.

5. This principle is a mandate to seek information to inform actions.

6. This principle is linked to the third one about democratic processes. Such processes depend upon an informed community. The information obtained by public health institutions is to be considered public property and made available to the public. This statement is also the community-level corollary of the individual-level ethical principle of informed consent. Particularly when a program has not been duly developed with evaluation, the community should be informed of the potential risks and benefits, and implementation of the program should be premised on the consent of the community (though this principle does not specify how that consent should be obtained).

7. Public health is active rather than passive, and information is not to be gathered for idle interest. Yet the ability to act is conditioned by available resources and opportunities, and by competing needs. Moreover, the ability to respond to urgent situations depends on having established a mandate to do so through the democratic processes of ethical principle number three.

8. Public health programs should have built in to them a flexibility that anticipates diversity in those needs and perspectives having a significant impact on the effectiveness of the program. Types of diversity, such as culture and gender, were intentionally not mentioned. Any list would be arbitrary and inadequate.

9. This principle stems from the assumptions of interdependence among people, and between people and their physical environment. It is like the ethical principle from medicine, "do no harm," but it is worded in a positive way.

10. This statement begs the question of which information needs to be protected and what the criteria are for making the information public. The aims of this statement are modest: to state explicitly the responsibility inherent to the "possession" of information. It is the complement to ethical principles 6 and 7, about acting on and sharing information.

11. The criteria for professional competence would have to be specified by individual professions, such as epidemiology and health education.

12. This statement underscores the collaborative nature of public health while also stating in a positive way the need to avoid any conflicts of interest that would undermine the trust of the public or the effectiveness of a program.

Represented on the PHLS Public Health Code of Ethics Workgroup are public health professionals from local and state public health, public health academia, the Centers for Disease Control and Prevention (CDC) and the American Public Health Association (APHA).

Source: The University of North Carolina at Chapel Hill
<http://www.sph.unc.edu/ethics/code/code2.htm#code1>

Section 4

Initial Orientation of the Pamlico County Board of Health

The following NC General Statutes are critical to every Board of Health Member appointed to serve on their local Board of Health by the Board of County Commissioners or County Commissioners assuming the duties of the local board of health. Attached are the actual General Statutes referenced.

GS 130A-35 "County Board of Health: appointment, terms"

GS 130A-39 "Powers and duties of a Local Board of Health"

GS 130A-40 "Appointment of Local Health Director"

GS 130A-41 "Powers and duties of a local health director"

GS 130A-24 "Appeals procedure"

GS 143-318.11 "Closed sessions"

§ 130A-35. County board of health; appointment; terms.

(a) A county board of health shall be the policy-making, rule-making and adjudicatory body for a county health department.

(b) The members of a county board of health shall be appointed by the county board of commissioners. The board shall be composed of 11 members. The composition of the board shall reasonably reflect the population makeup of the county and shall include: one physician licensed to practice medicine in this State, one licensed dentist, one licensed optometrist, one licensed veterinarian, one registered nurse, one licensed pharmacist, one county commissioner, one professional engineer, and three representatives of the general public. Except as otherwise provided in this section, all members shall be residents of the county. If there is not a licensed physician, a licensed dentist, a licensed veterinarian, a registered nurse, a licensed pharmacist, or a professional engineer available for appointment, an additional representative of the general public shall be appointed. If however, one of the designated professions has only one person residing in the county, the county commissioners shall have the option of appointing that person or a member of the general public. In the event a licensed optometrist who is a resident of the county is not available for appointment, then the county commissioners shall have the option of appointing either a licensed optometrist who is a resident of another county or a member of the general public.

(c) Except as provided in this subsection, members of a county board of health shall serve three-year terms. No member may serve more than three consecutive three-year terms unless the member is the only person residing in the county who represents one of the professions designated in subsection (b) of this section. The county commissioner member shall serve only as long as the member is a county commissioner. When a representative of the general public is appointed due to the unavailability of a licensed physician, a licensed dentist, a resident licensed optometrist or a nonresident licensed optometrist as authorized by subsection (b) of this section, a licensed veterinarian, a registered nurse, a licensed pharmacist, or a professional engineer, that member shall serve only until a licensed physician, a licensed dentist, a licensed resident or nonresident optometrist, a licensed veterinarian, a registered nurse, a licensed pharmacist, or a professional engineer becomes available for appointment. In order to establish a uniform staggered term structure for the board, a member may be appointed for less than a three-year term.

(d) Vacancies shall be filled for any unexpired portion of a term.

(e) A chairperson shall be elected annually by a county board of health. The local health director shall serve as secretary to the board.

(f) A majority of the members shall constitute a quorum.

(g) A member may be removed from office by the county board of commissioners for:

- (1) Commission of a felony or other crime involving moral turpitude;
- (2) Violation of a State law governing conflict of interest;
- (3) Violation of a written policy adopted by the county board of commissioners;
- (4) Habitual failure to attend meetings;
- (5) Conduct that tends to bring the office into disrepute; or
- (6) Failure to maintain qualifications for appointment required under subsection (b) of this section.

A board member may be removed only after the member has been given written notice of the basis for removal and has had the opportunity to respond.

(h) A member may receive a per diem in an amount established by the county board of commissioners. Reimbursement for subsistence and travel shall be in accordance with a policy set by the county board of commissioners.

(i) The board shall meet at least quarterly. The chairperson or three of the members may call a special meeting. (1901, c. 245, s. 3; Rev., s. 4444; 1911, c. 62, s. 9; C.S., s. 7604; 1931, c. 149; 1941, c. 185; 1945, c. 99; c. 1030, s. 2; 1947, c. 474, s. 3; 1951, c. 92; 1957, c. 1357, s. 1; 1963, c. 359; 1967, c. 1224, s. 1; 1969, c. 719, s. 1; 1971, c. 175, s. 1; c. 940, s. 1; 1973, c. 137, s. 1; c. 1151; 1975, c. 272; 1979, c. 621; 1981, c. 104; 1983, c. 891, s. 2; 1985, c. 418, s. 1; 1987, c. 84, s. 1; 1989, c. 764, s. 2; 1995, c. 264, s. 1; 2009-447, s. 1.)

§ 130A-39. Powers and duties of a local board of health.

(a) A local board of health shall have the responsibility to protect and promote the public health. The board shall have the authority to adopt rules necessary for that purpose.

(b) A local board of health may adopt a more stringent rule in an area regulated by the Commission for Public Health or the Environmental Management Commission where, in the opinion of the local board of health, a more stringent rule is required to protect the public health; otherwise, the rules of the Commission for Public Health or the rules of the Environmental Management Commission shall prevail over local board of health rules. However, a local board of health may not adopt a rule concerning the grading, operating, and permitting of food and lodging facilities as listed in Part 6 of Article 8 of this Chapter and as defined in G.S. 130A-247(1), and a local board of health may adopt rules concerning wastewater collection, treatment and disposal systems which are not designed to discharge effluent to the land surface or surface waters only in accordance with G.S. 130A-335(c).

(c) The rules of a local board of health shall apply to all municipalities within the local board's jurisdiction.

(d) Not less than 10 days before the adoption, amendment or repeal of any local board of health rule, the proposed rule shall be made available at the office of each county clerk within the board's jurisdiction, and a notice shall be published in a newspaper having general circulation within the area of the board's jurisdiction. The notice shall contain a statement of the substance of the proposed rule or a description of the subjects and issues involved, the proposed effective date of the rule and a statement that copies of the proposed rule are available at the local health department. A local board of health rule shall become effective upon adoption unless a later effective date is specified in the rule.

(e) Copies of all rules shall be filed with the secretary of the local board of health.

(f) A local board of health may, in its rules, adopt by reference any code, standard, rule or regulation which has been adopted by any agency of this State, another state, any agency of the United States or by a generally recognized association. Copies of any material adopted by reference shall be filed with the rules.

(g) A local board of health may impose a fee for services to be rendered by a local health department, except where the imposition of a fee is prohibited by statute or where an employee of the local health department is performing the services as an agent of the State. Notwithstanding any other provisions of law, a local board of health may impose cost-related fees for services performed pursuant to Article 11 of this Chapter, "Wastewater Systems," for services performed pursuant to Part 10, Article 8 of this Chapter, "Public Swimming Pools", for services performed pursuant to Part 11, Article 8 of this Chapter, "Tattooing", and for services performed pursuant to G.S. 87-97. Fees shall be based upon a plan recommended by the local health director and approved by the local board of health and the appropriate county board or boards of commissioners. The fees collected under the authority of this subsection are to be deposited to the account of the local health department so that they may be expended for public health purposes in accordance with the provisions of the Local Government Budget and Fiscal Control Act. (1901, c. 245, s. 3; Rev., s. 4444; 1911, c. 62, s. 9; C.S., s. 7065; 1957, c. 1357, s. 1; 1959, c. 1024, s. 1; 1963, c. 1087; 1973, c. 476, s. 128; c. 508; 1977, c. 857, s. 2; 1981, c. 130, s. 2; c. 281; c. 949, s. 4; 1983, c. 891, s. 2; 1985, c. 175, s. 1; 1989, c. 577, s. 2; 1991 (Reg. Sess., 1992), c. 944, s. 10; 1993 (Reg. Sess., 1994), c. 670, s. 2; 1995, c. 507, s. 26.8(c); 2006-202, s. 6; 2007-182, s. 2.)

§ 130A-40. Appointment of local health director.

(a) A local board of health, after consulting with the appropriate county board or boards of commissioners, shall appoint a local health director. All persons who are appointed to the position of local health director on or after January 1, 1992, must possess minimum education and experience requirements for that position, as follows:

- (1) A medical doctorate; or
- (2) A masters degree in Public Health Administration, and at least one year of employment experience in health programs or health services; or
- (3) A masters degree in a public health discipline other than public health administration, and at least three years of employment experience in health programs or health services; or
- (4) A masters degree in public administration, and at least two years of experience in health programs or health services; or
- (5) A masters degree in a field related to public health, and at least three years of experience in health programs or health services; or
- (6) A bachelors degree in public health administration or public administration and at least three years of experience in health programs or health services.

(b) Before appointing a person to the position of local health director under subsection (a)(5) of this section, the local board of health shall forward the application and other pertinent materials of such candidate to the State Health Director. If the State Health Director determines that the candidate's masters degree is in a field not related to public health, the State Health Director shall so notify the local board of health in writing within 15 days of the State Health Director's receipt of the application and materials, and such candidate shall be deemed not to meet the education requirements of subsection (a)(5) of this section. If the State Health Director fails to act upon the application within 15 days of receipt of the application and materials from the local board of health, the application shall be deemed approved with respect to the education requirements of subsection (a)(5) of this section, and the local board of health may proceed with appointment process.

(c) The State Health Director shall review requests of educational institutions to determine whether a particular masters degree offered by the requesting institution is related to public health for the purposes of subsection (a)(5) of this section. The State Health Director shall act upon such requests within 90 days of receipt of the request and pertinent materials from the institution, and shall notify the institution of its determination in writing within the 90-day review period. If the State Health Director determines that an institution's particular masters degree is not related to public health, the State Health Director shall include the reasons therefor in his written determination to the institution.

(d) When a local board of health fails to appoint a local health director within 60 days of the creation of a vacancy, the State Health Director may appoint a local health director to serve until the local board of health appoints a local health director in accordance with this section. (1957, c. 1357, s. 1; 1973, c. 152; c. 476, s. 128; 1983, c. 891, s. 2; 1983 (Reg. Sess., 1984), c. 1034, s. 75; 1991, c. 612.)

§ 130A-41. Powers and duties of local health director.

(a) A local health director shall be the administrative head of the local health department, shall perform public health duties prescribed by and under the supervision of the local board of health and the Department and shall be employed full time in the field of public health.

(b) A local health director shall have the following powers and duties:

- (1) To administer programs as directed by the local board of health;
- (2) To enforce the rules of the local board of health;
- (3) To investigate the causes of infectious, communicable and other diseases;
- (4) To exercise quarantine authority and isolation authority pursuant to G.S. 130A-145;
- (5) To disseminate public health information and to promote the benefits of good health;
- (6) To advise local officials concerning public health matters;
- (7) To enforce the immunization requirements of Part 2 of Article 6 of this Chapter;
- (8) To examine and investigate cases of venereal disease pursuant to Parts 3 and 4 of Article 6 of this Chapter;
- (9) To examine and investigate cases of tuberculosis pursuant to Part 5 of Article 6 of this Chapter;
- (10) To examine, investigate and control rabies pursuant to Part 6 of Article 6 of this Chapter;
- (11) To abate public health nuisances and imminent hazards pursuant to G.S. 130A-19 and G.S. 130A-20;
- (12) To employ and dismiss employees of the local health department in accordance with Chapter 126 of the General Statutes; [and]
- (13) To enter contracts, in accordance with The Local Government Finance Act, G.S. Chapter 159, on behalf of the local health department. Nothing in this paragraph shall be construed to abrogate the authority of the board of county commissioners.

(c) Authority conferred upon a local health director may be exercised only within the county or counties comprising the local health department. (1957, c. 1357, s. 1; 1973, c. 476, s. 128; 1983, c. 891, s. 2; 1985, c. 175, s. 2; 1999-110, s. 1.)

§ 130A-24. Appeals procedure.

(a) Appeals concerning the enforcement of rules adopted by the Commission, concerning the suspension and revocation of permits and program participation by the Secretary and concerning the imposition of administrative penalties by the Secretary shall be governed by Chapter 150B of the General Statutes, the Administrative Procedure Act.

(a1) Any person appealing an action taken by the Department pursuant to this Chapter or rules of the Commission shall file a petition for a contested case with the Office of Administrative Hearings as provided in G.S. 150B-23(a). The petition shall be filed not later than 30 days after notice of the action which confers the right of appeal unless a federal statute or regulation provides for a different time limitation. The time limitation imposed under this subsection shall commence when notice of the agency decision is given to all persons aggrieved. Such notice shall be provided to all persons known to the agency by personal delivery or by the placing of notice in an official depository of the United States Postal Service addressed to the person at the latest address provided to the agency by the person.

(b) Appeals concerning the enforcement of rules adopted by the local board of health and concerning the imposition of administrative penalties by a local health director shall be conducted in accordance with this subsection and subsections (c) and (d) of this section. The aggrieved person shall give written notice of appeal to the local health director within 30 days of the challenged action. The notice shall contain the name and address of the aggrieved person, a description of the challenged action and a statement of the reasons why the challenged action is incorrect. Upon filing of the notice, the local health director shall, within five working days, transmit to the local board of health the notice of appeal and the papers and materials upon which the challenged action was taken.

(c) The local board of health shall hold a hearing within 15 days of the receipt of the notice of appeal. The board shall give the person not less than 10 days' notice of the date, time and place of the hearing. On appeal, the board shall have authority to affirm, modify or reverse the challenged action. The local board of health shall issue a written decision based on the evidence presented at the hearing. The decision shall contain a concise statement of the reasons for the decision.

(d) A person who wishes to contest a decision of the local board of health under subsection (b) of this section shall have a right of appeal to the district court having jurisdiction within 30 days after the date of the decision by the board. The scope of review in district court shall be the same as in G.S. 150B-51.

(e) The appeals procedures enumerated in this section shall apply to appeals concerning the enforcement of rules, the imposition of administrative penalties, or any other action taken by the Department of Environmental Quality pursuant to Articles 8, 9, 10, 11, and 12 of this Chapter. (1983, c. 891, s. 2; 1987, c. 482; c. 827, s. 248; 1993, c. 211, s. 1; 1997-443, s. 11A.66; 1998-217, s. 33; 2015-241, s. 14.30(u).)

§ 143-318.11. Closed sessions.

(a) **Permitted Purposes.** - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.
- (10) To view a recording released pursuant to G.S. 132-1.4A.
 - (b) Repealed by Session Laws 1991, c. 694, s. 4.
 - (c) Calling a Closed Session. - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.
 - (d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b); 2014-79, s. 9(a); 2016-88, s. 3.)

Pamlico County Board of Health

G.S. 130A-22 Administrative Penalties.

§ 130A-22. Administrative penalties.

(a) The Secretary of Environmental Quality may impose an administrative penalty on a person who violates Article 9 of this Chapter, rules adopted by the Environmental Management Commission pursuant to Article 9, or any term or condition of a permit or order issued under Article 9. Each day of a continuing violation shall constitute a separate violation. The penalty shall not exceed fifteen thousand dollars (\$15,000) per day in the case of a violation involving nonhazardous waste. The penalty shall not exceed thirty-two thousand five hundred dollars (\$32,500) per day in the case of a first violation involving hazardous waste as defined in G.S. 130A-290 or involving the disposal of medical waste as defined in G.S. 130A-290 in or upon water in a manner that results in medical waste entering waters or lands of the State; and shall not exceed fifty thousand dollars (\$50,000) per day for a second or further violation involving the disposal of medical waste as defined in G.S. 130A-290 in or upon water in a manner that results in medical waste entering waters or lands of the State. The penalty shall not exceed thirty-two thousand five hundred dollars (\$32,500) per day for a violation involving a voluntary remedial action implemented pursuant to G.S. 130A-310.9(c) or a violation of the rules adopted pursuant to G.S. 130A-310.12(b). For violations of Part 7 of Article 9 of this Chapter and G.S. 130A-309.10(m): (i) a warning shall be issued for a first violation; (ii) the penalty shall not exceed two hundred dollars (\$200.00) for a second violation; and (iii) the penalty shall not exceed five hundred dollars (\$500.00) for subsequent violations. If a person fails to pay a civil penalty within 60 days after the final agency decision or court order has been served on the violator, the Secretary of Environmental Quality shall request the Attorney General to institute a civil action in the superior court of any county in which the violator resides or has his or its principal place of business to recover the amount of the assessment. Such civil actions must be filed within three years of the date the final agency decision or court order was served on the violator.

(a1) Part 5 of Article 21A of Chapter 143 of the General Statutes shall apply to the determination of civil liability or penalty pursuant to subsection (a) of this section.

(b) The Secretary of Environmental Quality may impose an administrative penalty on a person who violates G.S. 130A-325. Each day of a continuing violation shall constitute a separate violation. The penalty shall not exceed twenty-five thousand dollars (\$25,000) for each day the violation continues.

(b1) The Secretary may impose an administrative penalty on a person who violates Article 19 of this Chapter or a rule adopted pursuant to that Article. Except as provided in subsection (b2) of this section, the penalty shall not exceed one thousand dollars (\$1,000) per day per violation. Until the Department has notified the person of the violation, a continuing violation shall be treated as one

violation. Each day thereafter of a continuing violation shall be treated as a separate violation.

In determining the amount of a penalty under this subsection or subsection (b2) of this section, the Secretary shall consider all of the following factors:

- (1) The degree and extent of harm to the natural resources of the State, to the public health, or to private property resulting from the violation.
- (2) The duration and gravity of the violation.
- (3) The effect on air quality.
- (4) The cost of rectifying the damage.
- (5) The amount of money the violator saved by noncompliance.
- (6) The prior record of the violator in complying or failing to comply with Article 19 of this Chapter or a rule adopted pursuant to that Article.
- (7) The cost to the State of the enforcement procedures.
- (8) If applicable, the size of the renovation and demolition involved in the violation.

(b2) The penalty for violations of the asbestos NESHP for demolition and renovation, as defined in G.S. 130A-444, shall not exceed ten thousand dollars (\$10,000) per day per violation. Until the Department has provided the person with written notification of the violation of the asbestos NESHP for demolition and renovation that describes the violation, recommends a general course of action, and establishes a time frame in which to correct the violations, a continuing violation shall be treated as one violation. Each day thereafter of a continuing violation shall be treated as a separate violation. A violation of the asbestos NESHP for demolition and renovation is not considered to continue during the period a person who has received the notice of violation is following the general course of action and complying with the time frame set forth in the notice of violation.

(b3) The Secretary may impose an administrative penalty on a person who violates Article 19A or 19B of this Chapter or any rules adopted pursuant to Article 19A or 19B of this Chapter. Each day of a continuing violation is a separate violation. The penalty shall not exceed five thousand dollars (\$5,000) for each day the violation continues for Article 19A of this Chapter. The penalty shall not exceed five thousand dollars (\$5,000) for each day the violation continues for Article 19B of this Chapter. The penalty authorized by this section does not apply to a person who is not required to be certified under Article 19A or 19B.

(c) The Secretary may impose an administrative penalty on a person who willfully violates Article 11 of this Chapter, rules adopted by the Commission pursuant to Article 11 or any condition imposed upon a permit issued under Article 11. An administrative penalty may not be imposed upon a person who establishes that neither the site nor the system may be improved or a new system installed so as to comply with Article 11 of this Chapter. Each day of a continuing violation shall constitute a separate violation. The penalty shall not exceed fifty

dollars (\$50.00) per day in the case of a wastewater collection, treatment and disposal system with a design daily flow of no more than 480 gallons or in the case of any system serving a single one-family dwelling. The penalty shall not exceed three hundred dollars (\$300.00) per day in the case of a wastewater collection, treatment and disposal system with a design daily flow of more than 480 gallons which does not serve a single one-family dwelling.

(c1) The Secretary may impose a monetary penalty on a vendor who violates rules adopted by the Commission pursuant to Article 13 of this Chapter when the Secretary determines that disqualification would result in hardship to participants in the Women, Infants, and Children (WIC) program. The penalty shall be calculated using the following formula: multiply five percent (5%) times the average dollar amount of the vendor's monthly redemptions of WIC food instruments for the 12-month period immediately preceding disqualification, then multiply that product by the number of months of the disqualification period determined by the Secretary.

(d) In determining the amount of the penalty in subsections (a), (b) and (c), the Secretary and the Secretary of Environmental Quality shall consider all of the following factors:

- (1) Type of violation.
- (2) Type of waste involved.
- (3) Duration of the violation.
- (4) Cause (whether resulting from a negligent, reckless, or intentional act or omission).
- (5) Potential effect on public health and the environment.
- (6) Effectiveness of responsive measures taken by the violator.
- (7) Damage to private property.
- (8) The degree and extent of harm caused by the violation.
- (9) Cost of rectifying any damage.
- (10) The amount of money the violator saved by noncompliance.
- (11) The violator's previous record in complying or not complying with the provisions of Article 9 of this Chapter, Article 11 of this Chapter, or G.S. 130A-325, and any regulations adopted thereunder, as applicable to the violation in question.

(e) A person contesting a penalty shall, by filing a petition pursuant to G.S. 150B-23(a) not later than 30 days after receipt by the petitioner of the document which constitutes agency action, be entitled to an administrative hearing and judicial review in accordance with Chapter 150B of the General Statutes, the Administrative Procedure Act.

(f) The Commission shall adopt rules concerning the imposition of administrative penalties pursuant to this section that are under authority of the Secretary, and the Environmental Management Commission shall adopt rules concerning the imposition of administrative penalties pursuant to this section that are under authority of the Secretary of Environmental Quality.

(g) The Secretary or the Secretary of Environmental Quality may bring a civil action in the superior court of the county where the violation occurred or

where the defendant resides to recover the amount of an administrative penalty authorized under this section whenever a person:

- (1) Who has not requested an administrative hearing in accordance with subsection (e) of this section fails to pay the penalty within 60 days after being notified of the penalty; or
- (2) Who has requested an administrative hearing fails to pay the penalty within 60 days after service of a written copy of the final agency decision.

(h) A local health director may impose an administrative penalty on any person who willfully violates the wastewater collection, treatment, and disposal rules of the local board of health adopted pursuant to G.S. 130A-335(c) or who willfully violates a condition imposed upon a permit issued under the approved local rules. An administrative penalty may not be imposed upon a person who establishes that neither the site nor the system may be improved or a new system installed so as to comply with Article 11 of this Chapter. The local health director shall establish and recover the amount of the administrative penalty in accordance with subsections (d) and (g). Each day of a continuing violation shall constitute a separate violation. The penalty shall not exceed fifty dollars (\$50.00) per day in the case of a wastewater collection, treatment and disposal system with a design daily flow of no more than 480 gallons or in the case of any system serving a single one-family dwelling.

The penalty shall not exceed three hundred dollars (\$300.00) per day in the case of a wastewater collection, treatment and disposal system with a design daily flow of more than 480 gallons which does not serve a single one-family dwelling. A person contesting a penalty imposed under this subsection shall be entitled to an administrative hearing and judicial review in accordance with G.S. 130A-24. A local board of health shall adopt rules concerning the imposition of administrative penalties under this subsection.

(h1) A local health director may take the following actions and may impose the following administrative penalty on a person who manages, operates, or controls a public place or place of employment and fails to comply with the provisions of Part 1C of Article 23 of this Chapter or with rules adopted thereunder or with local ordinances, rules, laws, or policies adopted pursuant to Part 2 of Article 23 of this Chapter:

- (1) First violation. - Provide the person in violation with written notice of the person's first violation and notification of action to be taken in the event of subsequent violations.
- (2) Second violation. - Provide the person in violation with written notice of the person's second violation and notification of administrative penalties to be imposed for subsequent violations.
- (3) Subsequent violations. - Impose on the person in violation an administrative penalty of not more than two hundred dollars (\$200.00) for the third and subsequent violations.

Each day on which a violation of this Article or rules adopted pursuant to this Article occurs may be considered a separate and distinct violation. Notwithstanding G.S. 130A-25, a violation of Article 23 of this Chapter shall not be punishable as a criminal violation.

(i) The clear proceeds of penalties assessed pursuant to this section shall be remitted to the Civil Penalty and Forfeiture Fund in accordance with G.S. 115C-457.2.

(j) The Secretary of Environmental Quality may also assess the reasonable costs of any investigation, inspection, or monitoring associated with the assessment of the civil penalty against any person who is assessed a civil penalty under this section. (1983, c. 891, s. 2; 1987, c. 269, s. 2; c. 656; c. 704, s. 1; c. 827, s. 247; 1989, c. 742, s. 4; 1991, c. 691, s. 1; c. 725, s. 8; 1991 (Reg. Sess., 1992), c. 944, s. 11; 1993 (Reg. Sess., 1994), c. 686, s. 1; 1995, c. 504, s. 8; 1997-443, s. 11A.64; 1997-523, s. 2; 1998-215, s. 54(a); 2001-474, s. 21; 2002-154, s. 1; 2007-550, ss. 3(a), 4(a); 2009-27, s. 2; 2009-163, s. 2; 2009-488, s. 2; 2010-180, s. 14(c); 2011-145, s. 13.3(xx); 2013-378, s. 7; 2013-413, s. 49; 2015-241, s. 14.30(v); 2017-209, s. 19(b); 2020-74, s. 12(b).)

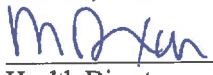
Section 5



Pamlico County Health Department

Bayboro, NC 28515



Title: Board of Health Adjudication	Benchmark: 35.1
Approved By: <hr/> Chairman, Pamlico County Board of Commissioners Date  1/07/24 Health Director Date <hr/> Administrative Officer Date	Program Area: Board of Health (Administrative)

Purpose:
Board of Health (BOH) Adjudication of Public Health Legal Matter

Policy:
The Pamlico County Health Department has the power and duty to enforce public health laws and rules prescribed by and under the supervision of the Pamlico County Board of Health and the NC Department of Public Health (NCGS 130A-41). This enforcement may, in some circumstances, involved the institution of an administrative penalty in accordance with NCGS 130A-22.

- Procedure:**
1. Any appeal of the enforcement by the Pamlico County Health Director shall be in accordance with NCGS 130A-24. The BOH shall serve as the adjudication body for any penalties by the Health Director. The Health Director will notify the BOH Chairman/Board of County Commissioners (BOCC) when a request to appeal a decision has been received.
 2. The BOH/BOCC shall hold a quasi-judicial hearing and shall either confirm, modify, or reverse the challenged action.
 3. A person who wishes to context the BOH/BOCC's decision may appeal to the jurisdiction's district court in accordance with NCGS 130-24 (d).

Resources: Applicable Law, Rules, and References: NCGS 130A-24, 130A-24, 130A-41

Written: 12/2020
Reviewed: 08/10/2022 mdc
 01/04/2023
 01/08/2024 lwh
Revised: 01/04/2023

Section 6



Pamlico County Health Department

Bayboro, NC 28515



Title: Board of Health and Advisory Board New Onboarding and Ongoing Training	Benchmark: 36.1, 36.2, 36.3												
Approved By: <table border="0"> <tr> <td>Medical Director</td> <td>Date</td> </tr> <tr> <td><i>M Dixon</i></td> <td>1/07/24</td> </tr> <tr> <td>Health Director</td> <td>Date</td> </tr> <tr> <td><i>L. Bond</i></td> <td>01/07/2024</td> </tr> <tr> <td>Nursing Supervisor</td> <td>Date</td> </tr> <tr> <td>Health Educator</td> <td>Date</td> </tr> </table>	Medical Director	Date	<i>M Dixon</i>	1/07/24	Health Director	Date	<i>L. Bond</i>	01/07/2024	Nursing Supervisor	Date	Health Educator	Date	Program Area: Board of Health (Administrative)
Medical Director	Date												
<i>M Dixon</i>	1/07/24												
Health Director	Date												
<i>L. Bond</i>	01/07/2024												
Nursing Supervisor	Date												
Health Educator	Date												

Purpose:

Board members come from a variety of community groups and backgrounds and may have little knowledge of public health prior to their appointment. Therefore, orientation and training are necessary for new and ongoing Board of Health (BOH) members. By properly orienting new BOH members to their roles and the functions of public health, they can better serve the local health department and community.

Policy:

The local health department shall assure new board of health members receive training and reference materials on the authorities and responsibilities of the local board of health within the first year after appointment to the board.

Definitions:

- Training – Professional development that can be conducted at one time, may be done as modules, and can be done as a group and/or as individuals. A self-guided training which includes each board member documenting their completion of the training on a specific date. Training can be in-person, via web-based platforms, or through self-study.
- Handbook/Manual - The handbook/manual will provide BOH members a good source of material for orientation, ongoing reference and policies/protocols that have been adopted by the BOH, including historical information. The handbook/manual shall be kept current to reflect how the board operates.

Procedure:

Board of Health

1. All Board of Health members will be provided a handbook/manual outlining clear procedures and unity of purpose. A copy of the handbook will be made accessible in the health department’s training/conference room and updated annually.
 - a. BOH specific information:
 - i. List of BOH members and their current contact information
 - ii. Meeting calendar for the year
 - iii. Board’s operating procedures
 - iv. Statutes and Rules related to the BOH

- v. Policies adopted by the BOH
- vi. Rules adopted by the BOH
- vii. Copies of Meeting Agendas
- viii. Copies of Meeting Minutes
- b. Health Department specific information:
 - i. Strategic plan, mission, and value statements
 - ii. Annual reports
 - iii. Budget reports
 - iv. Organizational chart
 - v. Description of services
 - vi. Fee schedule
 - vii. Other information that can give the BOH members a better understanding of their roles and responsibilities.
- 2. All new onboarding BOH members will participate in required training within the first 90 days of their appointment. Members re-appointed or members of the BOH who are now members of a consolidated board do not need to repeat the orientation unless the content has changed since they were oriented.
 - a. Training: Orientation
 - i. UNC Gillings School of Global Public Health
 - 1. Roles and Responsibilities of Local Board of Health Governing Boards
 - 2. Introduction to Public Health in North Carolina
- 3. All BOH members will participate in required ongoing training annually. Completion and submission of documentation must be submitted no later than September 1 of the calendar year.
 - a. Training: Ongoing
 - i. UNC Gillings School of Global Public Health
 - 1. NC Board of Health Rulemaking Authority
 - 2. Healthy NC 2030
 - 3. Public Health 3.0
- 4. All BOH members will provide documentation of completion of orientation and ongoing training to the health director or designee by the designated deadline.
- 5. Technology (e.g. computer, Internet, etc.) and/or training area will be made accessible to any BOH members requesting support to complete required training.

Advisory Board

- 1. All Advisory Board members will be provided a clear procedures and unity of purpose. A copy of the document be made accessible in the health department's training/conference room and updated annually.
 - a. Advisory Board specific information:
 - b. List of Advisory Board members and their current contact information
 - c. Meeting calendar for the year
 - d. Board's operating procedures
 - e. Copies of Meeting Agendas
 - f. Copies of Meeting Minutes
 - g. Health Department specific information:
 - i. Strategic plan, mission, and value statements
 - ii. Annual reports
 - iii. Budget reports
 - iv. Organizational chart
 - v. Description of services
 - vi. Fee schedule
 - vii. Other information that can give the BOH members a better understanding of their roles and responsibilities:
 - Committee Assignments:

1. Policy Development
 2. Program and Service Development
 3. Grants and Funding
 4. Outreach Activities and Community Needs
2. All new onboarding and re-appointed members will participate in required training annually during the June meeting.
 - a. Training Orientation and Ongoing will be presented by the health director, designee, and/or outside vendor. A certificate of completion will be provided to all participating members.
 3. Documentation of completion of orientation and ongoing training will be maintained by the health director or designee.

References: UNC Gillings School of Global Public Health <https://sph.unc.edu/nciph/boh-train/>
PCHD Board of Health Handbook/Manual
PCHD ABOH/BOH Training Schedule

Written: 11/01/2022 lwh

Reviewed: 01/04/2023

01/08/2024 lwh

Revised: 01/04/2023 lwh



Pamlico County Health Department

203 North Street

PO Box 306

Bayboro, NC 28515

Tel: (252) 745-5111 Fax: (252) 249-5900

Health Director: Melanie Dixon



Advisory Board of Health/Board of Health New and Ongoing Training Schedule

2022-23

Orientation to Board

Handbook

Accreditation Process

2023-24

Public Health Ethics (New) (20 minutes) <https://sph.unc.edu/nciph/public-health-ethics-online-training/>

Introduction to Public Health in North Carolina (20 minutes) <https://nciph.sph.unc.edu/intro-phn/2022/mod1/story.html>

Public Health Framework (20 minutes) <https://nciph.sph.unc.edu/intro-phn/2022/mod2/story.html>

Equity in Public Health (20 minutes) <https://nciph.sph.unc.edu/intro-phn/2022/mod3/story.html>

North Carolina Public Health Organizational Structure (25 minutes) <https://nciph.sph.unc.edu/intro-phn/2022/mod4/story.html>

The Future of Public Health in North Carolina (20 minutes) <https://nciph.sph.unc.edu/intro-phn/2022/mod5/story.html>

2024-25

Roles and Responsibilities of Local Public Health Governing Boards (Lessons 1-3) <https://sph.unc.edu/nciph/nciph-catalog/nciph-boh-roles-respon/>

- Public Health Milestones, Current Challenges, and the Core Functions
- Legal Responsibilities and Authority
- Public Health Governing Structures, Board Member Roles, and Effective Governance

Rulemaking Authority of North Carolina Local Boards of Health (Sections 1-4) <https://sph.unc.edu/nciph/nciph-boh-rulemaking-authority/>

- Section 1: Legal Powers and Duties of Boards of Health in North Carolina
- Section 2: What is a Board of Health Rule?
- Section 3 (Part 1): What May a Board of Health Rule Address? General Scope & Limitations of BOH Rules.
- Section 3 (Part 2): What May a Board of Health Rule Address? Considerations for BOH Rules on Certain Topics.
- Section 4: What is the Process for Adopting a Board of Health Rule?

2025-26

Healthy NC 2030 (PowerPoint)

North Carolina Public Health HIPAA Training Series (3 modules) <https://www.sog.unc.edu/resources/microsites/north-carolina-public-health-law/hipaa-and-medical-confidentiality>

- Module 1: HIPAA: An Overview for NC Public Health Professionals
- Module 2: Using and Disclosing Protected Health Information: A Guide for NC Public Health Professionals. This module is in three parts. Click on the links below to access each part.
 - Part 1 (Uses and Disclosures, Minimum Necessary Standard, Verification Standard)
 - Part 2 (Rules for Using and Disclosing PHI)
 - Part 3 (Individual Right of Access)
- Module 3: HIPAA Breach Notification Rule: A Guide for NC Public Health Professionals

Reviewed 12/01/23 LH

Section 7

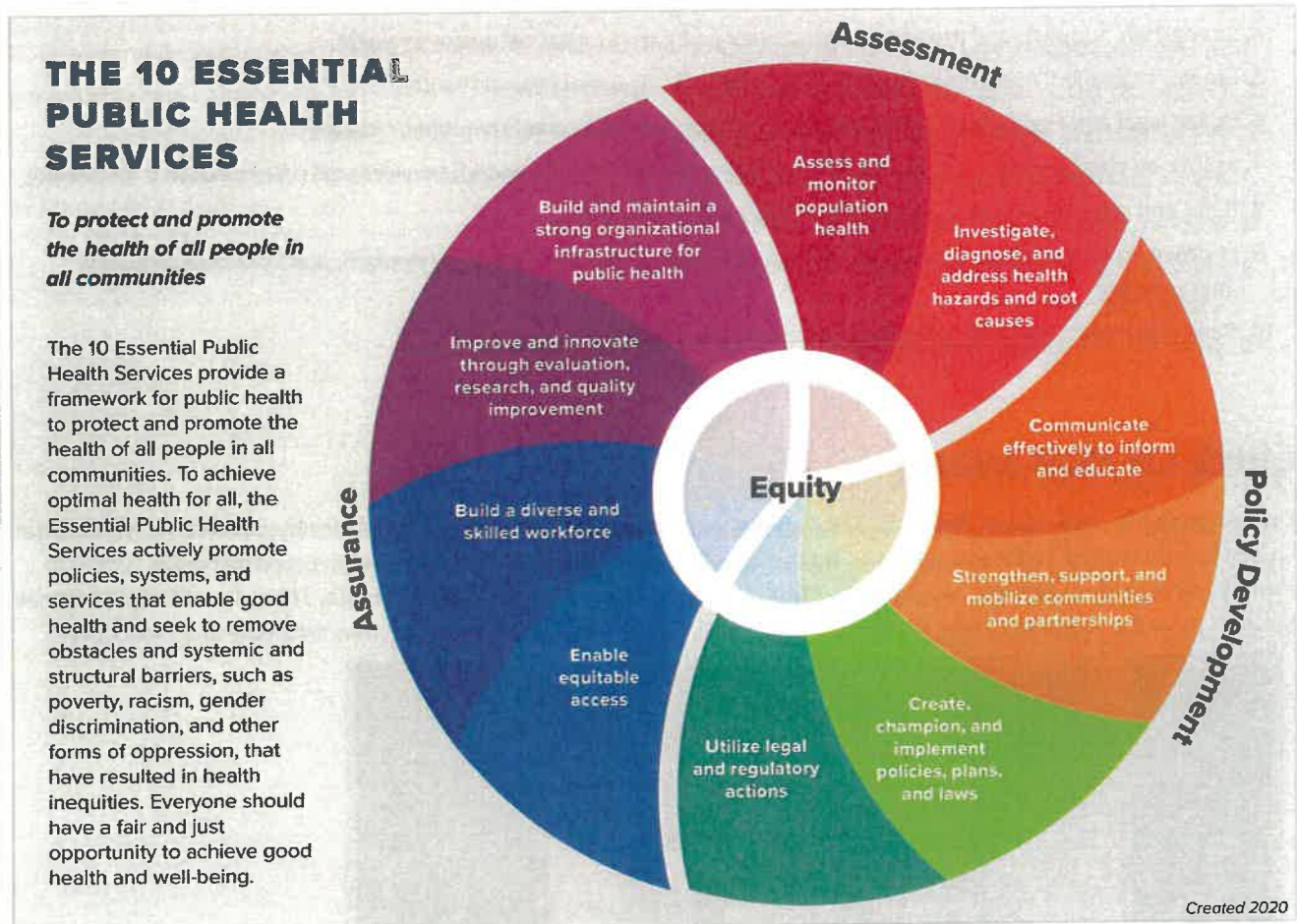
Public Health Professionals Gateway



Public Health Professionals Gateway

Public Health Professionals Gateway Home

10 Essential Public Health Services



View Larger

The 10 Essential Public Health Services (EPHS) describe the public health activities that all communities should undertake. For the past 25 years, the EPHS have served as a well-recognized framework for carrying out the mission of public health. The EPHS framework was originally released in 1994 and more recently updated in 2020. The revised version is intended to bring the framework in line with current and future public health practice.

The revised EPHS framework was released on September 9, 2020, as a result of a collaborative effort by the [Public Health National Center for Innovations](#) (PHNCI) and the [de Beaumont Foundation](#), who convened a task force of public health experts, leaders, and practitioners and engaged the public health community in activities to inform the changes. The task force also included experts from federal agencies, including CDC, which were instrumental in establishing and supporting the original EPHS framework. Details about the process to update the EPHS can be found on the PHNCI website, along with accompanying materials.

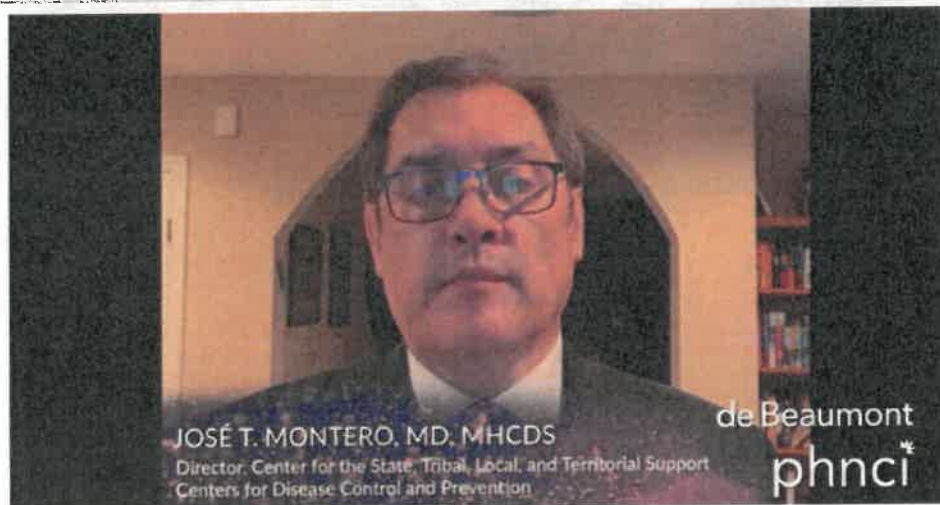
Essential Public Health Services (Revised, 2020)

The 10 Essential Public Health Services provide a framework for public health to protect and promote the health of *all people in all communities*. To achieve equity, the Essential Public Health Services actively promote policies, systems, and overall community conditions that enable optimal health for all and seek to remove systemic and structural barriers that have resulted in health inequities. Such barriers include poverty, racism, gender discrimination, ableism, and other forms of oppression. Everyone should have a fair and just opportunity to achieve optimal health and well-being.

1. Assess and monitor population health status, factors that influence health, and community needs and assets
2. Investigate, diagnose, and address health problems and hazards affecting the population
3. Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it
4. Strengthen, support, and mobilize communities and partnerships to improve health
5. Create, champion, and implement policies, plans, and laws that impact health
6. Utilize legal and regulatory actions designed to improve and protect the public's health
7. Assure an effective system that enables equitable access to the individual services and care needed to be healthy
8. Build and support a diverse and skilled public health workforce
9. Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement
10. Build and maintain a strong organizational infrastructure for public health

EPHS Launch Event

On September 9, 2020, the de Beaumont Foundation and Public Health National Center for Innovations hosted a virtual launch for the revised 10 Essential Public Health Services. View the complete launch event recording below. Listen to remarks from José T. Montero, MD, MHCDS, then-Director of CDC's former Center for State, Tribal, Local, and Territorial Support (now the National Center for State, Tribal, Local, and Territorial Public Health Infrastructure and Workforce).



Celebrating 25 Years and Launching the Revised 10 Essential Public Health Services [🔗](#) from PHNCI [🔗](#).

Resources





10 Essential Public Health Services – Full

Provides a detailed description of each Essential Public Health Service

- Download English PDF [📄 \[1.7MB\] 🔗](#)
- Download Spanish PDF [📄 \[1.7MB\] 🔗](#)





10 Essential Public Health Services – One Pager

Provides a brief one-page summary of the 10 Essential Public Health Services

- Download English PDF  [369KB] 
- Download Spanish PDF  [384KB] 

10 Essential Public Health Services – Graphics

Contains downloadable graphics for promotion

- Download English PDF  [120KB] 
- Download Spanish PDF  [129KB] 

Examples of How the Social Determinants of Health Can Be Addressed Through the 10 Essential Public Health Services

Learn how the EPHS can incorporate interventions to modify social determinants of health—the conditions in the places where people are born, live, learn, work, play, worship, and age.

Environmental Public Health and the 10 Essential Services

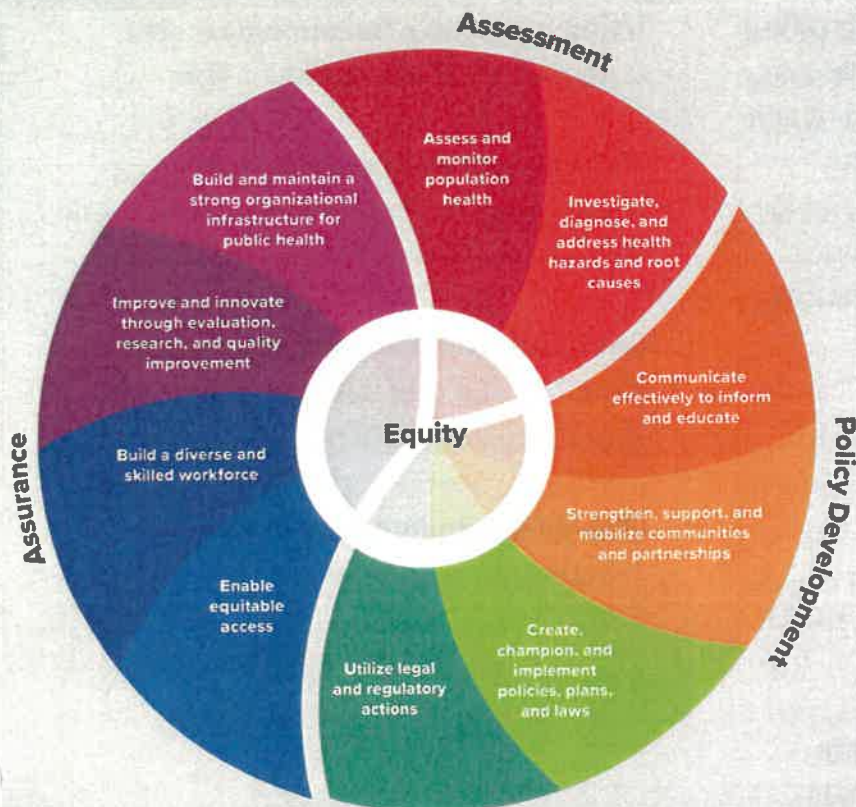
Learn how environmental health program activities can help deliver the 10 Essential Public Health Services in communities and support public health accreditation.

Last Reviewed: September 18, 2023

THE 10 ESSENTIAL PUBLIC HEALTH SERVICES

To protect and promote the health of all people in all communities

The 10 Essential Public Health Services provide a framework for public health to protect and promote the health of all people in all communities. To achieve equity, the Essential Public Health Services actively promote policies, systems, and overall community conditions that enable optimal health for all and seek to remove systemic and structural barriers that have resulted in health inequities. Such barriers include poverty, racism, gender discrimination, ableism, and other forms of oppression. Everyone should have a fair and just opportunity to achieve optimal health and well-being.



ESSENTIAL PUBLIC HEALTH SERVICE #1
Assess and monitor population health status, factors that influence health, and community needs and assets

ESSENTIAL PUBLIC HEALTH SERVICE #2
Investigate, diagnose, and address health problems and hazards affecting the population

ESSENTIAL PUBLIC HEALTH SERVICE #3
Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it

ESSENTIAL PUBLIC HEALTH SERVICE #4
Strengthen, support, and mobilize communities and partnerships to improve health

ESSENTIAL PUBLIC HEALTH SERVICE #5
Create, champion, and implement policies, plans, and laws that impact health

ESSENTIAL PUBLIC HEALTH SERVICE #6
Utilize legal and regulatory actions designed to improve and protect the public's health

ESSENTIAL PUBLIC HEALTH SERVICE #7
Assure an effective system that enables equitable access to the individual services and care needed to be healthy

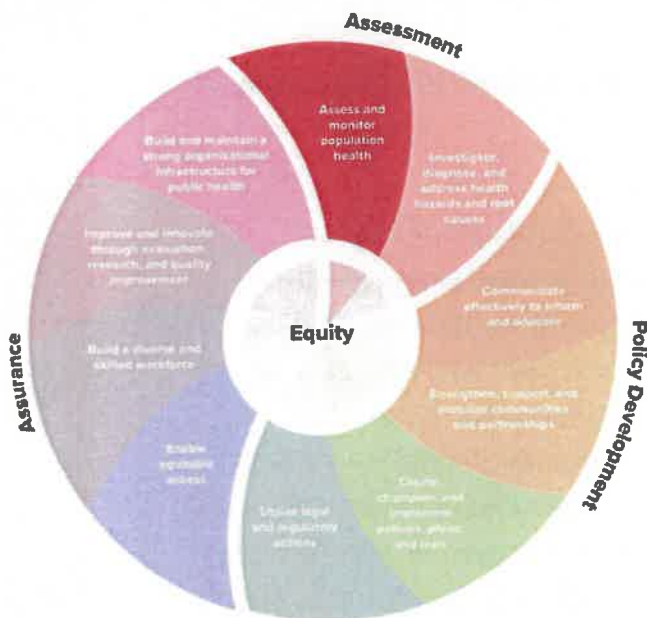
ESSENTIAL PUBLIC HEALTH SERVICE #8
Build and support a diverse and skilled public health workforce

ESSENTIAL PUBLIC HEALTH SERVICE #9
Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement

ESSENTIAL PUBLIC HEALTH SERVICE #10
Build and maintain a strong organizational infrastructure for public health

ESSENTIAL PUBLIC HEALTH SERVICE #1

Assess and monitor population health status, factors that influence health, and community needs and assets

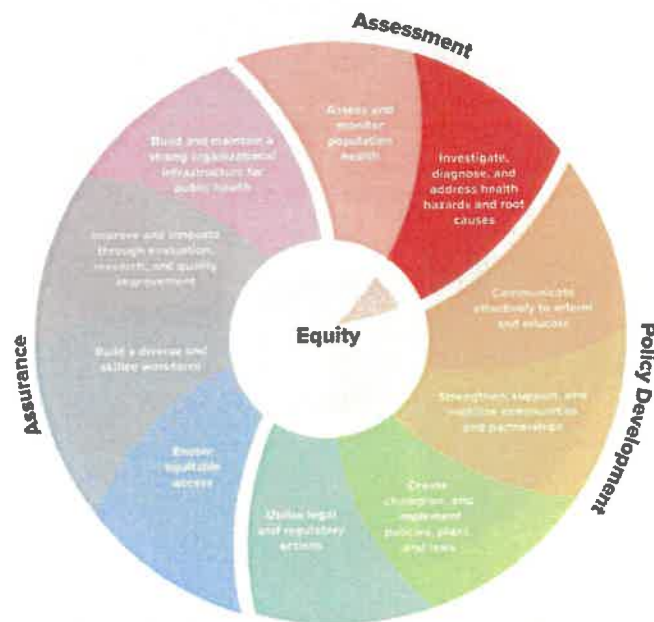


THIS SERVICE INCLUDES:

- **Maintaining an ongoing understanding of health** in the jurisdiction by collecting, monitoring, and analyzing data on health and factors that influence health to identify threats, patterns, and emerging issues, with a particular emphasis on disproportionately affected populations
- **Using data and information** to determine the root causes of health disparities and inequities
- **Working with the community** to understand health status, needs, assets, key influences, and narrative
- **Collaborating and facilitating data sharing** with partners, including multi-sector partners
- **Using innovative technologies**, data collection methods, and data sets
- **Utilizing various methods and technology** to interpret and communicate data to diverse audiences
- **Analyzing and using disaggregated data** (e.g., by race) to track issues and inform equitable action
- **Engaging community members** as experts and key partners

ESSENTIAL PUBLIC HEALTH SERVICE #2

Investigate, diagnose, and address health problems and hazards affecting the population

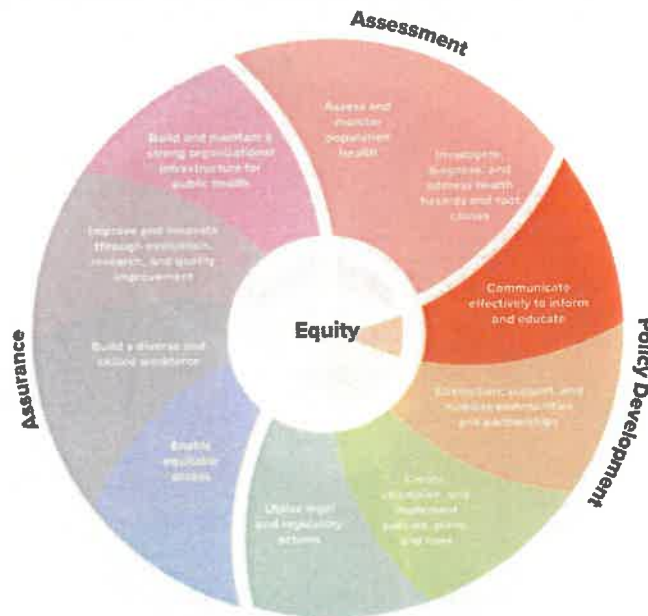


THIS SERVICE INCLUDES:

- **Anticipating, preventing, and mitigating emerging health threats** through epidemiologic identification
- **Monitoring real-time health status and identifying patterns** to develop strategies to address chronic diseases and injuries
- **Using real-time data** to identify and respond to acute outbreaks, emergencies, and other health hazards
- **Using public health laboratory capabilities and modern technology** to conduct rapid screening and high-volume testing
- **Analyzing and utilizing inputs** from multiple sectors and sources to consider social, economic, and environmental root causes of health status
- **Identifying, analyzing, and distributing information** from new, big, and real-time data sources

ESSENTIAL PUBLIC HEALTH SERVICE #3

Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it

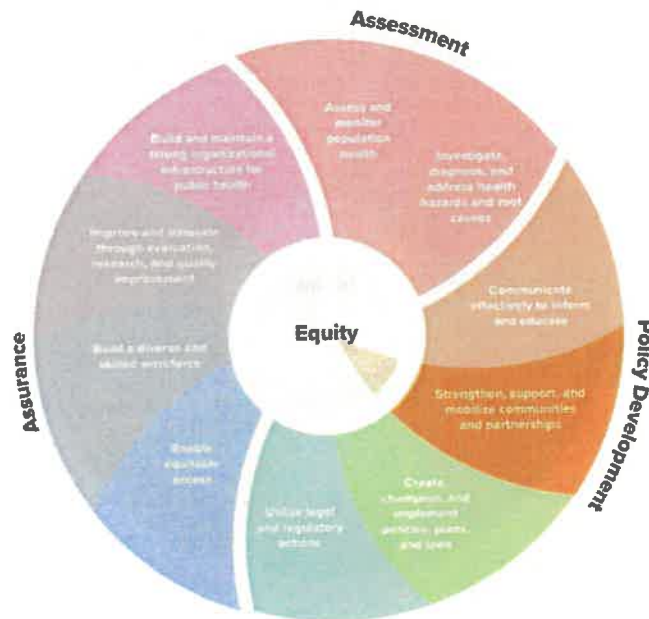


THIS SERVICE INCLUDES:

- **Developing and disseminating accessible health information** and resources, including through collaboration with multi-sector partners
- **Communicating with accuracy and necessary speed**
- **Using appropriate communications channels** (e.g., social media, peer-to-peer networks, mass media, and other channels) to effectively reach the intended populations
- **Developing and deploying culturally and linguistically appropriate and relevant communications** and educational resources, which includes working with stakeholders and influencers in the community to create effective and culturally resonant materials
- **Employing the principles of risk communication, health literacy, and health education** to inform the public, when appropriate
- **Actively engaging in two-way communication** to build trust with populations served and ensure accuracy and effectiveness of prevention and health promotion strategies
- **Ensuring public health communications and education efforts are asset-based** when appropriate and do not reinforce narratives that are damaging to disproportionately affected populations

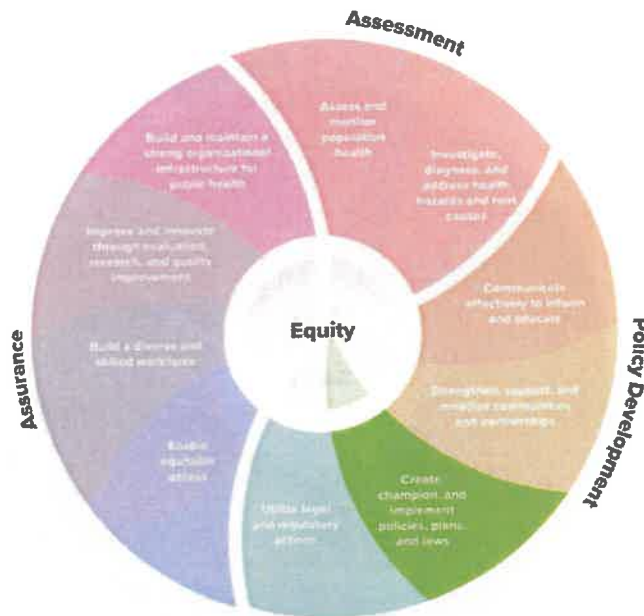
ESSENTIAL PUBLIC HEALTH SERVICE #4

Strengthen, support, and mobilize communities and partnerships to improve health



THIS SERVICE INCLUDES:

- **Convening and facilitating multi-sector partnerships** and coalitions that include sectors that influence health (e.g., planning, transportation, housing, education, etc.)
- **Fostering and building genuine, strengths-based relationships** with a diverse group of partners that reflect the community and the population
- **Authentically engaging with community members** and organizations to develop public health solutions
- **Learning from, and supporting, existing community partnerships** and contributing public health expertise

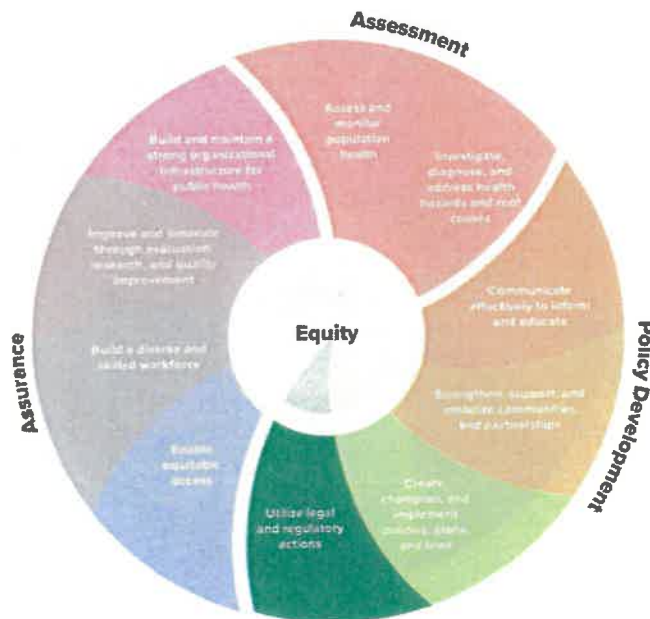


THIS SERVICE INCLUDES:

- **Developing and championing policies, plans, and laws** that guide the practice of public health
- **Examining and improving existing policies, plans, and laws** to correct historical injustices
- **Ensuring that policies, plans, and laws provide a fair and just opportunity for all** to achieve optimal health
- **Providing input into policies, plans, and laws** to ensure that health impact is considered
- **Continuously monitoring and developing policies, plans, and laws** that improve public health and preparedness and strengthen community resilience
- **Collaborating with all partners**, including multi-sector partners, to develop and support policies, plans, and laws
- **Working across partners and with the community** to systematically and continuously develop and implement health improvement strategies and plans, and evaluate and improve those plans

ESSENTIAL PUBLIC HEALTH SERVICE #6

Utilize legal and regulatory actions designed to improve and protect the public's health

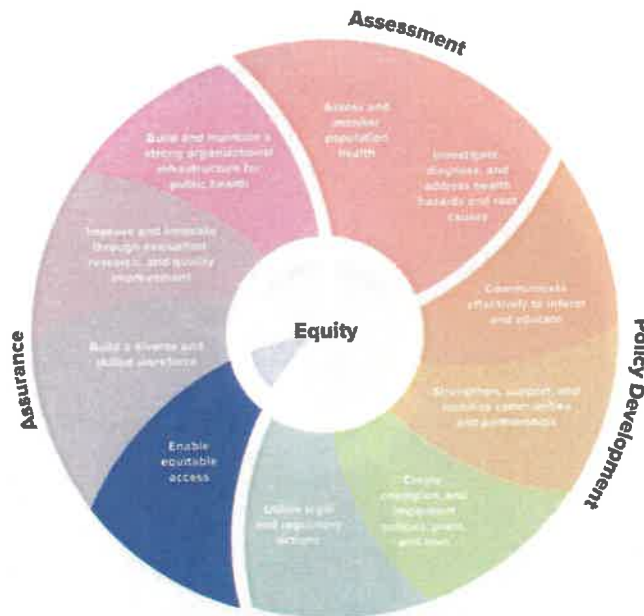


THIS SERVICE INCLUDES:

- **Ensuring that applicable laws are equitably applied** to protect the public's health
- **Conducting enforcement activities** that may include, but are not limited to sanitary codes, especially in the food industry; full protection of drinking water supplies; and timely follow-up on hazards, preventable injuries, and exposure-related diseases identified in occupational and community settings
- **Licensing and monitoring the quality of healthcare services** (e.g., laboratory, nursing homes, and home healthcare)
- **Reviewing new drug, biologic, and medical device applications**
- **Licensing and credentialing the healthcare workforce**
- **Including health considerations in laws from other sectors** (e.g., zoning)

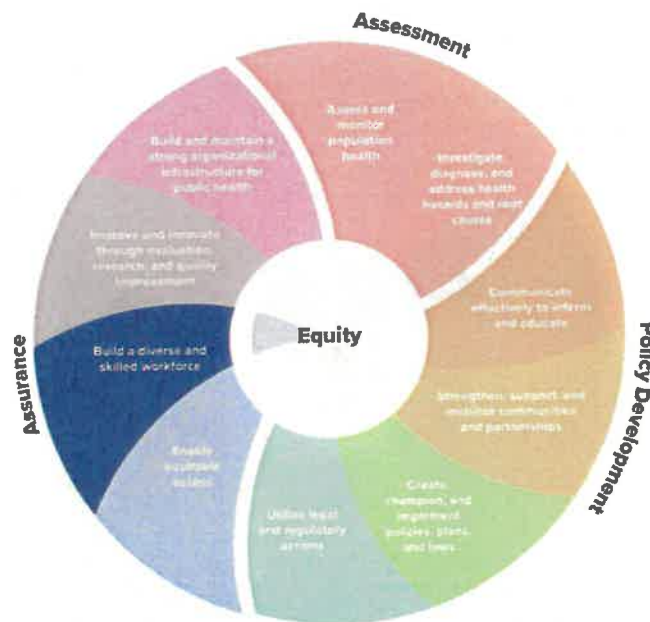
ESSENTIAL PUBLIC HEALTH SERVICE #7

Assure an effective system that enables equitable access to the individual services and care needed to be healthy



THIS SERVICE INCLUDES:

- **Connecting the population to needed health and social services** that support the whole person, including preventive services
- **Ensuring access to high-quality and cost-effective healthcare and social services**, including behavioral and mental health services, that are culturally and linguistically appropriate
- **Engaging health delivery systems** to assess and address gaps and barriers in accessing needed health services, including behavioral and mental health
- **Addressing and removing barriers to care**
- **Building relationships with payers and healthcare providers**, including the sharing of data across partners to foster health and well-being
- **Contributing to the development of a competent healthcare workforce**

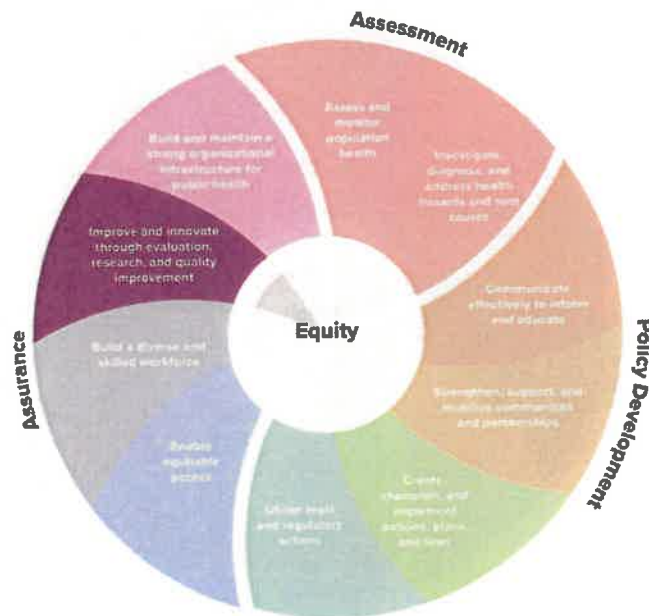


THIS SERVICE INCLUDES:

- **Providing education and training** that encompasses a spectrum of public health competencies, including technical, strategic, and leadership skills
- **Ensuring that the public health workforce is the appropriate size** to meet the public's needs
- **Building a culturally competent public health workforce and leadership** that reflects the community and practices cultural humility
- **Incorporating public health principles in non-public health curricula**
- **Cultivating and building active partnerships with academia and other professional training programs** and schools to assure community-relevant learning experiences for all learners
- **Promoting a culture of lifelong learning in public health**
- **Building a pipeline of future public health practitioners**
- **Fostering leadership skills at all levels**

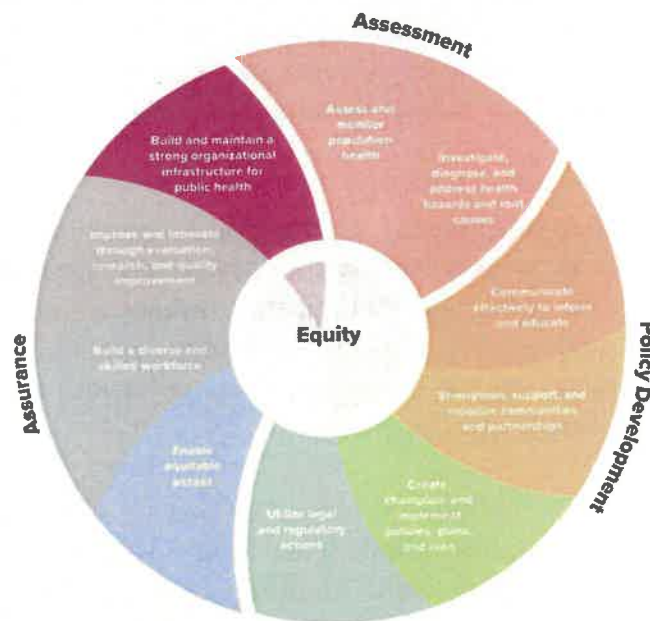
ESSENTIAL PUBLIC HEALTH SERVICE #9

Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement



THIS SERVICE INCLUDES:

- **Building and fostering a culture of quality** in public health organizations and activities
- **Linking public health research with public health practice**
- **Using research, evidence, practice-based insights, and other forms of information to inform decision-making**
- **Contributing to the evidence base of effective public health practice**
- **Evaluating services, policies, plans, and laws continuously** to ensure they are contributing to health and not creating undue harm
- **Establishing and using engagement and decision-making structures** to work with the community in all stages of research
- **Valuing and using qualitative, quantitative, and lived experience as data and information** to inform decision-making



THIS SERVICE INCLUDES:

- **Developing an understanding of the broader organizational infrastructures and roles** that support the entire public health system in a jurisdiction (e.g., government agencies, elected officials, and non-governmental organizations)
- **Ensuring that appropriate, needed resources are allocated equitably** for the public's health
- **Exhibiting effective and ethical leadership, decision-making, and governance**
- **Managing financial and human resources effectively**
- **Employing communications and strategic planning capacities and skills**
- **Having robust information technology services** that are current and meet privacy and security standards
- **Being accountable, transparent, and inclusive** with all partners and the community in all aspects of practice

The 10 Essential Public Health Services

Glossary

Community is a group of people who have common characteristics; communities can be defined by location, race, ethnicity, age, occupation, interest in particular problems or outcomes, or other similar common bonds. Ideally, there would be available assets and resources, as well as collective discussion, decision-making and action. (Turnock, BJ. *Public Health: What It Is and How It Works*. Jones and Bartlett, 2009)

Equity is defined as a fair and just opportunity for all to achieve good health and well-being. This requires removing obstacles to health such as poverty and discrimination and their consequences, including powerlessness and lack of access to good jobs with fair pay, quality education and housing, safe environments, and healthcare. It also requires attention to health inequities, which are differences in population health status and mortality rates that are systemic, patterned, unjust, and actionable, as opposed to random or caused by those who become ill.

Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. The bibliographic citation for this definition is: Preamble to the Constitution of WHO as adopted by the International Health Conference, New York, 19 June - 22 July 1946; signed on 22 July 1946 by the representatives of 61 States (Official Records of WHO, no. 2, p. 100) and entered into force on 7 April 1948. The definition has not been amended since 1948.

Healthcare sector is defined as entities that provide clinical services, mental health services, oral health services, provide or pay for services for individuals, or facilitate the provision of services to individuals. Entities in this sector may include hospitals, health systems, health plans, health centers, behavioral health providers, oral health providers, etc. **Law(s)** refer to the aggregate of statutes, ordinances, regulations, rules, judicial decisions, and accepted legal principles that the courts of a particular jurisdiction apply in deciding controversies brought before them. The law consists of all legal rights, duties, and obligations that can be enforced by the government (or one of its agencies) and the means and procedures for enforcing them. (Garner, B.A. editor. *Black's Law Dictionary*. 8th ed. West Group; 2004)

Law(s) refer to the aggregate of statutes, ordinances, regulations, rules, judicial decisions, and accepted legal principles that the courts of a particular jurisdiction apply in deciding controversies brought before them. The law consists of all legal rights, duties, and obligations that can be enforced by the government (or one of its agencies) and the means and procedures for enforcing them. (Garner, B.A. editor. *Black's Law Dictionary*. 8th ed. West Group; 2004)

Population health is the health outcomes of a group of individuals, including the distribution of such outcomes within the group. The field of population health includes health outcomes, patterns of health determinants, and policies and interventions that link these two. Population health approaches are community or policy non-clinical approaches that aim to improve health and wellbeing of a group of individuals. This differs from population health management which refers to improving clinical health outcomes of individuals through improved care coordination and patient engagement supported by appropriate financial and care models. (Adapted from Kindig and Stoddart).

The 10 Essential Public Health Services

Glossary

Public health is defined as the science of protecting the safety and improving the health of communities through education, policy making and research for disease and injury prevention. (CDC Foundation).

Research is a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalized knowledge. (United States Department of Health and Human Services. *Healthy People 2020*. Washington, DC)

- Community-based Participatory Research (CBPR) is a collaborative approach to research that equitably involves all partners in the research process and recognizes the unique strengths that each brings. CBPR begins with a research topic of importance to the community, has the aim of combining knowledge with action and achieving social change to improve health outcomes and eliminate health disparities. (W. K. Kellogg Foundation, Community Health Scholars Program, 2001 quotes from Minkler M, and Wallerstein N, editors. *Community-Based Participatory Research for Health*. San Francisco, CA: Jossey-Bass Inc.; 2003)

To view the complete 10 Essential Public Health Services, visit <https://phnci.org/uploads/resource-files/EPHS-English.pdf>.

Section 8



Pamlico County Health Department

203 North Street
PO Box 306
Bayboro, NC 28515
Tel: (252) 745-5111
Fax: (252) 249-5900



Strategic Plan 2022-2024

Mission and Vision for the Future

The Pamlico County Health Department strives to promote the optimal health of our community's residents by ensuring that our citizens have access to high quality health and professional services. Our aim is to foster public trust and to minimize identified public health risks so we can help to ensure the well-being of our community and the safety of its environment for future generations by:

- (1) Preventing health risks and disease;
- (2) Identifying and reducing health risks in the community;
- (3) Detecting, investigating, and preventing the spread of disease;
- (4) Promoting healthy lifestyles;
- (5) Promoting a safe and healthful environment;
- (6) Promoting the availability and accessibility of quality health care services through the private sector; and
- (7) Providing quality health care services when not otherwise available.

Public Health Core Functions

The Pamlico County Health Department works to ensure that the 10 Essential Public Health Services are available and accessible to our citizens.

The 10 Essential Public Health Services are:

- Monitoring health status to identify community health problems;
- Diagnosing and investigating health hazards in the community;
- Informing, educating, and empowering people about health issues;
- Mobilizing community partnerships to identify and solve health problems;
- Developing policies and plans that support individual and community health efforts;
- Enforcing laws and regulations that protect public health and ensure safety;
- Linking people to needed personal health care services and ensuring the provision of health care when otherwise unavailable;
- Ensuring a competent public health workforce and personal health care workforce;
- Evaluating effectiveness, accessibility, and quality of personal and population-based health services;
- Conducting research, and
- Preparing and deploying emergency preparedness and response to our communities.

Mandated Services as stated in 10A NCAC 46.0201

The following is a list of mandated services required to be provided in every county in North Carolina. The local health department shall provide or ensure the provision of these services in accordance with the rules in this Section:

- (1) Adult Health;
- (2) Home Health;
- (3) Dental Public Health;
- (4) Food, Lodging and Institutional Sanitation;
- (5) Individual On-Site Water Supply;
- (6) Sanitary Sewage Collection, Treatment and Disposal;
- (7) Communicable Disease Control (STI/CD/TB/Rabies);
- (8) Vital Records Registration;
- (9) Maternal Health;
- (10) Child Health;
- (11) Family Planning, and
- (12) Public Health Laboratory Support.

**Note: Items 4-8 are services that are required in all North Carolina counties to be performed by the public health department; NC Administrative Code states "The local health department shall provide services. All other programs can either be provided by the county, contract for the provision of, or certify the availability of these programs."*

Other Services offered at Pamlico County

- Acute Care for Sick Visits.
- American Red Cross Adult and Pediatric CPR/First Aid/AED training/certification.
- Breast Cervical Cancer Control Program (BCCCP) – State funding assistance.
- Breast Feeding Peer Counseling Training and Support.
- Child Safety Car Seat Training.
- Department of Transportation (DOT)/Commercial Driver's License (CDL)/United States Coast Guard (Merchant Mariners) medical physicals.
- DOT and Non-DOT Chain of Custody Urine Drug Screenings and In-house Urine Drug Screenings.
- Duke University Global Studies Student Research Team.
- Duke University School of Nursing Preceptorship.
- Health Education and Health Promotions – State funding and through specific contracts.
- Mass Vaccination (e.g. COVID, Influenza, Meningococcal, Tetanus).
- Tobacco/Vaping Cessation Program for Schools.
- Women, Infant, and Children (WIC) – Federal funding assistance.

New Services offered at Pamlico County (pending approval)

- Mosquito/Vector Trapping.
- Participation Physical Examination (Sports Physicals)
- Syringe Service Program

Minimum Standard Health Department Staffing 10ANCAC 46.0301

The local health department shall employ a full-time health director, a full-time public health nurse, a full-time registered sanitarian, and a full-time secretary. For this Rule, full-time means the employee is employed to work a standard work week of the local health department.

Departmental Objectives

Pamlico County Health Department envisions a public health agency which strives to meet the following for the benefit of “healthy” outcomes for citizens of Pamlico County:

- Maintain accreditation standards and practices;
- Provide services driven by community need;
- Develop and maintain a well-trained staff;
- Have a positive image in the community;
- Help improve health outcomes and quality of life;
- Provide health information and health promotion;
- Be fiscally responsible;
- Communicate and collaboration in the community;
- Utilize best public health practices;
- Support new and practical technologies for efficiency and effectiveness;
- Provide comprehensive emergency public health response, and
- Pursue funding as applicable to support and improve our services.

SWOT Analysis

➤ **Strengths**

- ✓ Pamlico County Health Department received full accreditation status with honors for 2022-2026.
- ✓ Supportive Board of Health (County Commissioners) and Advisory Board of Health, which contains various health-related professionals/disciplines. Improving understanding and awareness of public health and health system knowledge, care gaps, and magnitude of health needs among the more financially and health vulnerable.
- ✓ Synergistic partnerships with diverse community organizations (e.g. Partnership with Children, Pamlico County Schools, Trillium, Promise Place, Pamlico County EMS, CCHC Pamlico County Medical Center, Pamlico Community Health Center, Pamlico County Disaster Recovery Coalition, HOPE Clinic, Duke University, etc.). PCHD held its first community providers meeting to discuss vulnerable populations, community health needs, and provider shortage issues impacting local agencies.
- ✓ Growing recognition of the value and roles public health and Pamlico County Health Department play in community wellness among county residents and stakeholders.
- ✓ Throughout the pandemic, able to mobilize and marshal resources for effective prevention (e.g. initially education, masks, contact tracing testing and later, vaccines).
- ✓ New department leadership has introduced a renewed sense of vision, purpose, and confidence, as well as introducing new and strengthening existing community relationships and trust.
- ✓ New staff with fresh perspectives and varying experience.
- ✓ Health department staff are dedicated to serving the needs of the community, especially the most vulnerable, and open to new solutions and partners to address long-standing challenges (e.g. health inequalities and disparities).
- ✓ Recent improvements in establishment of systematic protocols, procedures, and documentation, as well as strengthening systematic and consistent planning, compliance, and

monitoring. Establishment of a “team approach” to meet accreditation and program-specific expectations. Revised organizational chart and communication chain of command.

- ✓ Establishment of new services to meet community needs (e.g. DOT/CDL/USCG physicals, child safety car seat technician, tobacco/vaping cessation training, mass vaccination initiatives, mosquito/vector trapping, etc.).
- ✓ Establishment of a tobacco-free campus (e.g. Pamlico County Health Department campus).

➤ **Weaknesses**

- ✓ Inadequate staffing and funding to fully accomplish essential services needed in a rural environment, such as Pamlico County. Inability to hire short term consultants to work on external grant funding, cultivate philanthropic donors, and time to explore grant opportunities to support current and new programs.
- ✓ Full compendium of skills and public health knowledge variable across current staff. Staffing vacancies and on-boarding of new staff’s knowledge of key public health tenants makes efficient and effective division of roles and responsibilities difficult long-term. PCHD has, under new leadership, established a Plan of Work tool to identify roles and responsibilities of its staffing positions. This tool will be used to formulate training needs, job descriptions, budgeting, and goals to meet the vision and mission of the organization and program requirements.
- ✓ Insufficient marketing and communication capabilities. Limited dissemination and website, other modalities of disseminating vital public health information, and information about Health Department functions and accomplishments. Limited community engagement, partly because of limited outreach and dissemination of both needs and accomplishments.
- ✓ Insufficient use of data to direct programming, strategy, and evaluation.
- ✓ Insufficient monitoring and data systems.
- ✓ Lack of public transportation or means of transport for patients to appointments/referrals.
- ✓ Reluctance to establish a tobacco-free campus among all local government agencies.

➤ **Opportunities**

- ✓ In addition to the language line, PCHD will have an employee who is a certified interpreter in Spanish. This individual will be an essential resource to improve potential communication barriers among refugees, migrant workers, and individuals speaking English as a second language.
- ✓ Health Care Reform provides new sources of funding for expansion of programs and services.
- ✓ Strategic partnerships with select academic institutions can expand staffing and human resources, support gaps, and undertake guided research (e.g. Pamlico Community College, Duke University, East Carolina University, etc.).
- ✓ Renewed community outreach in the schools and strengthened relationships with health department. PCHD hired a new PHNII/Health Educator who will also fulfill some school liaison duties and serve as a resource to the schools.
- ✓ Closure of urgent care opens an opportunity to expand health department services to meet community needs, while bringing in new financial resources and building community trust
- ✓ Integration of a cadre of newly trained Community Health Workers (CHWs) into the health department for outreach, expanding health education, and patient follow up.
- ✓ Partnership and coalition building with other health departments for a stronger Eastern Carolina voice and cross learning; resource sharing.
- ✓ Training initiatives to meet community needs (e.g. sudden infant death syndrome (SIDS) certification for childcare providers, CPR/First Aid/AED certification, Vaping/Tobacco Cessation to Middle/High School students, etc.).

➤ **Threats**

- ✓ Provider shortages and staff retention. Impending retirement of Medical Director and Advanced Practice Provider. In October 2022, a County-wide salary survey was conducted to seek opportunities to meet competitive wages to help retain staff.
- ✓ Changing demographics, increasing disparities in health conditions, health inequities, and access to services.
- ✓ Insufficient County funding to support essential public health functions, to hire and retain staffing to meet deliverables, and to promote growth/expansion of the health department to address critical community health needs (e.g. full-time medical provider contracted for at least 32 hours per week qualifying for in-network insurance billing and reimbursement, full-time social worker to address health disparities, inequities, and CMARC, staffing and funding to provide child health services, competitive salaries, etc.).
- ✓ Low uptake of community, especially young people, to health awareness and prevention education, including vaccines.
- ✓ Continuing pandemic and opioid crisis.
- ✓ Access: lack of public transportation for residents to utilize health department services

Community Health Assessment/State of the County Health Report

Each year every Health Department is required to create an assessment that reports on the Public Health standing of the community that they serve. The largest one required is the Community Health Assessment (CHA). It is required to be completed at least every 48 months (or every three or four years). This Assessment provides an overview of the significant community health needs that are identified within the community itself. Data is gathered in many forms and assembled into the CHA which is then dispersed to the community and stakeholders.

The purpose of the CHA is to identify and offer meaningful knowledge on Public Health Priorities that are found by the examination of the data gathered and to offer guidance to address those needs. Special attention is commonly given to vulnerable and “at-risk” populations, and to inputs gathered directly from the community. The CHA is used in conjunction with other reports including the “Community Health Improvement Plan” (CHIP) and the “State of the County’s Health” Report (SOTCH Report). Community stakeholders and partners usually will come together, with the Health Department, to create the CHIP. It is created in direct correlation to the CHA. It acts as a roadmap to specifically identify the priorities that are recognized in the CHA and give instructions about how to act on them specifically. Identifying strategies that would be accommodating and partners who would be supportive are just two of the ways that CHIPs come into play.

A SOTCH Report is required to be created by the Health Department for each year that a CHA is not. This report gives an update on what was accomplished that year for the Health Department. This can include any information that is reportable but also pertains to the strategies laid out in the CHIP. Progress on the priorities identified in the CHA as well as the strategies identified in the CHIP are documented in these reports so the community’s public health can be monitored. Any emerging issues that may impact public health can also be included, as well as new initiatives created to solve them.

The CHA was submitted in 2022. The most recent SOTCH report submitted in March 2023 will demonstrate the following as health priorities:

- Behavioral Health/Substance Abuse
- Community Wellness
- Workforce Development

Current Programs within the Pamlico County Health Department

Environmental Health: Programs and responsibilities includes, on site waste water/septic tank installation and inspections, well installations and inspections, mosquito spraying and control, pool inspections, review of restaurant plans as needed, restaurant and food, lodging and intuitions inspections (jail, summer camps, nursing homes, and assisted living facilities), schools and daycare inspections, tattoos inspections as needed, establishment inspections, rabies clinic, complaints for all programs, lead abatement, trash and smoking complaints and foodborne disease investigations.

Clinical Services: Family planning program, adult and child immunizations, tuberculosis program, STI and communicable diseases outbreak investigation, communicable disease surveillance and treatment, primary care sick visits, DOT/CDL/USCG physicals, DOT and Non-DOT chain of custody urine drug screenings and in-house urine drug screenings, Breast and Cervical Cancer Control program, maternal health pregnancy testing, laboratory services, and HIV/TB case management. * Memorandum of Understanding (MOU) – Craven County Health Department (maternal health and child health) and Pamlico County Animal Control (rabies control).

WIC Women, Infant and Children (supplemental food program): Federal funding assistance program that provides correct nutrition therapy for pregnant mothers and children from zero to five years of age. In addition, provide medical nutrition therapy (when fully staffed) to individuals as determined by medical providers.

Other services: Pregnancy Care Management (PCM program) and Case Management for at Risk Children (CMARC). *Note: Currently, these programs are not being delivered within the health department due to insufficient staffing. *MOU – Pamlico County Schools (School Liaison Nurse) and Beaufort County Health Department (CMARC - Medicaid eligible).

Health Education and Emergency Preparedness: services include the Community Health Assessment (CHA) every four years, State of the County Health Report done yearly between the CHA, community health fairs, outreach program, health education programs, health promotion programs with the schools and senior center. Emergency Preparedness program is to ensure the local health department has plans and training to function and respond to natural or manmade disasters. *MOU – Pamlico County Schools.

FY 22/23 Financials as of February 2023

Allocated Budget for 2022/23 \$1,300,000.00

Budget 2022/2023 - TBD

Pamlico County Health Department funding is obtained from many sources. These sources include the following: federal and state funding for specific programs, fees, and insurance reimbursements, Medicaid/NCCN network, Other Sources, which includes grants and donations and Pamlico County. Some of the funding received are restricted use funds, which means it must be used in accordance with state and federal guidelines in accordance with our agency contract addendums.

Goals and Objectives for FY 2022-2024 (until otherwise revised)

Depending on the actions and recommendation of the Board of Health and Advisory Board, the health department will incorporate the following objectives/goals:

FY 2022-2024 Strategic Plan:

Objective/Goal #1: Behavioral Health/Substance Abuse:

Educate the community about Behavioral Health/Substance Abuse and prevention:

- a. Conduct comprehensive countywide education program on mental and on substance abuse.
- b. Update and disseminate resources through diverse communication modalities.
- c. Educate citizens about the availability of drug drop boxes for safe disposal of old or unused medications, locking alcohol and medication out of reach of children and adolescences, availability of tobacco/vaping cessation programs for adolescences, and participation opportunities in syringe service program.
- d. Partner with agencies (e.g. Trillium, North Carolina Syringe Service Programs, Pamlico County Sheriff's Department, Stillwaters, Port, community youth groups, etc.) to support efforts in reducing opioid/drug overdoses and mental health crises.

Objective/Goal #2: Community Wellness:

Promote Health Department programs and services; increase awareness of health issues in the community:

- a. Submit media releases and news articles on health-related topics and of public health issues of interest such as vector control, skin cancer, heart disease, vaccination, latest health priority, etc. at least quarterly and/or as needed to promote awareness and dissemination of regular updates on COVID, influenza, and other communicable diseases in our community.
- b. Promote services on social media, Pamlico County website, and disseminate information among community stakeholders/partners. Utilize existing spiritual resources to help disseminate information.
- c. Participate in outreach opportunities (e.g. career fairs, community health fairs, community events).
- d. Participate in research to find alternatives to address transportation and access to healthcare (e.g. CARTS, BATS, private transporter agency). Collaborate with non-profits, community health workers, and volunteers to assist clients with transportation. Continue partnership with DSS to help provide vouchers and resources to assist with transportation.

Objective #3: Workforce Development:


Promote workforce development, educational, and training opportunities in the community:

- a. Host educational symposiums, trainings, career shadowing opportunities, and preceptorships in the Health Department to increase employability skills and marketability.
- b. Host "Community Roundtables" on access and quality with consideration to cross-county collaboration and staff exchanges.
- c. Develop partnership with community stakeholders to provide workforce skills and screenings (e.g. re-entry programs, ServSafe, CPR, work physicals, diabetes screenings, etc.).



Melanie Campen, REHS, MS

Health Director



Date

Paul Slobodian, Chairman

Pamlico County Advisory Board of Health

Date

Section 9

Pamlico County Board of County Commissioners Operating Procedures (Assuming the duties of the Board of Health)

1. Name and Office.

The name of this organization is the Pamlico County Board of County Commissioners (hereinafter "BOCC") assuming the role and responsibilities of the Pamlico County Board of Health (Hereinafter "Board"). The principal office of the Board is located at the *Pamlico County Administration Building*, 302 Main Street, Bayboro, NC 28515.

2. Officers and Committees.

a. Chair and Vice Chair

The Chair and Vice-Chair are the same as the BOCC.

b. Secretary

The local health director shall serve as Secretary to the Board, but the director is not a member of the Board. The local health director may delegate the duties of the Secretary that are set forth in these operating procedures to an appropriate local health department employee or the secretary to the BOCC.

3. Meetings.

a. Regular Meetings.

The Board shall hold a regular meeting on the second Monday in each new quarter (January, April, July, & October), except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at the Pamlico County Commissioners Room and shall begin at 7:00 p.m. Additional meetings may be held if needed.

b. Permanent Committees/Boards.

The BOCC will appoint an 11-member Board of Health Advisory Board (hereinafter ABOH) and they shall meet on the first Tuesday in January, April, July, and October at 5:30 p.m. at the Pamlico County Health Department. Additional meetings may be held if needed. An appropriate local health department employee shall serve as secretary to the ABOH. This board shall as far as is practicable have the same make up as outlined in NCGS 130A-35.

c. AD Hoc Committees

The Board may establish and appoint members for temporary committees as needed to carry out the Board's work. All temporary committees are subject to the North Carolina Open meetings laws and shall comply with the provisions of those laws.

d. Agenda

The Secretary to the Board shall prepare an agenda for each meeting. Any board member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least two working days before the meeting. For regular meetings, the Board may add items to the agenda or subtract items from the agenda *by an affirmative vote of at least 71% of the members present*. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws.

Any person may request that an item be placed on the Board's agenda by submitting a written request to the Secretary at least ten working days before the meeting.

The Public Comments Policy for Board meetings are as follows: The County Manager will present proposed agenda items to the Chair and the Chair will review and approve the agenda in accordance with the mission of the Board and relevance to public health. Once an item has been placed on the agenda public citizens may comment on the items during Public Comments section of the meeting. More time may be granted at the discretion of the Board Chair.

e. Presiding Officer.

The Chair of the Board shall preside at Board meetings if he or she is present. If the Chair is absent, the Vice-Chair shall preside. If the Chair

and Vice-Chair are both absent, another member designated by a majority vote of members present at the meeting shall preside.

f. Quorum.

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

g. Voting.

Each Board member shall be permitted to abstain from voting, by so indicating when the vote is taken. A member must abstain from voting in cases involving conflicts of interest as defined by North Carolina law. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, the member's vote shall be recorded as a 'yes' on any further action taken during that meeting.

h. Minutes.

The Secretary shall prepare minutes of each Board meeting. Copies of the minutes shall be made available to each Board member before the next regular Board meeting. At each regular meeting, the Board shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The public may obtain copies of Board meeting minutes from the Clerk to the Pamlico County Board of Commissioners.

4. Amendments to Operating Procedures.

These operating procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the operating procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments are discussed and approved, and any amendments must be approved by a majority of the members present at the meeting.

5. Other Procedural Matters.

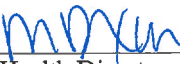
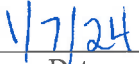
The Board shall refer to the current edition of *Robert's Rules of Order Newly Revised (RONR)* to answer procedural questions not addressed in this document,

Section 10



Pamlico County Health Department
 Bayboro, NC 28515



Title: Board of Health Attendance	Benchmark: 36.1, 36.2, 36.3
Approved By:  Health Director	Program Area: Board of Health (Administrative)
 Date	
_____ Chair Board of Health Date	
_____ Administrative Officer Date	

Purpose:

The policy is intended to support full contribution of all board members. All board members receive a copy of this official policy. The policy is reviewed annually and maintained in each member’s Board Manual.

Policy:

Regular attendance at the Board of Health meetings is essential so that items considered, and decisions made represent the board. In addition, regular attendance enables board members to be productive and ensures that issues are examined from a variety of perspectives. A Board of Health member may forfeit their appointment because of poor attendance.

Definitions:

Attendance: Being present within thirty (30) minutes of the meeting start time and remaining throughout the agenda. Any member arriving later than 30 minutes will be considered absent unless prior approval has been granted by the Chairman. Board members are expected to attend at least six (6) meetings per year.

Board Attendance Problem:

1. The member has three consecutive absences within a 12-month period.
2. The member misses more than one-half of the total number of Board meetings in a 12-month period.

Procedure:

Board members with either:

1. Three consecutive absences in a twelve (12) month period
2. More than six (6) missed meetings in a 12-month cycle will be contacted by the Board asking the member to recommit to the Board of Health or relinquish their position to allow another individual to be appointed. This request will be followed by a letter to the board member signed and dated by the chairman. If there is no agreement to recommit or response from the absentee board member within fifteen (15) days, the chairman will present the infraction to the Board at the next scheduled meeting. At this meeting, the chairman will notify the Board that a dismissal request for the member in question will be presented to the County Commissioners for action.

References: UNC Gillings School of Global Public Health <https://sph.unc.edu/nciph/boh-train/>
 PCHD Board of Health Handbook/Manual
 NC General Statute 130A-35

Written: 11/01/2022 lwh
Reviewed: 01/04/2023
01/08/2024 lwh
Revised: 01/04/2023 lwh

**STATE OF NORTH CAROLINA
COUNTY OF PAMLICO
BOARD OF HEALTH**

I _____, do solemnly swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government there of; that I will endeavor to support, maintain and defend the Constitution of said state, not inconsistent with the Constitution of the United States; that I will well and truly execute the duties of the office of member of the Pamlico County Board of Health to the best of my skill and ability, according to law; so help me God.

Board Member Signature

Sworn to and subscribed before me this the _____ day of _____, _____.

Notary Public

Term Expires

Section 11

Pamlico County Board of Health/ Board of Commissioners Contact Information

Doug Brinson – Chairman

At-Large

PO Box 236

Email: doug.brinson@yahoo.com

Arapahoe, NC 28510

249-0690 – Home

Term Expires: 2022

Missy Baskervill

Township #5

384 Beard's Creek Drive

Email: missy467@gmail.com

Arapahoe, NC 28510

670-9757 - Cell

Term Expires: 2024

Kari Forrest – At Large

PO Box 568

Email: pamlicokari@gmail.com

Oriental, NC 28571

252-325-9545 – Cell

Term Expires: 2022

Pat Prescott – Township #1

1435 Prescott Road

Email: patprescott2@gmail.com

New Bern, NC 28560

670-2798 – Cell

Term Expires: 2024

Candy Bohmert – Township #2
311 Midyette St

Email: candybohmert@gmail.com

Oriental, NC 28571

675-1411 – Cell

Term Expires: 2024

Edward Riggs Jr. – Township #3– Vice-Chairman
PO Box 178

Email: eriggsjr.pamlico@gmail.com

Alliance, NC 28509

671-0457 – Cell

Term Expires: 2022

Carl Ollison – Township #4
118 Pine Tree Lane

Email: killercarl@icloud.com

Bayboro, NC 28515

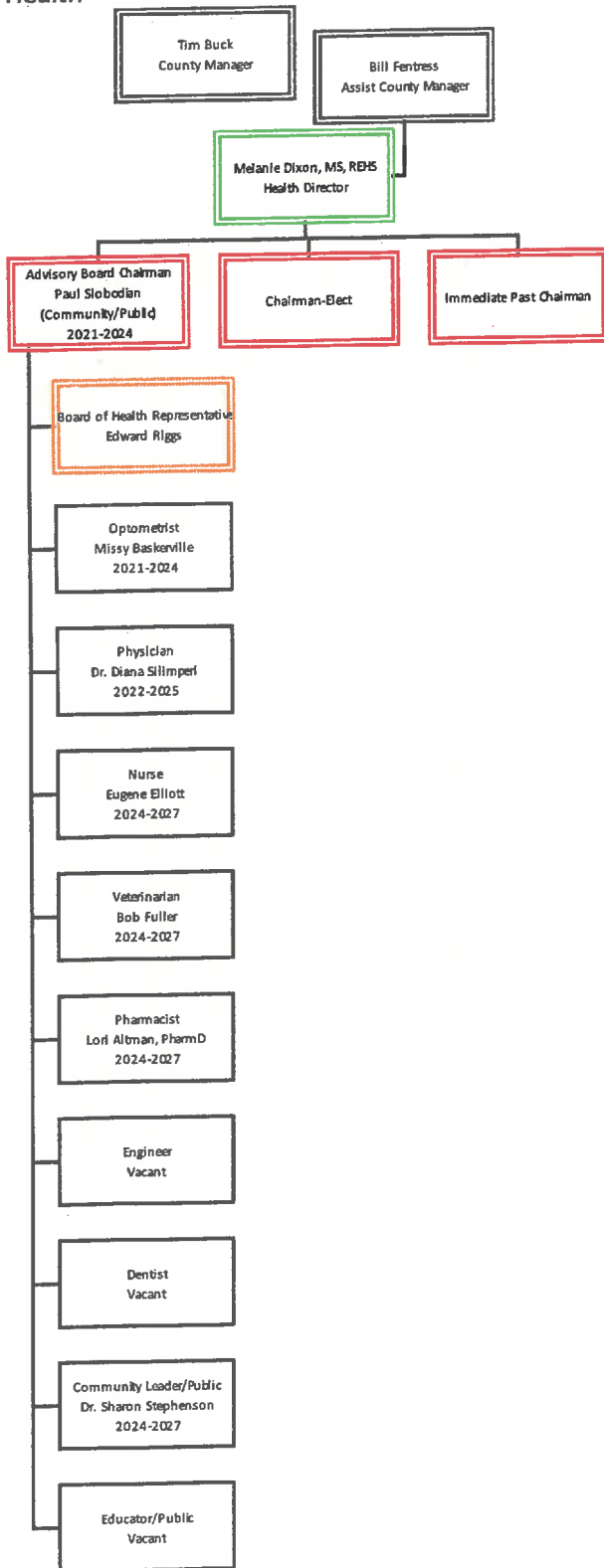
670-3247 – Cell

Term Expires: 2022

Section 12

Pamlico County Health Department

Advisory Board of Health



Section 13

**2024 SCHEDULE
PAMLICO COUNTY BOARD OF HEALTH
REGULAR MEETINGS**

7:00pm in Commissioner's Room

January 16, 2024

April 15, 2024

July 15, 2024

October 21, 2024

**2024 SCHEDULE
PAMLICO COUNTY ADVISORY BOARD OF
HEALTH
REGULAR MEETINGS**

5:30pm in PCHD Conference Room

January 2, 2024

April 2, 2024

July 2, 2024

October 1, 2024

Section 14



Pamlico County Health Department

203 North Street

PO Box 306

Bayboro, NC 28515

Tel: (252) 745-5111 Fax: (252) 249-5900



Health Director: Melanie D. Campen

Mission: The mission of the Health Department is to *protect, promote, and assure* the health of all people in Pamlico County.

The Health Department offers a variety of services daily. Services are offered by appointment and walk-ins. The fee for most services is based on income and family size: however, some services are free of charge. No one is denied serviced due to their inability to pay.

Services for Children:

- *Pediatric (Well Child Clinic)*-Currently services are assured through Craven County Health Department.
- *WIC (Women, Infants, and Children)*-Provides free nutrition education, counselling, and supplemental foods for qualified children from birth to age five.
- *Childhood Immunizations*- Required vaccines are provided to children.
- *Care Management for At-Risk Children (CMARC)*- Infants and children up to age five years with developmental and chronic health problems or who are at-risk for such problems are followed by a nurse or social worker to ensure they receive appropriate medical services and other resources. Services are provided through a MOU with Beaufort County Health Department.
- *Lead Screening*- Blood test for lead poisoning for children up to age six.
- *Sickle Cell Testing and Counseling*- Testing is provided by the local health department. If the test is positive, the individual will be referred to the Regional Sickle Cell Consultant for further counseling and treatment.

Services for Women:

- *Pregnancy Testing*
- *Prenatal Clinic*- Prenatal care is provided by Craven County Health Department at this time.
- *WIC (Women, Infants, and Children)*- Provides free nutrition education, counselling, and supplemental food for qualified pregnant women and breastfeeding women. Also provides car seats to qualified individuals.
- *Breastfeeding Program*- Offers education and support for breastfeeding women. Breast pumps are available for loan to qualified women. Breastfeeding room is also available.
- *Family Planning*- Services include education, physical examination including breast exam and Pap tests, as well as birth control methods.
- *Breast and Cervical Cancer Screening (BCCP)*-Services include Pap test and clinical breast exams. Financial assistance with mammograms is available to qualified women through the NC Breast Cervical Cancer Control Program. Male breast exams are also covered under this program.

General Services for Adults:

- *Immunizations*- Various immunizations provided including flu, pneumonia shots, and Covid shots and boosters. Also provides symptomatic Covid testing.

- *Tuberculosis (TB)*- Skin testing and follow-up, as well as TB disease treatment and follow-up.
- *Sexually Transmitted Disease (STD)*- Services include testing and treatment for STDs including HIV, syphilis, testing, and counselling.
- *Communicable Disease Control*- Services are provided to control the spread of other communicable diseases such as hepatitis, whooping cough, or diseases caused by contaminated food or water.
- *DOT/CDL*- Provide physicals and drug screening for DOT/CDL certificates.
- *Car Seat Installation*- PCHD is certified to install and education individuals on properly securing car seats. Car seats are available to qualified individuals.
- *CPR, Stop the Bleed*- PCHD can provide CPR training along with 'Stop the Bleed' training.

Population Based Services

- *Worksite Health Promotion*- Provides on-site health screening, education programs and consultation on developing health promotion programs and policies.
- *Health Education*- A variety of health education programs are available to schools, civic groups, churches, and businesses.
- *Vital Statistics*- The Health Director serves as the local registrar for all births and death records for Pamlico County residents.
- *Dental Services*- Dental van provides services to Craven, Pamlico, and Jones Counties' children at school locations through the Smile Mobile.

Environmental Health

Environmental Health implements and enforces On-Site Wastewater Program and Private Well Programs. These responsibilities include but are not limited to the evaluation of the site, permitting, and inspection of installations. Provides mandated inspections of all permitted food, lodging, and institutional facilities (restaurants, hotels, nursing homes, etc.). Inspects childcare facilities and school buildings. Provides plan reviews and yearly inspections and permitting of all public swimming pools and spas. Other mandated services include lead poison prevention, tattoo artist permitting. Maintains a vector control program and assists other public health entities (state and local) with communicable disease control. Also inspects Migrant Housing. EH serves as a liaison between the citizens of Pamlico County and other state agencies with enforcement responsibility on specific environmental health issues.

Let Us Be A Part of Your Health Care Solution

The Pamlico County Health Department provides a broad range of services to individuals, families, and communities to promote and protect the health of residents of Pamlico County.

Hours of Operation:

Monday–Friday, 8:00a.m. - 5:00p.m.

To make an appointment call: 252.745.5111

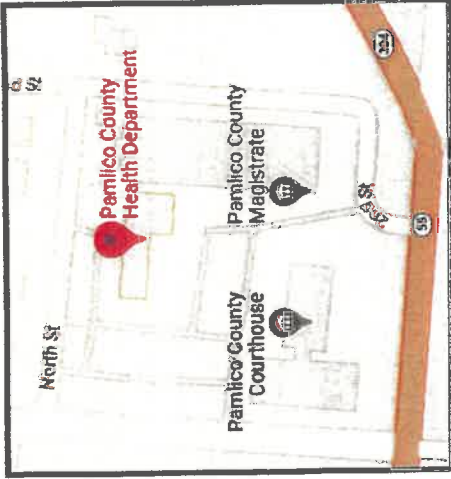
We offer a Sliding Fee Scale discount program for eligible patients.

Customer Satisfaction Survey



Public Health
Prevent. Promote. Protect.

Pamlico County Health Department
Everyday. Everybody. Everybody.
Home to the HOPE Clinic since 1999



"Located behind the Courthouse"

Pamlico County Health Department

203 North Street
PO Box 306
Bayboro, NC 28515

Phone: 252-745-5111
Fax: 252-249-5900
E-mail: pcchd@pamlicocounty.org

Facebook: www.facebook.com/pamlicocountyhealthdepartment

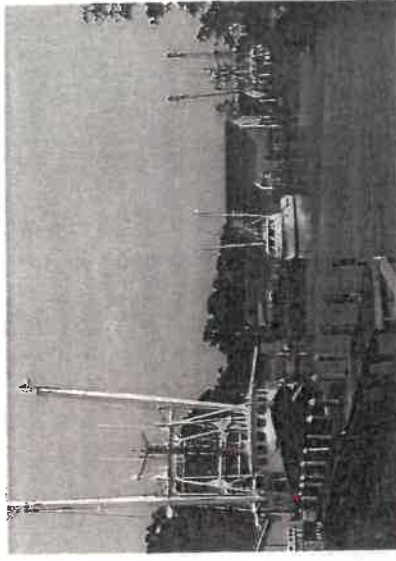
Website: www.pamlicocounty.org/health-department.aspx



Call QuitlineNC

- Get free tobacco cessation help 24/7 in several ways:
- 1-800-QUIT-NOW (1-800-784-8689);
 - Español: 1-855-Ojeto-Ya (1-855-335-3589) o para más información haga clic aquí;
 - Interpretation services available for many languages;
 - Register online (en español)
 - TTY: 1-877-777-6543
 - American Indian Quitline: Call (888-724-7848)

Pamlico County Health Department



Making Public Health Work for you!





Listed services may not be inclusive of all services available as PCHD strives to meet community needs by adding additional services. Please check our Facebook or website for current services.

Adult Health

- Sick appointments
- Physical exams
- Pre-employment physicals
- Immunizations

Breast and Cervical Cancer Control

- Services based on financial eligibility
- Breast and cervical screenings
- Diagnostic testing referrals for mammograms

Child Health

- Comprehensive child health is available through partnership with Craven County Health Department
- Care management for at-risk children (CMARC)
- Participation physical exams (sports physicals)
- Vaccines for children
- Child passenger safety technician

Certified Interpreter Services

- (Spanish) and language line for interpreter services

Adult Health

- Screening, counseling, and treatment for sexually transmitted infections
- Tuberculosis screening and treatment
- Human rabies investigation

Family Planning

- Education and counseling on planning for a family and birth control methods
- Physical exams, pap smears, and breast exams

Maternal Health

- Maternity care coordination services are available through partnership with Craven County Health Department
- Pregnancy testing

Women, Infant, and Children (WIC)

- Special supplemental nutrition program designed to provide food to low income pregnant, postpartum, and breastfeeding individuals, infants, and children until the age of 5
- Nutrition education, supplemental foods, breast feeding promotion and support, and referrals for health care
- Breastfeeding peer counseling

Health Education and Promotion

- To improve the health and wellbeing of individuals through policies and programs regarding disease prevention and promoting healthful living

Federal Motor Carrier Safety Admin. (FMCSA)

- DOT/CDL/USCG medical physicals
- Rapid and DOT/Non-DOT chain of custody drug screenings

Rabies Control

252-745-3203

- Available through partnership with Pamlico County Animal Control

Trainings and Community Services

- CPR/First Aid/AED certification
- Stop the bleed certification
- ServSafe
- OSHA respirator FIT testing

Environmental Health

252-745-5634 peah@pamlicocounty.org

- Permits and inspects: restaurants, festivals, child care centers, schools, nursing homes, prisons, hotels, public swimming pools, group homes, tattoo parlors, wells, and septic systems
- Investigates complaints, environments, and provides educations on preventing lead poisoning
- Water samples for water supplies and wastewater systems.
- Emergency preparedness
- FDA grant work
- Mosquito control

"Located inside of the Pamlico County Courthouse, 1st floor"



BOARD OF COMMISSIONERS

CHAIRMAN

CANDY BOHMERT – TOWNSHIP #2

VICE-CHAIRMAN

DOUG BRINSON - AT LARGE

KARI FORREST - AT LARGE

PAT PRESCOTT - TOWNSHIP #1

EDWARD RIGGS JR. – TOWNSHIP #3

CARL OLLISON - TOWNSHIP #4

MISSY BASKERVILL - TOWNSHIP #5



COUNTY OF PAMLICO

POST OFFICE BOX 776
BAYBORO, NORTH CAROLINA 28515
(252) 745-3133 / 745-5195
FAX (252) 745-5514

COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

May 2, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Car Purchase for DSS

DSS is requesting to use surplus budget from the current year to purchase a new vehicle. Attached is a quote to purchase a 2024 Kia Forte for \$21,865. As justification, DSS Director Debbie Green says that their staff is often required to transport clients out of County and that they need a reliable mode of transportation. At the meeting or sooner, I will provide the Board an inventory of vehicles currently assigned to DSS.

I am recommending and requesting approval of the purchase. Funds are available in the overall budget. If the purchase is approved, I am requesting approval of the attached line-item transfer needed to properly account for the purchase.



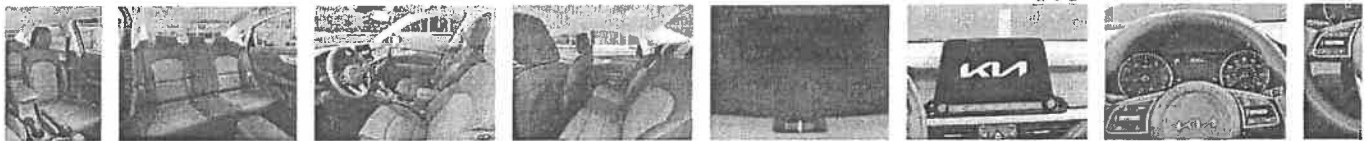


Value Your Trade

Enter Year Make Model Trim

2024 Kia Forte LXS 4dr Car

Stock #K24166 | 👁️ 339 views



MSRP	\$22,615
2024 Kia Forte - Customer Cash	\$750
List Price	\$21,865

Schedule Test Drive

Click here for Conditional Rebates

Value Your Trade

Explore Payments

Call Us Value Your Trade



Profile by Sokal

Know before you ride.



Explore Payments

Value Your Trade

▼ Overview



CITY/HWY ⓘ
28/39 MPG



BODY STYLE
Car



EXT/INT COLOR
Snow White Pearl/Black



ENGINE
2.0L I4 MPI Cylinder



TRANSMISSION/DRIVE TYPE
IVT/FWD

16" x 6.5J Alloy Wheels

4 Speakers

4-Wheel Disc Brakes

ABS brakes

AM/FM radio

Air Conditioning

Alloy wheels

Apple CarPlay & Android Auto

Auto High-beam Headlights



Blind-Spot Collision-Avoidance Assist Service: 7:30 - 6 Select Language

Brake assist

Bumpers: body-color

Carnet Floor Mats



Email



Print



Download PDF



Text To Phone



Window Sticker

Vehicle Description

2024 Kia Forte LXS Snow White Pearl FWD 2.0L I4 MPI IVT

28/39 City/Highway MPG

Please confirm the accuracy of the included equipment by calling us prior to purchase.

Specs

Type	New
Year	2024
Make	Kia
Model	Forte
Trim	LXS
Doors	4D Sedan
Exterior	Snow White Pearl
Interior	Black
Stock	K24166
VIN	3KPF24AD8RE728361
Mileage	2
Fuel Economy	28/39
Engine	2.0L I4 MPI
Transmission	IVT
Fuel	Gasoline

Drive

📍 Sales: 9 - 7 • Service: 7:30 - 5:00 **FWD** 🗣️ Select Language ▼

Model Code

C3422



▾ Similar Vehicles



2024 Kia Forte



2024 Kia Forte



2024 Kia Forte



2024 Kia Forte



2024 Kia Forte



2024 Kia Forte



2024 Kia Forte

Sales: 9 - 7 • Service: 7:30 - 6 • Select Language ▾

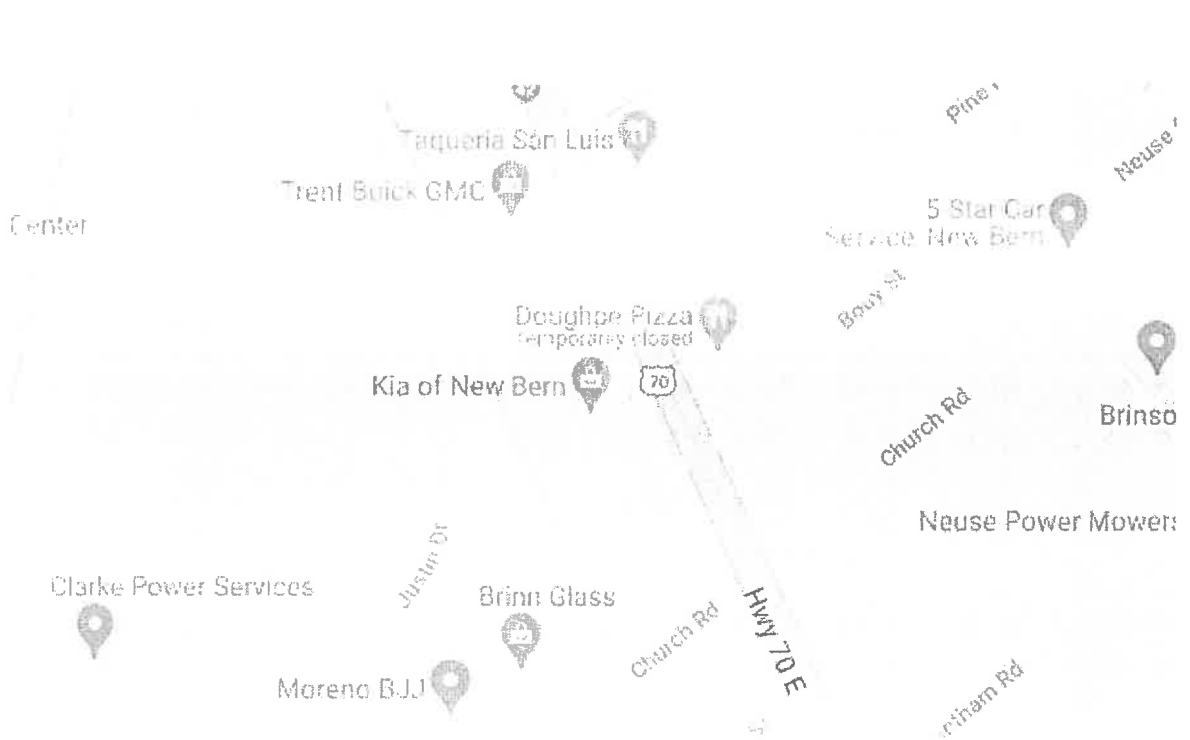


2024 Kia Forte



Recently Viewed

Snow White Pearl 2024 Kia Forte LXS 4dr Car New Bern NC 2024 Kia Forte



KIA OF NEW BERN

1715 US-70, New Bern, NC, 28560



Language



TODAY'S HOURS

Monday ☉

Sales 9 - 7 Service 7:30 - 6 Parts 7:30 - 6

Weekly Hours >



KIA OF NEW BERN

NEW PRE-OWNED EV/HYBRID SPECIALS SERVICE & PARTS FINANCE
ABOUT US

\$500 Finance/Trade Assist discount applies when using dealer preferred lenders; not all customers will qualify. Discount cannot be combined with KMF Dealer Choice program or any subvention program. Minimum amount financed \$15,000. \$250 Trade Assistance discount applies when customer trades in a qualifying vehicle. Qualifying vehicles are 2005 model years or newer with less than 175,000 reported miles on the odometer at the time of transaction. Vehicles cannot have a salvaged/rebuilt title and cannot have damage exceeding 25% of the value of the vehicle. See dealer for details.



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Express Checkout



VIN 3KPF24AD5RE758028
Model C3422 Stock 22K8028

FINANCE LEASE CASH

\$21,420 Price Details

Jacksonville Kia Price (excl. taxes & fees)

This price expires in 1 day.

After \$750 manufacturer rebate

\$22,170 MSRP



CONTINUE

SAVE

Your Payment Options

[Compare Payment Options](#)

Select the buying or leasing option that you are interested in.

Finance

\$364.03 /month

incl. taxes & fees, destination, on approved credit

\$2,000 down, 72 months, 6.25% APR

Offer expires Apr 30, 2024

Lease

\$341.05 /month

incl. taxes & fees, destination, on approved credit

\$1,000 due at signing, 12,000 miles/year, 36 months

Offer expires Apr 30, 2024

NEED HELP?

\$23,004

Pay Cash

incl. taxes & fees, destination
Offer expires Apr 30, 2024

Do You Qualify for Additional Incentives?

Additional incentives may be available. Please select from the offers below.

Military Program

– \$500

[See program details](#)

Your Trade-In

The trade-in value (after loan or lease payoff) will be applied to your deal. This is in addition to the down payment

Value Your Trade-In

Get an instant estimate for your trade-in.



Service & Protection Plans

With your new car purchase we offer Express Store pricing on our Service & Protection Plans. Our protection packages can provide peace of mind during the ownership of your vehicle.

Vehicle Service Contract

\$1,440

Triton Protect

2 years / 48K miles ▾

Pre-Paid Maintenance

\$213

Kia Maintenance

1 years / 12K miles ▾





- ★ Complimentary Oil Changes for Life
- ★ Engine Guarantee for Life
- ★ Special Pricing
- ★ Reserved Parking
- ★ Service and Parts
- ★ Complimentary
- ★ Key Replacement
- ★ Complimentary



What's Your Trade-In Worth?

Get your Kelley Blue Book® Trade-In Value.

Make/Model VIN License Plate

Enter Year Make Model Trim

2024 Kia Forte LXS IVT

Stock #22K8028 | 👁️ 79 views



MSRP	\$22,170
Dealer Discount	\$1,000
Jacksonville Kia Price	\$21,170

Get More Details



Shop Now!



Profile by Sokal

Know before you ride.



Schedule a Test Drive

Value My Trade

Get Pre-Approved

Notify Me of Price Drops

Build My Deal

▼ iPacket

▼ Overview

CITY/HWY ⓘ
30/41 MPG



BODY STYLE

Car

📍 Sales: 9 - 8 • Service: 7:30 - 6 🗣️ Select Language ▼

EXT/INT COLOR

Snow White Pearl/Black

ENGINE

4 Cylinder

TRANSMISSION/DRIVE TYPE

1-Speed CVT w/OD/FWD



4-Wheel Disc Brakes

A/C

ABS

AM/FM Stereo

Adjustable Steering Wheel

Aluminum Wheels

Automatic Headlights

Automatic Highbeams

Auxiliary Audio Input

BLACK CLOTH SEAT TRIM

Back-Up Camera

Bluetooth Connection

Brake Assist



Email



Print



Download PDF



Text To Phone



Window Sticker

Vehicle Description

Vehicles are subject to a \$4995 market adjustment above listed price due to demand and low inventory levels. Price online does not include added accessories such as Wheel Locks \$149.00, Nitrogen \$149.00, Mud Guards \$398.00, Door Handle Protectors \$249.00, Bumper Applique \$249.00, Paint Protection Application \$199.00. EV6 Discount requires financing or leasing with Kia Motor Finance.

Please confirm the accuracy of the included equipment by calling us prior to purchase.



▼ Specs



Type	New
Year	2024
Make	Kia
Model	Forte
Trim	LXS
Doors	4
Exterior	Snow White Pearl
Interior	Black
Stock	22K8028
VIN	3KPF24AD5RE758028
Mileage	15
Fuel Economy	30/41
Engine	2.0 L 4
Transmission	1-Speed CVT w/OD
Fuel	Gasoline
Drive	FWD
Model Code	C3422

▼ Similar Vehicles

Gray 2024 Kia Forte GT-LINE 4dr Car Jacksonville NC 2024 Kia Forte

Aurora Black 2024 Kia Forte LX 4dr Car Jacksonville NC 2024 Kia Forte

Snow White Pearl 2024 Kia Forte GT-LINE 4dr Car Jacksonville NC 2024 Kia Forte

Currant Red 2024 Kia Forte LXS 4dr Car Jacksonville NC 2024 Kia Forte

Steel Gray 2024 Kia Forte GT-LINE 4dr Car Jacksonville NC 2024 Kia Forte

Aurora Black 2024 Kia Forte GT-LINE 4dr Car Jacksonville NC 2024 Kia Forte



📍 Sporty Blue 2024 Kia Forte GT 4dr Car Jacksonville NC 2024 Kia Forte

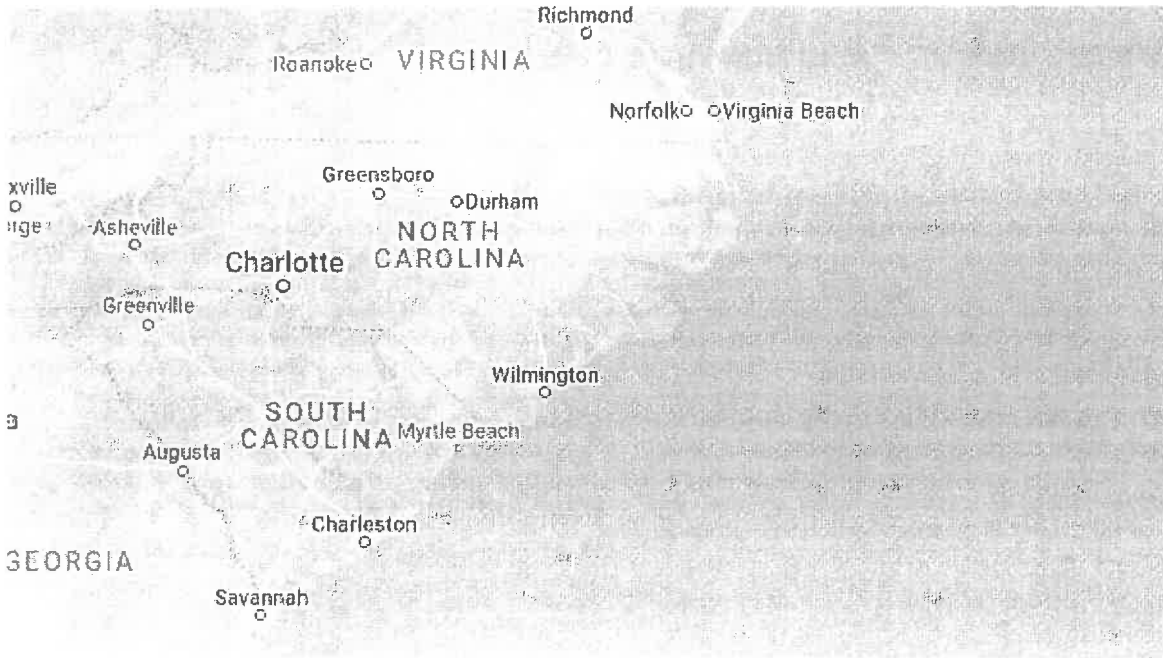
🕒 Sales: 9 - 8 • Service: 7:30 - 6 • 🗣️ Select Language ▼



📍 Gravity Gray 2024 Kia Forte GT-LINE 4dr Car Jacksonville NC 2024 Kia Forte

▼ Recently Viewed

📍 Snow White Pearl 2024 Kia Forte LXS IVT Jacksonville NC 2024 Kia Forte



JACKSONVILLE KIA

500 W. Fairway Road, Jacksonville, NC, 28546



Map on this site



TODAY'S HOURS

Monday 🕒

Sales 9 - 8 Service 7:30 - 6 Parts 7:30 - 6

🌐 Weekly Hours >



JACKSONVILLE KIA

[NEW](#) [EXPRESS STORE](#) [USED](#) [EV/HYBRID](#) [SPECIALS](#) [FINANCING](#)
[SERVICE & PARTS](#) [ABOUT](#) [MILITARY FOR LIFE](#)

All vehicle specifications, prices and equipment are subject to change without notice. See above for information on purchase financing and lease program expiration dates. Prices and payments (including the amount down payment) do not include tax, titles, tags, \$799 dealer documentation charge, emissions testing charges, or other fees required by law or lending organizations. The estimated payments may not include upfront finance charges that must be paid to be eligible for the purchase financing program used to estimate the APR and payments. Listed Annual percentage Rates are provided for the selected purchase financing or lease programs available on the current date. Program expiration dates reflect currently announced program end dates, but these programs are subject to change at any time. Lessees will be financially responsible for mileage beyond the elected quantity and for vehicle maintenance and repairs and excessive vehicle wear. Option to purchase at lease end for an amount may be determined at lease signing. Payments may be higher in some states. You may not be able to combine other incentives with the purchase financing or leasing programs presented above. Residency restrictions may apply. See dealer for details. Listed APR, down payment, payments, incentives and other terms are estimates for example purposes only. Information provided is based on very well-qualified buyers or lessees. The payment information provided here is not a commitment by any organization to provide credit, leases, or other programs. Some customers may not qualify for listed programs. Your terms may vary. Lessor must approve lease. Credit approval required.

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Home

Inventory

EV/Hybrid

Specials

Finance

Lease

Service

About

Back

SignIn

Text Me A Link

Vehicle Viewed 48 times



Show All Photos

2024 Kia Forte LXS

FWD CVT

Exterior : Steel Gray

Interior : Black

Highway MPG:39 [3] / City MPG: 28 [3]
*EPA ESTIMATED

VIN: 3KPF24AD6RE759396

Stock: E759396

Engine: Regular Unleaded I-4 2.0 L/122

Model Code: C3422

Transmission: 1-Speed CVT w/OD

DriveTrain: FWD

Body Style: 4dr Car

Lease

Finance

Price

List Price	\$24,815
Lee Kia Advantage	\$1,091
Manufacturer Rebates	\$750
Finance Assistance Discount	\$1,000
Trade Assistance Discount	\$500
Sale Price	\$2

New ▾

Pre-Owned ▾

EV/Hybrid ▾

Sell/Trade ▾

Service & Parts ▾

Finance ▾

Specials ▾

About ▾

Start Buying Process



Schedule Test Drive

Learn Your Bonus Offer

Get Pre-Approved

Contact Us

Trade Value

Text Link

Text Us



Apple CarPlay



Android Auto



Lane Departure Warning



Forward Collision Warning



Bluetooth



Keyless Entry



Rear View Camera



Side-Impact Airbags

[Text Us](#)

- CARPET FLOOR MATS
- STEEL GRAY
- BLACK, CLOTH SEAT TRIM

Vehicle Details

Description

 Standard Features

 Window Sticker

 Research Models

Steel Gray 2024 Kia Forte LXS FWD IVT 2.0L I4 MPI 16 x 6.5J Alloy Wheels, 4 Speakers, 4-Wheel Disc Brakes, ABS brakes, Air Conditioning, Alloy wheels, AM/FM radio, Apple CarPlay & Android Auto, Auto High-beam Headlights, Brake assist, Bumpers: body-color, Carpet Floor Mats, Cloth Seat Trim, Delay-off headlights, Driver door bin, Driver vanity mirror, Dual front impact airbags, Dual front side impact airbags, Electronic Stability Control, Exterior Parking Camera Rear, Front anti-roll bar, Front Bucket Seats, Front Center Armrest, Front reading lights, Front wheel independent suspension, Fully automatic headlights, Illuminated entry, Low tire pressure warning, Occupant sensing airbag, Outside temperature display, Overhead airbag, Overhead console, Panic alarm, Passenger door bin, Passenger vanity mirror, Power door mirrors, Power steering, Power windows, Radio data system, Radio: 8 Display Audio, Rear window defroster, Remote keyless entry, Security system, Speed control, Split folding rear seat, Steering wheel mounted audio controls, Tachometer, Telescoping steering wheel, Tilt steering wheel, Traction control, Trip computer, Variably intermittent wipers. Lee Kia of Greenville is your local hometown dealer with roots beginning in 1953. We offer high quality new and locally traded pre-owned vehicles. Join our family today! 28/39 City/Highway MPG Proudly serving Greenville, Winterville, Washington, New Bern, Jacksonville, Goldsboro, Wilson, Rocky Mount, Kinston, Williamston, Tarboro, Ayden, Vanceboro, Ahoskie, Windsor, Elizabeth City. Take advantage of our exclusive special factory approved discounts! \$1,091 - Exp. 12/31/2024

Incentives

Offers

Finance Offers

Lease Offers

[Text Us](#)

EV/Hybrid

\$750

\$500

[View Details](#)
Expiry Date : 4/30/2024

[View Details](#)
Expiry Date : 4/30/2024

2024 Kia Forte

2023 Kia Forte GT DCT

2024 Kia Forte

2024 Kia Forte

2023 Kia Forte GT DCT

2024 Kia

VIN: 3KPF24ADXRE776640

Stock: # E776640

List Price

\$24,815

LEASE FOR

\$222.17/mo

for 24 months

\$2,703.17 Due at signing

[Disclosure](#)

FINANCE FOR

\$313.07/mo

for 72 months

\$4,963 Down Payment

[Disclosure](#)

VIN: 3KPF44AC3PE645807

Stock: # E645807

List Price

\$30,880

Sale Price

\$28,986

LEASE FOR

\$334.82/mo

for 36 months

\$3,422.82 Due at signing

[Disclosure](#)

FINANCE FOR

\$402.42/mo

for 72 months

\$6,176 Down Payment

[Disclosure](#)

VIN: 3KPF44

Stock: #

List

\$28

Sale

\$27

LEASE FOR

\$209

for 24

\$3,099.06

[Disclosure](#)

FINANCE FOR

\$348

for 72

\$5,780 Down Payment

[Disclosure](#)

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Starting at **\$30,030**



[2023 Kia Forte](#)
Starting at **\$30,880**

\$1000.00 Finance Assist discount applies when using dealer preferred lenders, not all customers will qualify. Discount cannot be combined with KMF Dealer Choice program or any subvention program. Minimum amount financed \$15,000. \$500.00 Trade Assistance discount applies when customer trades in a qualifying vehicle. Qualifying vehicles are 2005 model years or newer with less than 175,000 reported miles on the odometer at the time of transaction. Vehicles cannot have a salvaged/rebuilt title and cannot have damage exceeding 25% of the value of the vehicle. See dealer for details.

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COUNTY MANAGER
TIMOTHY A. BUCK

CLERK TO THE BOARD
TRACY BOYD

COUNTY ATTORNEY
DAVID B. BAXTER, JR.

May 2, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Closed Session Health Director Performance Review

I am requesting a closed session to discuss the above referenced personnel issue.



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May 2, 2024

TO: Chair Bohmert and Pamlico County Board of Commissioners
FROM: Tim Buck, County Manager
RE: Direction Regarding Lobbying Activities for Bay River Metro Sewer District

As you know, the County contracted with Ward and Smith to lobby for funding for needed projects. Please see the attached list submitted to our representatives. These items were discussed and agreed on as priorities at our March 20th retreat.

Commissioners Forrest and Riggs requested that we direct our lobbyist to ask for funds related to Bay River Metropolitan Sewer District. I am requesting discussion and direction by the Board.





PAMLICO COUNTY

NORTH CAROLINA

Thank you for the opportunity to provide additional information regarding Pamlico County's Legislative Priorities for the 2024 Session of the General Assembly. Below is a summary of each priority and supporting exhibits for each item are enclosed.

1. Funding for Water Infrastructure Improvements

\$10M (rounded and less prior appropriations. Line items listed below)

- a. Improvements to Grantsboro Water Treatment Plant -\$5,675,000
- b. Replace brine storage tanks and Replace Grantsboro WTP Well 2 \$2,250,000
- c. Replace/Upgrade SCADA System, Add Generator for Well 2 Grantsboro, Mixing Systems - \$2,000,000
- d. Contingency- \$992,500
- e. Engineering \$366,000
- f. Report Prep, Documentation \$34,000

Reference Exhibit A for details of the projects

2. Construct New Health Department and DSS Building

\$14M (Rounded. See line items below)

- a. Site Development – \$956,000
- b. Construct 21,000 SF Health/Senior Center Building - \$10,500,000
- c. Demolition of old structures \$148,600
- d. Contingency - \$580,230
- e. Design Fee - \$1,160,460

Reference Exhibit B for details of the project

3. Construct Improvements to Pamlico County Law Enforcement Center

\$4,296,537

- a. Site Development - \$204,000
- b. New Sheriff Jail Addition Construction - \$2,739,000
- c. Remodel - \$279,000
- d. Demolish Existing Sally Port - \$1,980
- e. Contingency \$161,100
- f. Design Fee - \$405,972
- g. Fixtures/Furnishing – 507,465

Reference Exhibit C for details

EXHIBIT A

Pamlico County Water Treatment Reliability Project

Project Purpose:

The project is intended to resolve water quality problems in Pamlico County. The Grantsboro WTP improvements is part of a project that originally included two water treatment plants. One of the plants (Kershaw) is now under construction through the use of Drinking Water State Revolving Funds combined with a portion of the Direct Appropriations Act - 2023 funds.

The County has approximately \$1,487,100 of funding remaining from the Direct Appropriations Act of 2023 (S.L. 2023-134) to partially fund the Grantsboro project. In addition, there are dire needs for the system including well improvements and bulk brine storage tanks. The brine tanks are essential to the softening process and are very corroded and degraded. If they fail it would prevent the water softening process from continuing and reduce the capacity of meet peak flows in the system.

The proposed improvements resolve corroded and failing systems and they improve treatment effectiveness at Grantsboro WTP with additional aeration and additional softener treatment volume to combat the raw water hardness. The color removal improves water quality and lessens the opportunity for disinfection by-products to form. The other items address repairs and improvements that enhance the reliability of the plants. These additional improvements are discussed in an Engineering Report as previously approved by NC SWIA under project DWI 2005 but this portion of the project was not constructed due to lack of available funds.

This project builds on DWI Project 2005 which was intended to renovate the Grantsboro and Kershaw Water Treatment Plants. Taken together, these two plants supply approximately 60% of the drinking water of Pamlico County. Bids were received for DWI Project 2005 on April 18, 2023 and were well over budget. The project was re-bid on October 12, 2023 and the pricing of this estimate is based in part on those bids. County leadership intends to use the funds allocated for the project to complete the Kershaw WTP improvements. There are insufficient funds to also complete the Grantsboro WTP. The County is requesting additional funding in this application to complete the improvements set out in the ER for Project 2005 and improve the Grantsboro WTP. In addition, the County has other needs for water supply and treatment that were cut from the proposed project scope due to funding constraints. This project includes the following items:

Grantsboro Water Treatment Plant:

- New pre-chlorination system with enclosure
- New induced draft aerator
- Repairs and new coating to ground storage tank
- New filter media
- New softener media
- Additional softener vessel and relocate existing vessels
- Building Addition
- New TOC/color removal system
- New piping and control valves
- New post-treatment chloramination system with contact loop
- Electrical and SCADA improvements

SCADA System: Remote wells for Grantsboro and Kershaw require SCADA to notify the Field Operations Manager of fault codes so that he can respond with troubleshooting to limit Grantsboro and Kershaw WTP downtime. This is an issue brought forward in the Engineering Report for the Water System Improvements DWSRF Project 2005.

Increase System Resiliency 2.N.7: Dedicated Standby Power is to be provided to Grantsboro Well 2 (Remote) which in combination with new SCADA can support regular operation of the remote well. The remote well was noted in the DWSRF 2005 project as not operating frequently or regularly enough to inhibit bacterial growth that tends to impact well and WTP performance.

Well No. 2 - Remote Well Grantsboro (41 Years Old) 1.C.1: Replace the existing Well No. 2 with a new well. This well was recently serviced to attempt to improve capacity. Previously the well was noted as impacted by bacterial growth. Frequent cleanings over recent years has kept it in service but it is near the end of its useful life.

Mixing System: Retrofit existing water storage tanks with a mixing system to help manage water age and enhance water quality. There will be no change in capacity.

Brine Storage Tanks: Replace existing brine storage tanks, platforms, automatic water feed, and brine delivery lines for softener regeneration at each of four existing water treatment plants. The brine tank sizing will remain unchanged.

7. Additional Information for Consideration

This project provides funding for a project that has already had an approved ER and EID through project NCDEQ DWI 2005. Project 2005 was overbudget and the first block of items in the estimate below are a continuation of Project 2005 that would allow completion of this vital project for Pamlico County.

Indicate construction costs by line item (e.g., linear feet of different- sized lines , each type of stormwater control measure, each stream restoration reach). Include a more detailed construction cost budget if needed .	Division Funding Requested	Other Secured Funding Source(s)	Total Cost Amount
Construction Costs			
<i>J.C.] Treatment Units>20 Years Old</i>			
Proposed Chlorine Building with Equipment-Grantsboro	\$850,000		\$850,000
New Induced Draft Aerator with Platform Piping and Equipment-Grantsboro	\$200,000		\$200,000
Ground Storage Tank Repairs and Coating with Mixer Install - Grantsboro	\$125,000		\$125,000
Clean Filters and Replace Media -Grantsboro	\$100,000		\$100,000
Improvements to Softeners-Relocate the Two Existing Softeners, Add a third softener of Equivalent Size and Relocate in Building Addition-Process Quality Improvement	\$900,000		\$900,000
Plant Piping Replacement and Controls	\$600,000		\$600,000
Electrical Renovations and SCADA Upgrades	\$725,000		\$725,000
Plant Building Addition	\$1,200,000		\$1,200,000
Existing Plant Painting and Repairs- Incl. Existing Piping	\$20,000		\$20,000
New Color (Carbon) Removal System	\$700,000		\$700,000
Site Work, Drive Additions , Grading	\$80,000		\$80,000
Chlorine Contact Loop with New Above-Ground LAS Station and Enclosure	\$130,000		\$130,000
Revise Plant Yard Piping as Required to Construct Building Addition	\$45,000		\$45,000
Grantsboro - J.C.] Treatment Units>20 Yrs Old	\$5,675,000		\$ 5,675,000
	Treatment costs based upon Bids on 10-12-2023.		
WTP Replacement Brine Storage and Platforms (4 WTP's) - J.C.] Treatment Units>20 Years Old	\$1,500,000		\$1,500,000
Well No. 2 - Remote Well Grantsboro (41 Years Old)	\$750,000		\$750,000
Total for J.C.] Treatment Units> 20 Years, Well Older than 40 Years	\$7,925,000		\$7,925,000
I.C. Rehabilitate or Replace Infrastructure			
SCADA System Replacement/Upgrade	\$600,000		\$600,000
2.N. 7 Resiliency Standby Generation Millpond WTP	\$560,000		\$560,000
Mixing Systems for 10 Elevated Tanks	\$840,000		\$840,000
Total for I.C Rehabilitate or Replace Infrastructure Total	\$2,000,000		\$2,000,000

Indicate construction costs by line item (e.g., linear feet of different- sized lines , each type of stormwater control measure, each stream restoration reach). Include a more detailed construction cost budget if needed .	Division Funding Requested	Other Secured Funding Source(s)	Total Cost Amount
1.C.1 Portion Older than 20 yrs = 6.31M/(1.945M +6.31M)			0.76
Total Construction Costs	9,925,000.00		9,925,000.00
<i>Contingency (10% of construction costs):</i>	992,500.00		992,500.00
Construction Subtotal:	10,917,500.00		10,917,500.00
Engineering Costs			
Engineering Design	\$300,000		\$300,000
Permitting	\$5,000		\$5,000
Land Surveying Costs	\$5,000		\$5,000
Other: Hydrogeological Testing, Reporting	\$56,000		\$56,000
Engineering Subtotal:	\$366,000		\$366,000
Administration Costs			
Planning (pre-construction costs)			
Easement/Land Acquisition Costs			
Engineering Report Preparation	\$29,000		\$29,000
Environmental Documentation Preparation (if applicable)	\$5,000		\$5,000
Legal Costs			
Project Funding Administration (if applicable)			
Other:			
Administration Subtotal:	\$34,000		\$34,000
TOTAL FUNDING REQUESTED AND PROJECT COST:	\$11,351,500		\$11,351,500

Total Funds Required	\$11,351,500
Funds Available from Direct Appropriations 2023	\$1,487,100
Funds Requested in 2024 Direct Appropriation	\$9,864,400

EXHIBIT B

- Proposed Areas:

Department	Existing Sq. Ft.	Provided Sq. Ft. Option A
Senior Services		
Office Space	870 SF	880 SF
Activity/Community Rooms (includes library & exercise room)	3,605 SF	3,400 SF
Support Spaces (copy, storage, break, kitchen)	1,345 SF	1,400 SF
Departmental Internal Circulation	535 SF	428 SF
Storage Shed	190 SF	0 SF
Total Department Square Footage:	6,545 SF	6,108 SF
Health Department		
Waiting	140 SF	300 SF
Clinical Space (Exam Rooms, Lab, etc.)	710 SF	1,265 SF
Office Space	1,160 SF	2,270 SF
Conference/Training Rooms	650 SF	770 SF
Support (Storage, Kitchen, etc.)	410 SF ¹	1,025 SF
Storage Shed	290 SF	0 SF
Departmental Internal Circulation	970 SF	1,126 SF
Total Department Square Footage:	4,330 SF	6,756 SF
Outside Agencies / Unassigned		
Hope	735 SF	1,200 SF
Total Department Square Footage:	735 SF	1,200 SF
Total Phase 1A - Program Area:		11,610 SF Net
Gross Area Multiplier (Circulation, Building Support, Exterior Walls)		1.28
Total Phase 1A - Gross Area:		18,000 SF Gross

Notes:

- Carseats & other items stored in Public Works Building not accounted for in existing area.

- Costs:

Phase 1A - New Health Department and Senior Service Center	Amount	Unit	Cost	Extended
<i>Construct:</i>				
Site Development	2.39	acres	\$400,000	\$956,000
New Health Department & Senior Service Center	21,000	SF	\$500	\$10,500,000
<i>Demolish:</i>				
Existing Senior Service Center	8,090	SF	\$10	\$80,900
Existing Picnic Shelter	1,200	SF	\$3	\$3,600
Existing Health Department	6,410	SF	\$10	\$64,100
Construction Sub-total:				\$11,604,600
Owner Contingency: 5%				\$580,230
Design Fee: 10%				\$1,160,460
Phase 1A - Construction + Soft Costs Total:				\$13,345,290

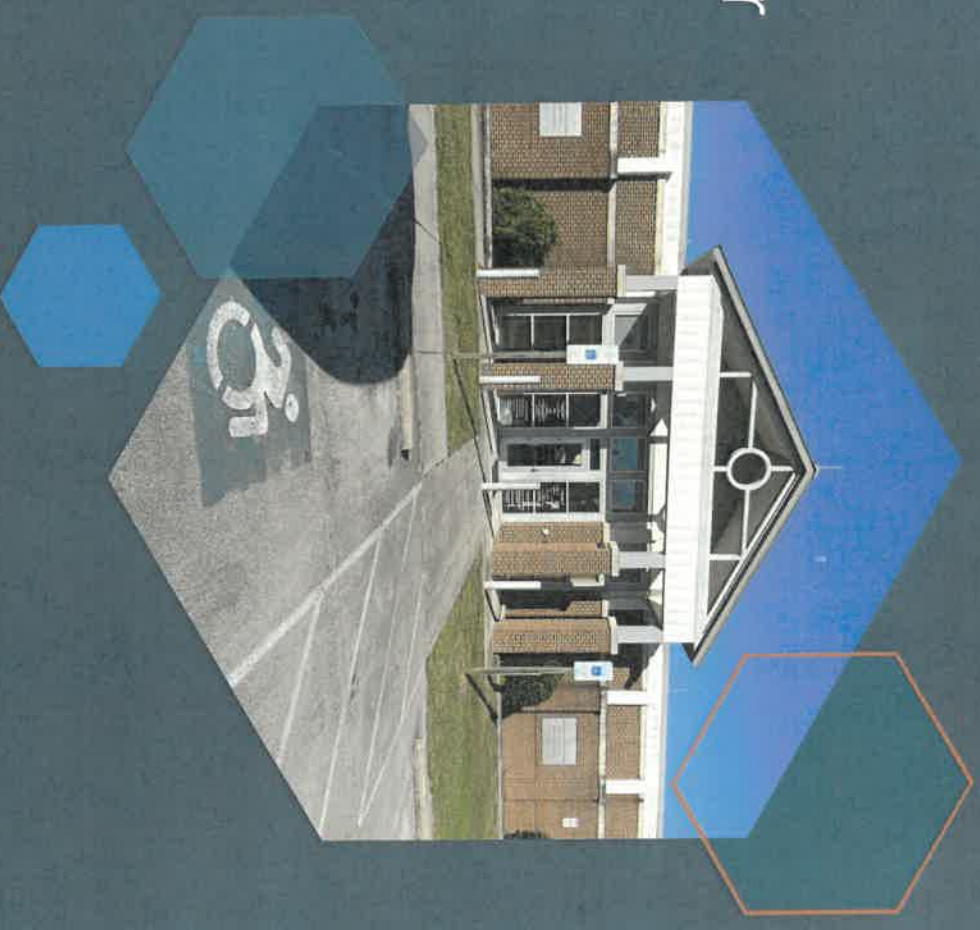
EXHIBIT C

Pamlico County Law Enforcement Center

Options for Available Funds

March 20, 2024

OAKLEY
COLLIER
ARCHITECTS
OCA



Needs

Sheriff's Office:

- Additional Office Space
- Record Storage
- Additional Evidence Storage
- Conference / Training Room
- Gated Staff Parking / Back Entrance
- Plumbing Issues
- Rework Camera System to include all office areas.
- Network / IT Issues



Needs

Jail:

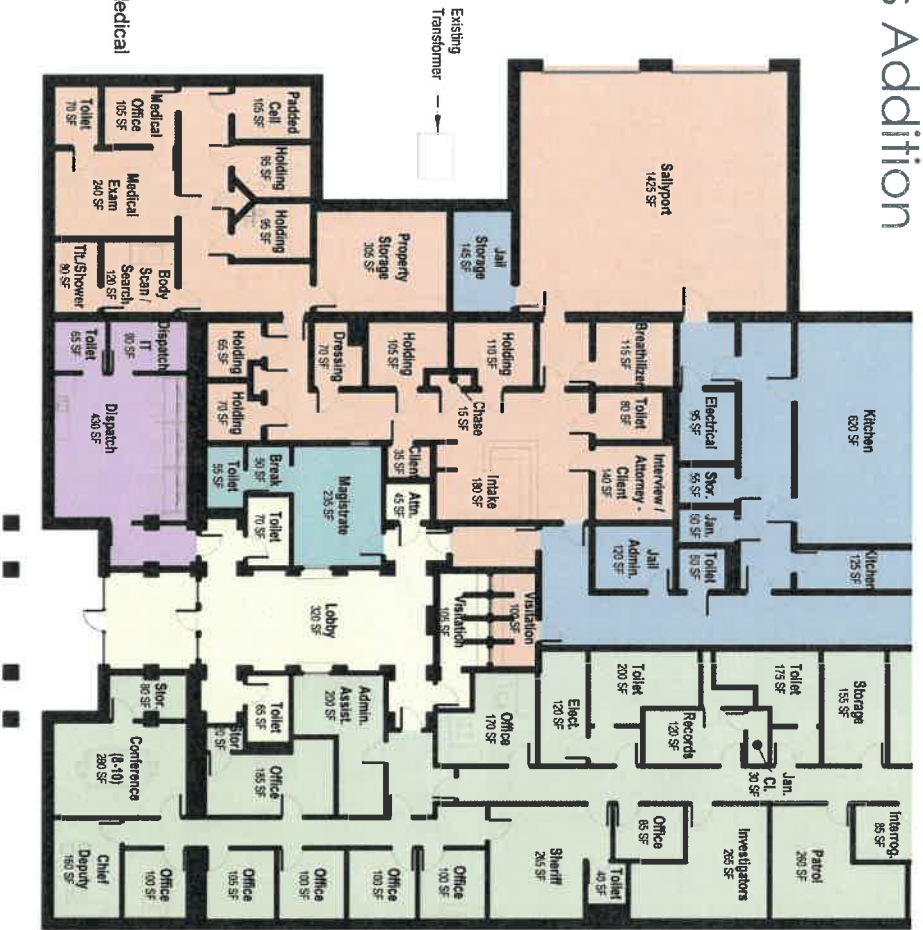
- Improved Medical Facilities
- Additional Holding Cells
- Attorney / Client Visitation Rooms
- Additional Visitation Capacity
- Outdated Jail Lock System
- Need space for Body Scanner
- Increased Storage
- Plumbing Issues
- Enclosed Sallyport
- Redesign Kitchen Area
- Replace Freezer



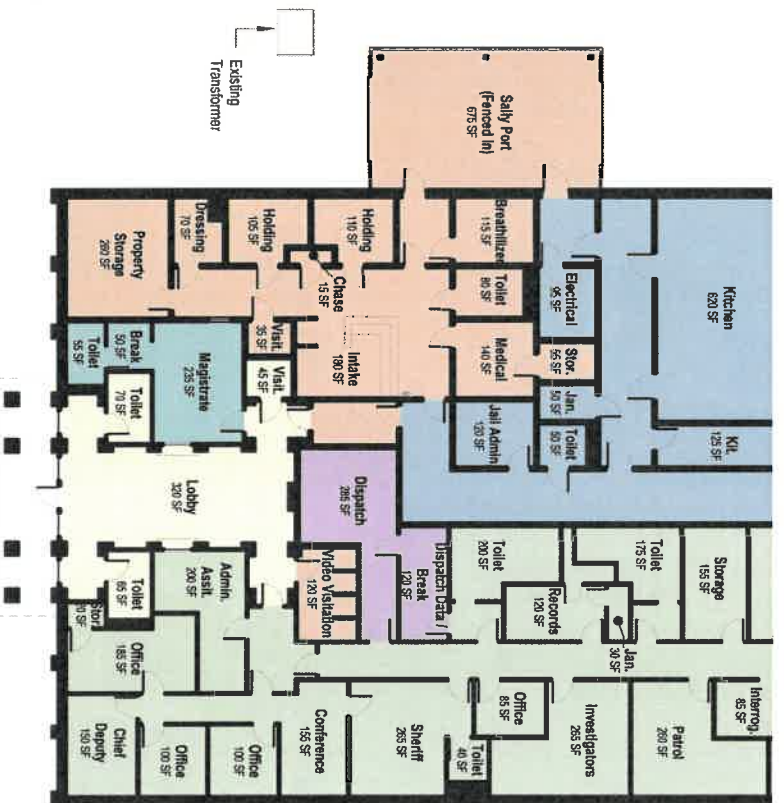
Option B

Sheriff's Addition

- KEY LEGEND**
- Magistrate
 - Sheriff
 - Dispatch
 - Jail - Intake & Medical
 - Jail - Support
 - Public



Conceptual Plan

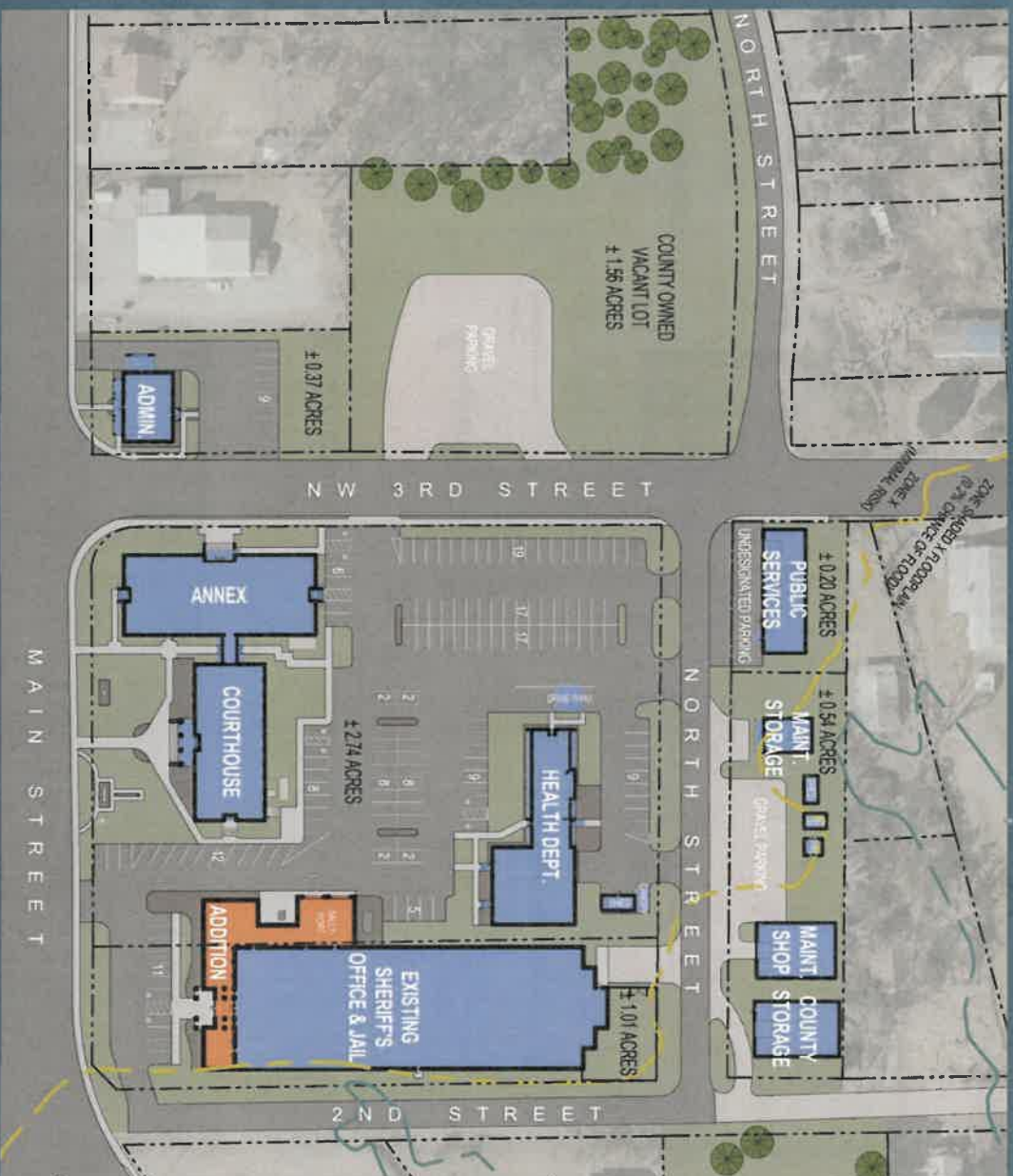


Existing Plan

Option B Sheriff's Addition

New Addition & Current Site

- Addition works with existing site
- One-way traffic between Courthouse & Addition
- Loss of only 3 parking spaces.
- 2nd Street to be gated later with other funding.



Estimated Costs:

Option B – Sheriff's Addition

Option B - Sheriff's Addition	Amount	Unit	Cost	Extended
<i>Demolish:</i>				
Existing Sally Port	660	SF	\$3	\$1,980
<i>Construct:</i>				
Site Development	0.48	acres	\$425,000	\$204,000
New Sheriff/Jail Addition	4,980	SF	\$550	\$2,739,000
<i>Remodel:</i>				
Portion of Existing Building	930	SF	\$300	\$279,000
Construction Sub-total:				\$3,222,000
Owner Contingency: 5%				\$161,100
Construction Total:				\$3,383,100
Design Fee: 12%				\$405,972
FFE: 15%				\$507,465
Construction + Soft Costs Total:				\$4,296,537

