

LEE COUNTY

NORTH CAROLINA

Committed Today for a Better Tomorrow

**REGULAR MEETING
OF THE
LEE COUNTY BOARD OF COMMISSIONERS
106 HILLCREST DRIVE
SANFORD, NORTH CAROLINA 27330**

April 1, 2019
6:00 P.M.

A G E N D A

CALL TO ORDER – Amy Dalrymple, Chair

INVOCATION – Commissioner Dalrymple

PLEDGE OF ALLEGIANCE

I. ADDITIONAL AGENDA

II. APPROVAL OF CONSENT AGENDA (All items listed below are routine and will be approved by one motion. No separate discussion will be held except by a request of a member of the Board. Any item removed from the Consent Agenda will be considered individually as a part of the regular agenda).

- A. Minutes from the March 18, 2019 Regular Meeting. (Pages 1-8)
- B. Request for addition of position title of Income Maintenance Investigator Supervisor I to the Pay Plan. (Pages 9-30)
- C. 2019 Update to the General Records Retention Schedule. (Pages 31-36)
- D. Budget Amendment #04/01/19/13. (Pages 37-38)

III. PUBLIC HEARINGS

- A. Public hearing on a modification to an economic development incentive agreement with Caterpillar.– Bob Joyce (Pages 39-53)

IV. PROCLAMATION / RESOLUTION

- A. Proclamation celebrating the Week of the Young Child, April 7-13, 2019. – Commissioner Arianna Del Palazzo (Pages 54-55)
- B. Resolution recognizing the achievement and service of the Cape Fear Rural Fire Department. – Commissioner Kirk Smith (Pages 56-57)

V. PUBLIC COMMENTS

VI. NEW BUSINESS

- A. Presentation of Annual Report from the Sandhill Center. – Victoria Whitt (Pages 58-95)

- B. Consideration of fixed wireless RFP/RFQ for downtown Sanford. – Kyle Edwards (Pages 96)
- C. Consideration of amendments to the Revolving Loan Fund Program. – John Crumpton (Pages 97-106)
- D. Information regarding the 2020 Census programs and consideration of utilizing a Complete Count Committee. – John Crumpton/Don Kovaskitz (Pages 107-110)

VII. MANAGERS' REPORTS

- A. February 2019 Financial Report – Lisa Minter (Pages 111-117)

VIII. COMMISSIONERS' COMMENTS

IX. CLOSED SESSION

- A. Closed session per N.C. General Statute § 143-318(a)(6) to discuss a personnel matter.

ADJOURN

LEE COUNTY

Committed Today for a Better Tomorrow

ITEM #:
II. A.

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

MEETING DATE: April 1, 2019

SUBJECT: Minutes from the March 18, 2019 Regular Meeting

DEPARTMENT: Governing Body

CONTACT PERSON: Jennifer Gamble, Clerk to the Board

TYPE: Consent Agenda Action Item Public Hearing Information

| | |
|--------------------|---|
| REQUEST | Approve Minutes from the March 18, 2019 Regular Meeting |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | "Draft" copy of the March 18, 2019 Minutes |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Approve Minutes from the March 18, 2019 Regular Meeting |
| SUMMARY | |

A "draft" copy of the Minutes from the March 18, 2019 Regular Meeting have been prepared for approval. Attachments referenced in the Minutes are available for review in the Clerk's Office located at 408 Summit Drive, Sanford, NC. Once approved, Minutes will be recorded at the Lee County Register of Deeds Office.



REGULAR MEETING
OF THE
LEE COUNTY BOARD OF COMMISSIONERS
106 HILLCREST DRIVE
SANFORD, NORTH CAROLINA 27330

March 18, 2019

The regular meeting of the Board of Commissioners for the County of Lee, State of North Carolina, convened at 6:00 P.M. in the Commissioners Room, First Floor, Lee County Government Center, 106 Hillcrest Drive, Sanford, North Carolina, on said date. Commissioners present when the meeting was called to order were Amy M. Dalrymple, Arianna M. Del Palazzo, Kevin C. Dodson, Dr. Andre Knecht, Robert T. Reives, Cameron W. Sharpe, and Kirk D. Smith. Staff in attendance included County Manager John Crumpton, County Attorney Whitney Parrish, and Deputy County Attorney/Clerk to the Board Jennifer Gamble.

Chair Dalrymple called the meeting to order and the following business was transacted:

Commissioner Sharpe requested a moment of silence and the Pledge of Allegiance was recited.

I. ADDITIONAL AGENDA

The Board considered changes and additions to the *Agenda*. With no changes/additions requested, Commissioner Sharpe moved to approve the *Agenda* as presented. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

The Chair ruled the motion had carried unanimously.

II. APPROVAL OF CONSENT AGENDA

The Board considered changes to the *Consent Agenda*. Commissioner Smith requested to move item C from *New Business* to the *Consent Agenda*. Commissioner Knecht requested to move items H, I, and J from *New Business* to the *Consent Agenda*. Commissioner Reives requested to move items E, F, and G from *New Business* to the *Consent Agenda*. With no further changes requested, Commissioner Smith moved to approve the *Consent Agenda* as amended, which consisted of the following items:

- A. Minutes from the February 18, 2019 Regular Meeting.
- B. Minutes from the February 11, 2019 Regular Meeting.
- C. Tax release and refund report for February 2019.

- D. FY 19-20 State Consolidated Agreement.
- E. Additional State Revenue for Maternal Health.
- F. Purchase of 2019 4WD LT Tahoe NC STC 070A Fleet Vehicle for the Sheriff's Department.
- G. FY 2019 Seniors Health Insurance Information (SHIIP) Outreach Grant under the Medicare Improvements for Patients and Providers Act (MIPPA) through the North Carolina Department of Insurance.
- H. FY 2019 Seniors Health Insurance Information (SHIIP) Outreach Grant under the Medicare Improvements for Patients and Providers Act (MIPPA) through the Triangle J Area Agency on Aging.
- I. Budget Amendment #03/18/19/12.
- J. Minutes from the February 18, 2019 Closed Session Meeting.
- K. Memorandum of Understanding renewal for the Sanford Farmers Market.
- L. Request for approval of joint applications from the Lee County Board of Education for Lottery Funds.
- M. Request for approval of internet and data circuit renewals.
- N. Consideration of a Resolution Requesting Legislation Exempting Lee County from Motor Vehicle Emissions Inspections.
- O. Consideration of a Resolution Requesting Legislation Exempting Local Governments from Paying Homeowners' Association Fees for Properties Obtained Through Tax Foreclosure.
- P. Consideration of a Resolution Supporting Local Control of School Calendars.
- Q. Consideration of an application to serve on the Triangle South Workforce Development Board from Richard Shlademan, Jr.
- R. Consideration of an application to serve as an alternate on the Board of Equalization and Review from George Wayne Watson.
- S. Consideration of an application to serve the remaining term of Charmaine Ernest on the Senior Services Advisory Board from Martha Wicker.

Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

The Chair ruled the motion had carried unanimously.

III. PUBLIC HEARING

- A. Public hearing on a modification to an economic development incentive agreement with Caterpillar. – Following the receipt of a letter requesting that the public hearing be postponed from SAGA CEO Michael Smith, Commissioner Knecht moved to table the Public hearing until the April 1st, 2019 Board of Commissioners meeting at 6:00 p.m. at the Lee County Government Center, 106 Hillcrest Drive, Sanford, NC 27330. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

The Chair ruled the motion had carried unanimously.

IV. PUBLIC COMMENTS

Pursuant to General Statute § 152A-52.1, Chair Dalrymple opened the floor for *Public Comments*. No one signed up to speak during the Public Comments section of the meeting.

V. OLD BUSINESS

A. Zoning map amendment (rezoning) request for 124 and 154/156 Center Church Rd.

Amy McNeill, Zoning Administrator, stated that an application was submitted by Mark Lyczkowski to rezone two tracts of land from Residential Agricultural and Residential Restricted to General Commercial. The first tract being approximately 1.19 acre lot addressed as 124 Center Church Road and identified as Tax Parcel 9631-44-1034-00. The eastern portion of which is currently zoned Residential Restricted, the western portion of the parcel is currently zoned as Residential Agricultural. The second tract being a 0.73 acre lot addressed as 154 and 156 Center Church Road, identified as Tax Parcel 9631-34-9072-00 and currently zoned as Residential Agricultural. Both parcels are depicted on Lee County Tax Map 9631.03, and are illustrated on a survey map recorded in Plat Cabinet 2018, Slide 128 of the Lee County Register of Deeds Office. The Lee County Planning Board unanimously voted to recommend the rezoning request at their February 18, 2019 meeting. To approve the rezoning request, the Board is required to vote on the long-range plan consistency as it relates to the rezoning request prior to the vote on the rezoning request. Commissioner Knecht made a motion that the proposed rezoning of the subject parcels from Residential Restricted (RR) and Residential Agricultural (RA) to General Commercial (C-2), as well as the permitted uses within the proposed zoning district, appear to be consistent with the adopted long-range plan's land use place type of "mixed use activity center" in which the subject parcels have been categorized is consistent with the adopted long-range use plan. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

Chair Dalrymple ruled the motion had carried unanimously.

Commissioner Knecht then moved to approve the rezoning request for modifying 124 and 154/156 Center Church Road from Residential Agricultural (RA) and Residential Restricted (RR) to General Commercial (C-2), because the request is reasonable and in the public interest based upon the parcels having public road frontage and the existing utilities access. The parcels are along a busy roadway and adjacent to an existing shopping center that is already zoned General Commercial (C-2), a copy of the Ordinance is attached to these minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

Chair Dalrymple ruled the motion had carried unanimously.

B. Information for murals requested to be located on county owned property.

Following discussions with Commissioners, Suzanne Reeves Literary Club, DSI, and the Public Arts Subcommittee, it was requested that the County come up with information for the public in case others had a similar request. County Attorney Whitney Parrish stated that she had drafted a procedural summary for members of the public, which will be posted to the County's website and available should someone reach out to a Board member or staff with questions. No Action was taken.

C. Consideration of instructing outside legal staff to file a complaint on behalf of Lee County in regards to the opioid litigation.

At the April 16, 2018 regular Board of Commissioners meeting, the Board voted to authorize staff to issue a request for information for law firms who are interested in representing Lee County in any potential opioid litigation. On May 21, 2018, the Board received information submitted by two national law firms – Mike Fuller on behalf of McHugh Fuller Law and Julie Bond on behalf of Simmons Hanly Conroy. At the May 21, 2018 meeting, the Board decided to allow the two firms to give presentations of their case and legal strategy. Staff has had multiple discussions with each group and has asked many questions in reference to this multi-district litigation. At the July 23, 2018 regular meeting of the Board, the Board heard presentations from both law firms regarding the theories of their cases and an update on where all of the cases are currently being litigated under the Multi-District Litigation. In September 2018, the Board voted to hire McHugh Fuller Law Firm to represent the county in the litigation. In December 2018, the Board adopted a resolution declaring the opioid epidemic a public nuisance. Commissioner Del Palazzo noted that Lee, Harnett, and Montgomery County have been awarded a grant through the 2018 Rural Health Opioid Program, which is a 3-year grant in the amount of approximately \$590,000. First Health serves as the lead agency and fiscal agent of the grant. The grant's purpose is to combat the opioid crisis by decreasing opioid related deaths resulting from overdoses. The program is currently recruiting peer to peer advocates who have formerly experienced addiction to opioids and have been through recovery to serve the program. Following further discussion, Commissioner Reives moved to instruct outside legal staff to file the complaint as presented on behalf of Lee County in regards to the opioid litigation. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Knecht, Reives, Sharpe
Nay: Del Palazzo, Smith

Chair Dalrymple ruled the motion had carried 5:2.

VI. NEW BUSINESS

A. Consideration of two offers to purchase property located at 0 W. Forest Oaks Drive SR 1469, PIN 9667-87-8477-00, Lee County North Carolina from Wayne Langston and Michael Jones.

Lee County foreclosed on property located at PIN 9667-87-8477-00 in 1989. There is currently \$3,156.93 owed on the property, which includes taxes and attorney fees owed. The current tax value of the property is \$15,400. Wayne Langston, on behalf of Coast2Coast Group submitted an offer of \$500.00 on July 31, 2018 and submitted his advertising costs on October 29, 2018. He has paid the requisite 5% deposit and advertising costs. Michael Jones submitted an offer of \$4,000.00 on February 28, 2019 and has paid the requisite 5% deposit and advertising costs. The property was determined to be landlocked and both potential buyers have been informed of the issue. Commissioner Smith moved to declare the property as surplus, accept the offer from Michael Jones for \$4,000 and authorize staff to proceed with the sealed bid process, a copy of the resolution is hereby attached to these minutes and by this reference made apart hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

Commissioner Dalrymple ruled the motion had carried unanimously.

B. Request to authorize funding for fiber optic cable installation project.

The current fiber optic cabling installed between the Government Center and Sheriff's Office is approximately 20 years old at this time. The fiber is still operational but has begun to show signs of degradation. The link between the Government Center and Sheriff's Office buildings remains a critical link for the County. We utilize space in the courthouse building for secondary data storage, real-time data replication, and disaster recovery planning. This fiber connection is also utilized to connect all staff in the Courthouse to the Lee County Government network thereby serving all network resources needed by staff in the Courthouse building for compute and telephony. Maintaining an efficiently operating connection between the two buildings is paramount. The proposed project is using materials and labor from the NC Structured Cabling Services state contract 962-18A COSP RFP# ITS-00638. IT Director Kyle Edwards requested the Board of Commissioners authorization to use the funds as intended so that IT can forward with obtaining a purchase order to proceed with the project. Mr. Edwards requested that the entire \$120,000 of budgeted funds be authorized even though the quote is approximately \$100,000, which will allow the County to prepare for railroad permit costs that may increase. Commissioner Reives moved to approve the request to authorize \$120,000 in funding for fiber optic cable installation. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

Chair Dalrymple ruled the motion had carried unanimously.

C. Request for approval of internet and data circuit renewals. – Moved to Consent

D. Request for approval of chiller pump upgrade at the Lee County Government Center. –

County Manager John Crumpton stated that this was a rebid of a project to upgrade the chiller pump at the Lee County Government Center. When previously bid, only one bid was received, and when rebid and advertised a second time, only one bid was received. The total project budget was in the \$65,000 range, and after engineering, there was about \$52,000 left to spend on the upgrade. The bid was for \$125,000 so the Mr. Crumpton made the decision to recommend to the Board to reject the bid and go back to redesign. The project includes upgrading the technology of the two chillers so that they communicate and have the ability to turn on and off as needed versus the manual operation that is currently required which is inefficient from a staff perspective. The project will be rebid in the fall. The two chillers have to be down for a week to 10 days, so between the cost overrun and the time of the year with the weather getting warmer, Mr. Crumpton requested to postpone the project at this time and reject the bid. Commissioner Reives moved to reject the bid for \$125,000 for the chiller pump upgrade at the Lee County Government Center. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

Chair Dalrymple ruled the motion had carried unanimously.

E. Consideration of an application to serve on the Triangle South Workforce Development Board from Richard Shlademan, Jr. – Moved to Consent

F. Consideration of an application to serve as an alternate on the Board of Equalization and Review from George Wayne Watson. – Moved to Consent

- G. Consideration of an application to serve the remaining term of Charmaine Earnest on the Senior Services Advisory Board from Martha Wicker. – Moved to Consent
- H. Consideration of a Resolution Requesting Legislation Exempting Lee County from Motor Vehicle Emissions Inspections. – Moved to Consent
- I. Consideration of a Resolution Requesting Legislation Exempting Local Governments from Paying Homeowners' Association Fees for Properties Obtained Through Tax Foreclosure. – Moved to Consent
- J. Consideration of a Resolution Supporting Local Control of School Calendars. – Moved to Consent
- K. Consideration of a Resolution in Support of a Proposed Bill to Remove Certain Restrictions on Voluntary Satellite Annexations for Municipalities in Lee County.

County Manager John Crumpton received this request for a resolution from the City Manager on March 8, 2019. Mr. Crumpton stated that by policy, the City Council will only allow sewer connections if property is annexed into the City limits. With the extension of sewer to Chatham County, the sewer system is now being extended out beyond the 3-mile area surrounding the City where they can have voluntary annexation. Information was provided by the City of Sanford regarding the benefits of voluntary annexation along with maps illustrating areas of potential development beyond the three-mile limit, a copy of which is attached to these minutes and by this reference made a part thereof. Currently, the local State delegation is in favor of a local bill authorizing additional annexation authority pending an adopted resolution of both the City and County governing boards. The bill has been filed in the House, and Senator Burgin has filed a corresponding bill in the Senate. Following discussion, Commissioner Reives moved to approve the resolution in support of legislation removing a restriction on voluntary satellite annexations, a copy of which is attached to these minutes and by this reference made a part hereof. Upon a vote, the results were as follows:

Aye: Dalrymple, Dodson, Reives, Sharpe
Nay: Del Palazzo, Knecht, Smith

Chair Dalrymple ruled the motion had carried 4:3.

VII. MANAGERS' REPORTS

A. County Manager's Monthly Report for February 2019

County Manager John Crumpton presented the Monthly Manager's Report for February, 2019, a copy of which is attached to these minutes and by this reference made a part hereof.

VIII. COMMISSIONERS' COMMENTS

ADJOURNMENT

With no further business to come before the Board, Commissioner Reives moved to adjourn the meeting. Upon a vote, the results were as follows:

Aye: Dalrymple, Del Palazzo, Dodson, Knecht, Reives, Sharpe, Smith
Nay: None

The Chair ruled the motion had carried unanimously and the meeting adjourned at 7:24 p.m.

Amy M. Dalrymple, Chair
Lee County Board of Commissioners

ATTEST:

Jennifer Gamble, Clerk to the Board



Committed Today for a Better Tomorrow

ITEM #:
II. B.

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

MEETING DATE: April 1, 2019

SUBJECT: Add Position Title to Lee County Classification and Pay Plan

DEPARTMENT: Social Services

CONTACT PERSON: Angelina Noel, Director

TYPE: Consent Agenda Action Item Public Hearing Information

| | |
|--------------------|---|
| REQUEST | Add Position Title Income Maintenance Investigator Supervisor I to Pay Plan |
| BUDGET IMPACT | None |
| ATTACHMENTS | PD-102IM, NC OSP Job Description Revised Organization Chart for Lee County DSS OSHR Approval to Reallocate Existing Position Confirmation Current Lee County Classification and Pay Plan for grade |
| PRIOR BOARD ACTION | None |
| RECOMMENDATION | To add job title of Income Maintenance Investigator Supervisor I to the Lee County Classification and Pay Plan |
| SUMMARY | |

The Department of Social Services is requesting to add the job title of "Income Maintenance Investigator Supervisor I" to the current Lee County Classification and Pay Plan. The purpose of the request is to restructure the organizational chart for Lee County Social Services utilizing our current staff. Due to the confidential nature of the work conducted in Program Integrity, the need to function as a standalone unit has become critical. As the fulltime Income Maintenance Investigator II position is equivalent to the Income Maintenance Investigator Supervisor I position, the opportunity to reorganize the department's organizational structure and a line job duties is possible to accomplish this goal. It is critical in our agency for the Program Integrity Supervisor to report directly to the agency Director due to the highly confidential nature of program integrity investigations. This restructure will reduce potential conflict that could arise within the unit. This position will act as a "working supervisor" that will maintain a caseload. The Income Maintenance Investigator II and the Income Maintenance Investigator Supervisor I are both a grade 65 with the same salary range in Lee County's classification and pay plan as well as the Office of State Human Resources' Pay Plan. This amount is already budgeted and accounted for in the county's budget. This is no change in pay for the budgeted position. The purpose for the classification change is to restructure our organizational chart in order to ensure confidentiality within the Program Integrity unit and for the Program Integrity unit to function as a standalone department that reports directly to the agency Director.

INCOME MAINTENANCE POSITION QUESTIONNAIRE

North Carolina Office of State Personnel

| | |
|---|---|
| 1. Employee's Name - Last, First, Initial Fogleman, Donna | 2. Position Number 205-02-2453 |
| 3. Classification Title of Position IM Investigator Supervisor I | 4. Agency Lee County DSS |
| 5. Usual Working Title of Position Fraud Investigator Supervisor | 5. Division, Section, Unit Program Integrity |
| 6. Your Name and Title (Supervisor) Angelina Noel, Director | 8. Place of Work (City, Bldg., Room, etc.) Lee Co. Govt. Center, Sanford, NC |

INCOME MAINTENANCE INVESTIGATOR SUPERVISOR

I. A. PRIMARY PURPOSE OF THE ORGANIZATIONAL UNIT:

The primary purpose of the program integrity unit is to investigate possible overpayments in Medicaid, Food and Nutrition Services, Crisis Intervention, Low Income Energy Assistance, Work First Family Assistance and Child Care Subsidy. The Program Integrity unit is made up of three positions: one Income Maintenance Investigator Supervisor I, one Income Maintenance Investigator I, and one PT Income Maintenance Investigator II. The Program Integrity unit takes referrals from agency staff, state staff and citizen reports of possible welfare fraud, unintentional program violations and agency overpayments. The Program Integrity unit is responsible for ensuring that families receive correct benefits to which they are entitled.

II.

B. PRIMARY PURPOSE OF POSITION:

The Primary purpose of this position is to supervise staff in the program integrity unit and to provide support for the agency's integrity goals through prevention, detection, and investigation of fraud and abuse within: Medicaid, Food and Nutrition Services, Work First Family Assistance, Child Care Subsidy, Low Energy Assistance and Crisis Intervention. This position is considered a working supervisor. This position is responsible for implementing goals for the unit and ensuring staff are meeting established goals. Preliminary investigation of claims, and the establishment of claims are responsibilities assigned to this position. This position is also responsible for establishing claims as a result of agency errors.

C. WORK SCHEDULE:

The regular work schedule for this position is Monday through Friday from 8:00 a.m. to 5:00 p.m. Flexibility in the work schedule and hours is required in order to ensure that time

frames are met. Due to the nature of this position, it may be necessary to visit clients, local businesses, attend meetings, respond to Red Cross needs and provide information to civic groups outside of regular hours.

D. CHANGE IN RESPONSIBILITIES OR ORGANIZATIONAL RELATIONSHIP

Due to the confidential nature of the work conducted in Program Integrity, the need to function as a standalone unit has become critical. As the fulltime IMI II position is equivalent to the IMIS I position, the opportunity to reorganize the department's organizational structure is possible to accomplish this goal. It is critical in our agency for the Program Integrity Supervisor to report directly to the agency Director. This reduces potential conflict within the unit and strengthens the integrity of the program integrity unit. This position will act as a "working supervisor" that will maintain a caseload.

III. A. DUTIES AND RESPONSIBILITIES

Required Functions of the Income Maintenance Investigator Supervisor I:

Programs:

A general description of work involved with being an Income Maintenance Investigator Supervisor I deals with the investigation of a client's eligibility for Medicaid, Food and Nutrition Services, Work First Family Assistance, Child Care Subsidy, Low Income Energy Assistance, and Crisis Intervention as well as the overall supervision of the department.

Functions:

Interviews/ Investigations/ Claim Establishment. 60%

This position is responsible for investigating referrals suggesting possible overpayments in the above programs. As referrals are received, this worker assigns referrals appropriately depending on workload. The supervisor may assist in reviewing all agency records to include all types of computer checks as well as other investigations conducted on both the client and other persons who may be involved in the case. This position requires the review of income maintenance case files referred to them by income maintenance caseworkers, supervisors or where fraud allegations are made by individuals within the community to determine whether errors exist and, if so, the cause of errors. Where the cause of error indicates a potential of client fraud, the worker is responsible for investigating the case and making recommendations to the agency Director concerning the appropriate action to take in resolving the case. In the course of an investigation, the Investigator may contact and interview property owners, employers, neighbors, friends, etc. to determine if an overpayment did in fact occur. If so, the Investigator will then proceed with determining all programs in which the overpayments occurred, compute, and determine the amount of the overpayment in each program. This requires the Investigator to be familiar with policies and procedures in all programs. The Investigator then determines what the appropriate recovery procedure is, such as criminal court, Administrative Disqualification Hearing, Voluntary Repayment Agreement, etc. The Investigator will then contact either the client or the appropriate court officials. The Investigator is responsible to prepare all information necessary for court officials. If needed the Investigator will also testify in court. This position will be responsible for establishing all claims of potential fraud by county employees and/or claims sensitive in nature under the direct supervision of the agency Director.

Review - 20% As a supervisor, it is necessary to review the Program Integrity Unit's progress. It is necessary to review, in order to maintain quality services throughout the program. In order to do this, the supervisor utilizes conferences with the Program Integrity units and day to day interaction with workers. It is also important to have a recorded method of keeping track of the work progress. As a supervisor a file is kept on each worker to house work plans, goal reports and progress notes. During monthly conferences, information is provided to each staff person along with details of how the unit as a whole is progressing. This provides the units and individuals with information on their goal progression. Periodic record reviews are performed by the supervisor, area consultants, and state supervisors. The supervisor performs 2nd party monitoring on all established claims by the PT IMI II and FT IMI I. The supervisor must sign off and review 100% of the established claims in Program Integrity. The supervisor provides a monthly report to the Director on progress.

Organizing and Directing Work - 10% Within this position responsibilities are directing the day to day activities of the Program Integrity unit. Statistical data and reports are used to maintain a balanced workload and/or caseload for everyone, thus organizing and directing equalized work flow.

Personnel - 5% It is the supervisor's responsibility to plan for any training that is needed for the Program Integrity staff. This is done usually when a new worker comes into the unit and when changes to policy or procedure occur. The supervisor is responsible for familiarizing new employees with the office procedures and staff. Time spent counseling them in the interpretation of manual material, laws and general casework is important. The supervisor must be familiar with each job description and the duties and responsibilities. Unit meetings are also held to train and discuss new manual material so that everyone understands the changes being made. Supervisor sets up training sessions with the field representative to go over any problem areas and also with the Director when input can help with interpretations and explanations. Supervisor writes and distributes agency policy when needed. All county policies are with the approval of the Director, DSS Board of Directors and/or state supervising agency.

Hearings/Court/Legal Matters: 3%- The employee is responsible for preparing and presenting evidence at local/state hearings based on a participant's request for a hearing. The employee is responsible for preparing and presenting evidence if the client requests a state/local hearing. This includes completing all necessary paperwork in a timely manner. This position may also assist the Income Maintenance Investigator II and Income Maintenance Investigator I in preparing records to send to the district attorney's office as well as representing the agency in court.

Financial Management - 3% As a supervisor it is necessary to understand the budget process of the department. Although not involved in every area, it is important to understand how funding takes place throughout the whole agency so that this position can better work within the units. For the Program Integrity Unit, it is important to be able to give the director cost projections and revenue estimates in areas such as Program Integrity expenditures and collections, travel/training cost, etc.

Supervisor also assesses and projects staffing, equipment and supply needs and provides appropriate documentation and justification for these requests.

Planning - 2% This position is responsible for the programmatic and operational goals for Program Integrity within the Lee County Department of Social Services.

Other Duties as Assigned. 2%

Investigations of lost or stolen food stamps/EBT cards.

This position is also required to participate in Emergency Management in cases of emergencies or disasters. This worker will also be required to help with the Disaster Food Stamp program. If these situations should occur, there would be a temporary change in work hours.

This position may be asked to help in other programs in extreme situations such as staff shortage. This investigator will have knowledge of all Income Maintenance Programs to assist in staff shortages. This position is also required to do other duties as assigned by the supervisor.

Supervision Role:

This position supervises one fulltime Income Maintenance Investigator I and one part-time Income Maintenance Investigator II.

Size of Caseload:

The unit is responsible for monitoring repayment of approximately 650 previously established claims in AFDC, WFFA, TANF, Medicaid, Food Stamps, Child Care, LIEAP, EA and CIP. In addition, this supervisor may have as many as 20 active referrals in the investigation process. This position would be responsible for maintaining all employees, relatives of employees, and/or investigations that are sensitive in nature under the direct guidance of the agency Director.

Second Party Review:

The Supervisor conducts second parties and signs off on all claims established for overpayments completed by the IMI I and PT IMI II. A thorough assessment is completed to ensure the accuracy of overpayment, sufficient evidence has been collected to substantiate the overpayment was collected and all appropriate policy and procedures were followed. Documentation, repayment procedures and computations are all checked for accuracy. The supervisor randomly pulls unsubstantiated claims to check for accuracy.

Referral Process:

Referrals are received by the unit from various sources; Income Maintenance Caseworkers, Citizen Reports (anonymous referrals), Quality control referrals, Interstate referrals, Agency computer matching, Law Enforcement Agency reports, State staff, USDA Charge Letters, EBT call center, etc.

These referrals are screened by the Supervisor and assigned to an individual investigator. Once assigned the investigator evaluates it to determine if further investigation is warranted. Once determination is made, the ensuing investigation may result in one of (4) classifications; Fraud (Intentional Program Violation), Non - Fraud (Client or Household Inadvertent Error), Agency Error (Overpayment caused by Agency) or No Overpayment.

Decision Process:

This individual is responsible for verifying whether or not ineligible benefits have been received. This involves investigation in determining and re-determining eligibility for past paid public assistance and eligibility for ongoing Income Maintenance programs. This individual must be knowledgeable of both current and past eligibility requirements as outlined in each program manual. The supervisor must be knowledgeable in the requirements for determining fraud and non-fraud over issuances. Calculations will be done on an individual basis for any or all months of over issuance based on actual income received in each month.

Representing the Agency in Court:

An individual in this position may be required to testify in District, Civil, Criminal, or Small Claims court in regards to an investigation. If a case is to be handled through court action, the investigator must prepare an investigation summary, along with a copy of all investigation documents for the District Attorney's office. The investigator will coordinate with the District Attorney's office in regard to court appearances and presentation of cases in court. Approximately one week after a case is completed in court, the investigator will contact the clerk's office to acquire a copy of the judgment. The investigator will interpret the judgment to determine the final sentence and restitution ordered by the court. This worker will testify on the agency's behalf.

For administrative action, the investigator will prepare an "Administrative Disqualification Hearing Summary" and testify for the Food and Nutrition Administrative Disqualification Hearing. All pertinent documents are attached to the summary and a hearing is scheduled. A thirty-day notice of a hearing is sent to the client by certified mail and regular mail. The investigator will testify at the hearing. After the hearing decision is made, the investigator will initiate collection action and impose a disqualification penalty from the program.

II B. OTHER WORK CHARACTERISTICS

1. Accuracy Required in Work:

All rules and regulations governing all programs must be followed to assure the accuracy in all computations. The fraud investigator must be 100% accurate as he or she is dealing with agency money, client's allotments, and client's lives when determining the appropriate action to take on an over issued case.

2. Consequence of Error:

Employees' evaluation and subsequent recommendations on a course of action in pursuing clients accused of fraudulent activities can result in recoupment of lost funds for the agency or in punitive sanction being taken against the client.

However, the impact of employees' decisions is diminished by the close review of investigative findings by higher-level supervisors or the agency director.

3. Instructions Provided to Employee:

State and Local policy is provided to this employee to use for instruction. This employee reports to the unit supervisor and should seek any additional instruction from the supervisor.

4. Guides, Regulations, Policies and References Used by Employee:

This employee uses the Work First Family Assistance Manual, Child Care Subsidy Manual, Food and Nutrition Services Manual, Family and Children's Medicaid Manual, Special Assistance Manual, Program Integrity Local Fraud Plan, Adult Medicaid Manual, Low Income Energy Manual, Integrated Policy Manual, Investigator Handbook, EPICS Manual, in addition to Administrative letters, Dear County Director's letters, NC FAST Job Aides, terminal messages, training materials, instructions from State office staff and from the supervisor.

5. Supervision Received by Employee:

Unit meetings, Region III quarterly meetings, and emails are used by the supervisor to keep staff updated. Supervisor is usually available to staff. Supervisor reports directly to the agency Director.

6. Variety and Purpose of Personal Contacts:

Supervisor must maintain contact with many different community resources such as property owners, grocery stores, law enforcement, employers, managers, State and Federal investigators, etc. In addition, the investigator must maintain close contact with recipients under investigation in order to use interviewing skills to assist with their investigation.

7. Physical Effort:

A degree of physical effort is required in filing, pulling files, in going to and from waiting area with clients and in going from office to office and meeting rooms in the agency. An additional level of physical effort is required in visits to participant's homes, and to businesses.

8. Work Environment and Conditions:

An adequately comfortable and safe work area is provided within the agency for the employee. Clients may at times be verbally abusive due to their extreme situations or emotional problems. Physical harm is unlikely, but could occur. The employee visits businesses, and participants' homes, which may not be as quiet, clean, pleasant, and safe as the agency.

8. Machines, Tools, Instruments, Equipment and Materials Used:

The employee will be expected to use a PC, State Network System, all necessary State systems, calculator, fax machines, phone, copier, printer, manuals, filing cabinets, scanners and other necessary office equipment and supplies as well as the county cars.

9. Visual Attention, Mental Concentration, and Manipulative Skills:

As with any other investigative activity involving the judicial system, all phases of the work required in this position demands close visual attention to avoid errors, reviewing payment history, reading program manuals and viewing body language while conducting interviews. All phases of this position require intense mental concentration. From reading and interpreting all manuals, regulations and statements involved in conducting the duties of this position, to giving of investigative or expert testimony in court, intense mental concentration is compulsory. This is particularly evident in the correct computation of program benefits and preparation of court cases for prosecution by the District Attorney's office. It is important that an investigator be able to express thoughts in clear details when writing the investigative summary. In order to protect the rights of both the clients and collateral sources, persons performing in this position must continually take the utmost care to insure the rules of confidentiality are observed.

10. Safety for Others:

The employee is required to be concerned with the safety of fellow employees and clients. This employee will be required to attend Safe driving Training and Red Cross Shelter Management training.

11. Dynamics of Work: N/A

III. SPECIFIC TRAINING AND EXPERIENCE FOR THIS POSITION

RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Considerable knowledge of manuals, rules and procedures used in determining eligibility. Considerable knowledge of investigative procedures and techniques. Considerable knowledge of judicial rules, regulation policies and procedures. Good mathematical reasoning and computational skills. General knowledge of agency's organization rules, policies and procedures. Ability to recognize, collect and evaluate evidence to support action. Ability to communicate effectively with applicants, community agencies, law enforcement agencies and judiciary personnel to obtain or present pertinent data. Ability to maintain effective working relationships with other employees and the general public. Ability to present information orally or in written form. Ability to read, analyze, and interpret rules, regulations, policies and procedures.

Minimum Training and Experience Requirements - One year of experience as an Income Maintenance Investigator or three years of experience as an Income Maintenance Caseworker preferably with experience in two or more income maintenance program areas.

IV. LICENSE OR CERTIFICATION REQUIREMENT - Valid North Carolina driver's license.

V. CERTIFICATION: I certify that (a) I am the Immediate Supervisor of this position; that (b) I have provided a complete and accurate description of responsibilities and duties and (c) verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ Title: _____ Date: _____

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Department Head or Authorized Representative's Certification: I certify that this is an authorized, official position description of the subject position.

Signature: _____ Title: _____ Date: _____

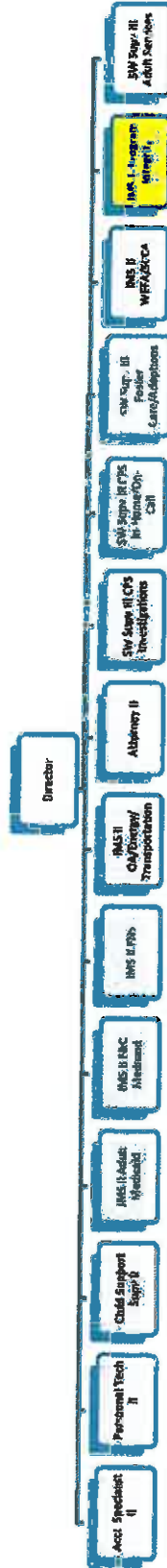
ORGANIZATION STRUCTURE

CB-1

FISCAL YEAR 2019-2020

DEPARTMENT NUMBER 5312

DEPARTMENT NAME Social Services Management Team



ORGANIZATION STRUCTURE

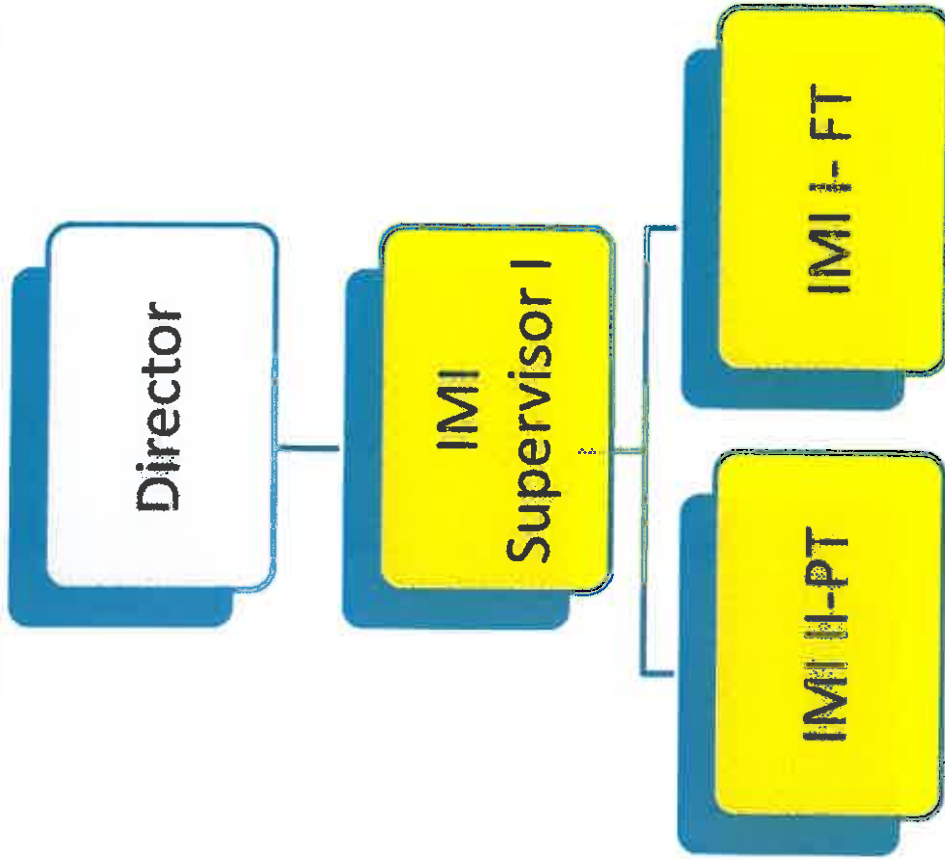
CB-1

FISCAL YEAR 2019-2020

DEPARTMENT NUMBER **5312**

DEPARTMENT NAME

Social Services
Program Integrity



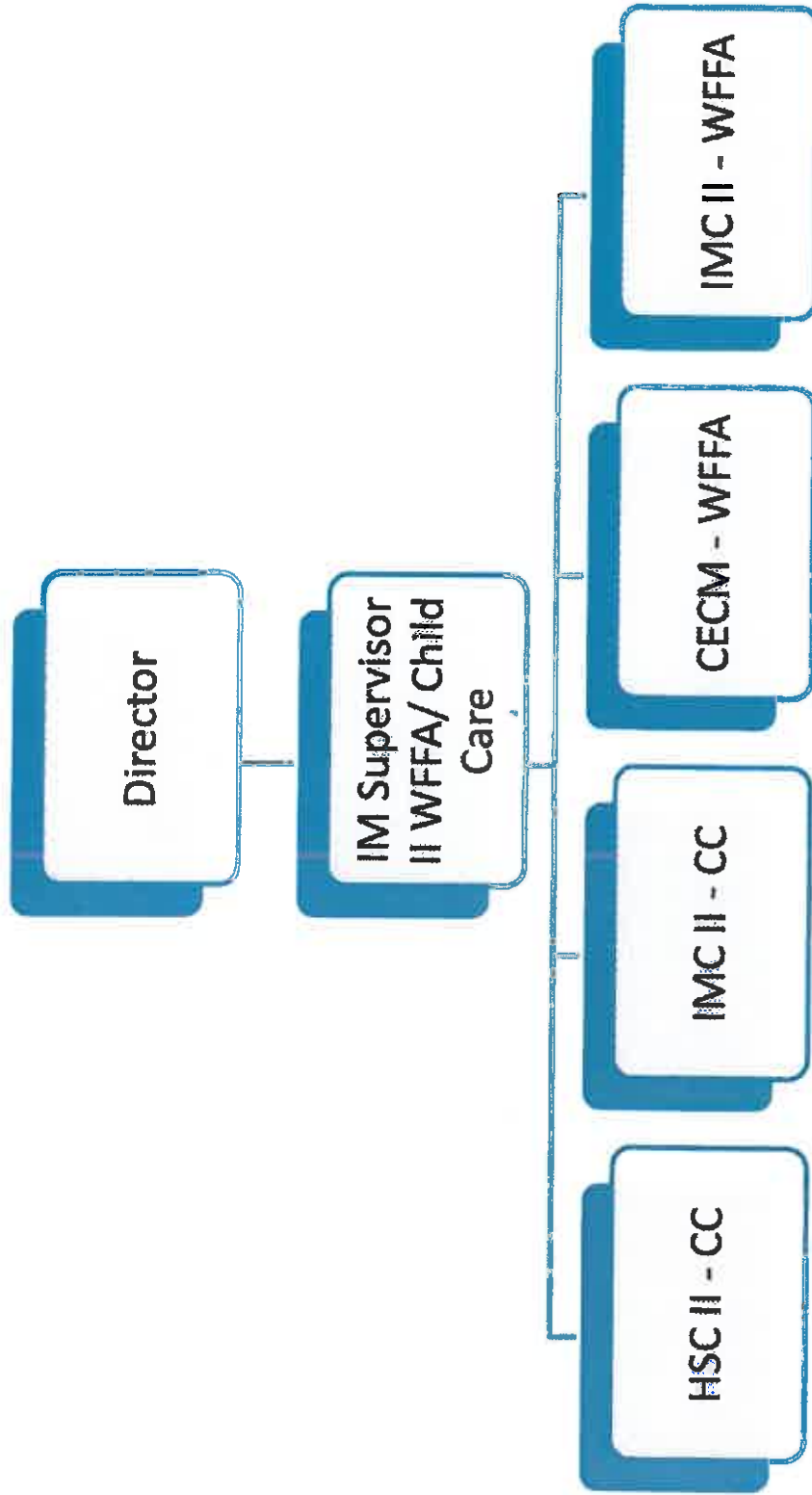
ORGANIZATION STRUCTURE

FISCAL YEAR 2019-2020

CB-1

DEPARTMENT NUMBER 5312

DEPARTMENT NAME Social Services
WFFA/Child Care



Angelina Noel

From: James Harris via Smartsheet <user@smartsheet.com>
Sent: Tuesday, March 12, 2019 3:23 PM
To: Angelina Noel
Cc: James Harris
Subject: [EXTERNAL]Position 205-02-2453

CAUTION: External Email Do not click links or open attachments unless verified. Send all suspicious email as an attachment to [help@smartsheet.com](#)



Local Government Position Actions

Row 14

| | |
|---|--|
| Agency | Lee County DSS |
| Unit/Section | Program Integrity/Social Services |
| Current Classification | Income Maintenance Investigator II |
| Position Type | Permanent |
| Name of Incumbent | Donna Fogleman |
| Position Action | Reallocate an Existing Position |
| Classification (Requested/Proposed/Existing) | Income Maintenance Investigator Supervisor I |
| Position Number | 205-02-2453 |
| Explanation | Due to the confidential nature of the work conducted in Program Integrity, the need to function as a standalone unit has become critical. As the fulltime IMI II position is equivalent to the IMIS I position, the opportunity to reorganize the department's organizational structure is possible to accomplish this goal. It is critical in our agency for the Program Integrity Supervisor to report directly to the agency Director. This reduces potential conflict within the unit and strengthens the integrity of the program integrity unit. This position will act as a "working supervisor" that will maintain a caseload. The IMI II and the IMIS I are both at grade 65 with the same salary range in Lee County's classification and pay plan. This amount is already budgeted and accounted for in the county's budget. The purpose for the classification change is to restructure our organizational chart in order to ensure confidentiality within |

| | |
|----------------------------------|--|
| | the PI unit and for the PI unit to function as a stand-alone department that reports directly to the agency Director |
| Agency Director | Angelina Noel |
| County Official Approval | no change in pay or classification - N/A |
| OSHR Action | Approved |
| Approved Classification | Income Maintenance Investigator II |
| Approved Position Number | 205022453 |
| Effective Date | 02/25/19 |
| OSHR Approver | James Harris |
| Approval/Disapproval Date | 03/12/19 |

[View in Smartsheet](#)

Sent using [Smartsheet](#) - the leading work execution platform that empowers teams and organizations to move their ideas to impact - fast.

Sent by james.a.harris@nc.gov

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LEE COUNTY CLASSIFICATION AND PAY PLAN
 Effective April 1, 2019

| GRADE | MIN | MID | MAX | CLASSIFICATION |
|-------|--------|--------|--------|--|
| 55 | 23,150 | 29,979 | 36,809 | (s) Community Social Services Assistant (s) Community Health Assistant Housekeeping Assistant Van Driver |
| 56 | 24,215 | 31,358 | 38,502 | |
| 57 | 25,329 | 32,801 | 40,273 | Administrative Assistant Elections Lab Technician (Civilian) Library Assistant Library Custodian/Library Assistant |
| 58 | 26,494 | 34,310 | 42,125 | (s) Animal Shelter Attendant Housekeeping Supervisor (s) Medical Records Assistant III (s) Office Assistant III (s) Patient Relations Representative III (s) Processing Assistant III Route Scheduling Specialist |
| 59 | 27,712 | 35,887 | 44,062 | Administrative Assistant I - Soil and Water (s) Accounting Technician I Administrative Support Assistant - Parks and Recreation Data Entry Specialist (s) Income Maintenance Technician (s) Information Processing Assistant I Maintenance Worker Revenue Collections Clerk |
| 60 | 28,988 | 37,539 | 46,091 | (s) Accounting Clerk IV Deputy Register of Deeds I (s) Finance Accounting Specialist I (s) Foreign Language Interpreter I (s) Medical Records Assistant IV Nutrition-Senior Center Coordinator (s) Office Assistant IV |

LEE COUNTY CLASSIFICATION AND PAY PLAN
 Effective April 1, 2019

| GRADE | MIN | MID | MAX | CLASSIFICATION |
|-------|--------|--------|--------|--|
| 60 | 28,988 | 37,539 | 46,091 | (s) Patient Relations Representative IV (s) Processing Assistant IV Tax Assistant - Collections Tax Assistant - Listings |
| 61 | 30,320 | 39,264 | 48,209 | (s) Accounting Technician II Administrative Library Technician Administrative Support Assistant III Communication Dispatcher Courtroom Security Officer (non-sworn) Deputy Tax Collector Gymnastics Program Assistant (s) Income Maintenance Caseworker I Land Records Technician Property Valuation Specialist |
| 62 | 31,715 | 41,071 | 50,427 | Administrative Detention Officer (s) Animal Control Officer II Detention Officers Finance Accounting Specialist II Human Resources Assistant Library Children's Services Specialist Maintenance Mechanic (s) Processing Assistant V Sanitation Equipment Operator Transportation/Detention Officer |
| 63 | 33,174 | 42,960 | 52,747 | (s) Accounting Technician III Accounting Specialist - Sheriff (s) Administrative Assistant I Administrative Assistant III - Sheriff Administrative Support Specialist - Transportation Senior Center Caregiver Specialist (s) Child Support Agent I Communications Dispatch Supervisor Deputy Register of Deeds II |

LEE COUNTY CLASSIFICATION AND PAY PLAN
 Effective April 1, 2019

Deputy Sheriff-Bailiff
 Executive Assistant - Sheriff
 (s) Foreign Language Interpreter II

| GRADE | MIN | MID | MAX | CLASSIFICATION |
|-------|--------|--------|--------|---|
| 63 | 33,174 | 42,960 | 52,747 | (s) Human Resource Placement Specialist (s) Income Maintenance Caseworker II (s) Income Maintenance Investigator I (s) Nutritionist I (s) Personnel Technician I (s) Social Worker I Social Worker - Senior Services Solid Waste Enforcement Officer |
| 64 | 34,700 | 44,937 | 55,173 | Deputy Director of Elections Electrical Maintenance Mechanic Finance Accounting Specialist III HVAC Maintenance Mechanic Senior Insurance & Volunteer Services Specialist |
| 65 | 36,296 | 47,003 | 57,711 | Administrative Assistant II (s) Animal Control Supervisor I (s) Child Support Agent II Civil Officer (s) Community Employment Case Manager (s) Community Relations Officer Emergency Management Specialist Human Resources Technician (s) Income Maintenance Caseworker III (s) Income Maintenance Investigator II (s) Income Maintenance Investigator Supervisor Veterans Service Officer |
| 66 | 37,966 | 49,166 | 60,366 | Assistant Tax Collections Manager Bailiff Sergeant County Resource Officer Deputy Sheriff Detention Sergeant Engineering Technician Finance Accounting Specialist IV |

**LEE COUNTY CLASSIFICATION AND PAY PLAN
 Effective April 1, 2019**

| GRADE | MIN | MID | MAX | CLASSIFICATION |
|--------------|------------|------------|------------|--|
| | | | | Horticulturist (s) Human Services Coordinator II (s) Human Resources Technician II (s) Lead Child Support Agent Lead Maintenance Mechanic Librarian II |
| 66 | 37,966 | 49,166 | 60,366 | Management Analyst (s) Medical Lab Technician II (s) Nutritionist II Paralegal (s) Public Health Education Specialist Solid Waste Maintenance Specialist School Resource Officer |
| 67 | 39,712 | 51,427 | 63,142 | (s) Accounting Specialist I Administrative Assistant III Business Personal Property Appraiser Community Services Coordinator Emergency Services Coordinator Fire Inspector Human Resources Analyst (s) Income Maintenance Supervisor II (s) Personnel Technician II Soil Conservationist (s) Social Worker II |
| 68 | 41,538 | 53,792 | 66,045 | Administrative & Marketing Specialist Parks and Recreation Administrative & Marketing Specialist Senior Services Athletic Supervisor Animal Control Sergeant (s) Child Support Supervisor II Civil Sergeant Clerk to the Board Commercial Property Appraiser Community Relations Sergeant Computer Support Technician (s) Computer Support Technician II |

LEE COUNTY CLASSIFICATION AND PAY PLAN
 Effective April 1, 2019

- Detective Sergeant
- Fitness Gym Supervisor
- Librarian III
- Narcotics Sergeant
- (s) Nutritionist III
- Outdoor Education Specialist

| GRADE | MIN | MID | MAX | CLASSIFICATION |
|-------|--------|--------|--------|---|
| 68 | 41,538 | 53,792 | 66,045 | <ul style="list-style-type: none"> Patrol Supervisor Sergeant (s) Public Health Educator II Real Property Appraiser Recreation Programmer School Resource Sergeant |
| 69 | 43,450 | 56,268 | 69,086 | <ul style="list-style-type: none"> (s) Accounting Specialist II Crime Scene Investigator Detention Lieutenant GIS Specialist (s) Income Maintenance Supervisor III IT Systems Engineer Pre Trial Services Coordinator Public Safety IT Systems Engineer Risk Management/Administrative Assistant Social Worker III (s) Social Worker Supervisor - Senior Services Soil Conservationist Supervisor |
| 70 | 45,447 | 58,854 | 72,261 | <ul style="list-style-type: none"> Administrative Officer II - General Services Bailiff Lieutenant Civil Lieutenant Park Operations Supervisor (s) Public Health Nurse I Revaluation Coordinator Senior Center Program Director (s) Social Worker IV Social Worker(Investigative/Assessment and (s) Treatment Transportation Coordinator |
| 71 | 47,539 | 61,563 | 75,587 | <ul style="list-style-type: none"> Board of Elections Director |

**LEE COUNTY CLASSIFICATION AND PAY PLAN
 Effective April 1, 2019**

- Civil Captain
- Community Relations Lieutenant
- Deputy Fire Marshall
- Detective Lieutenant
- Detention Captain
- (s)** Environmental Health Specialist
- Lieutenant Training Coordinator
- Narcotics Lieutenant

| GRADE | MIN | MID | MAX | CLASSIFICATION |
|--------------|------------|------------|------------|---|
| 71 | 47,539 | 61,563 | 75,587 | <ul style="list-style-type: none"> Parks Manager Patrol lieutenant School Resource Officer Lieutenant Tax Collection Manager Tax Listings Manager |
| 72 | 49,726 | 64,395 | 79,064 | <ul style="list-style-type: none"> (s) Public Health Nurse II Solid Waste Superintendent |
| 73 | 52,013 | 67,357 | 82,701 | <ul style="list-style-type: none"> Assistant Finance Director Captain Field Operations/Training Coordinator Community & Governmental Relations Manager Detective Captain Narcotics Captain Network Administrator Professional Standards Captain (s) Public Health Nurse III (s) Social Work Supervisor III |
| 74 | 54,406 | 70,456 | 86,506 | <ul style="list-style-type: none"> Appraisal Manager (s) Environmental Health Supervisor I Fire Marshal IT Systems/Telecommunication Analyst Major of Field Operations (s) Public Health Nursing Supervisor I (s) Social Work Program Manager |
| 75 | 56,908 | 73,696 | 90,484 | <ul style="list-style-type: none"> Director of Parks and Recreation Director of Senior Services |

LEE COUNTY CLASSIFICATION AND PAY PLAN
Effective April 1, 2019

| | | | | |
|--------------|------------|------------|------------|---|
| 76 | 59,526 | 77,086 | 94,646 | |
| 77 | 62,265 | 80,633 | 99,001 | Chief Deputy Deputy Director of General Services (s) Public Health Nursing Director I Director of Library Services |
| 78 | 65,128 | 84,341 | 103,554 | Airport Manager Director of Emergency Services Director of Human Resources |
| GRADE | MIN | MID | MAX | CLASSIFICATION |
| 79 | 68,123 | 88,219 | 108,316 | Deputy County Attorney/Clerk to the Board |
| 80 | 71,258 | 92,279 | 113,300 | (s) Attorney II County Engineer Director of Information Technology Director of Strategic Services |
| 81 | 74,534 | 96,522 | 118,509 | Director of General Services Tax Administrator |
| 82 | 77,964 | 100,963 | 123,963 | Finance Director (s) Physician Extender II (s) Public Health Director (s) Social Services Director |
| 83 | 81,551 | 105,609 | 129,666 | |
| 84 | 85,301 | 110,465 | 135,629 | Assistant County Manager/Finance Director |
| 85 | 89,225 | 115,546 | 141,868 | |
| 86 | 93,330 | 120,862 | 148,395 | |
| 87 | 97,624 | 126,423 | 155,222 | |

Unclassified

County Attorney Sheriff

LEE COUNTY CLASSIFICATION AND PAY PLAN
Effective April 1, 2019

County Manager

Register of Deeds

(s) Indicates class may be used for positions subject to State Personnel Act



LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

ITEM #:
II. C.

(Use the Down or Up Arrows to move between fields of the Form)

MEETING DATE: April 1, 2019

SUBJECT: 2019 Update to General Records Retention Schedule

DEPARTMENT: Governing Body

CONTACT PERSON: Jennifer Gamble, Deputy County Attorney/Clerk to the Board

TYPE: Consent Agenda Action Item Public Hearing Information

| | |
|--------------------|---|
| REQUEST | Approve 2019 General Records Schedule for Local Government Agencies |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | Signature page for schedule adoption. The full schedule is available for review in the Clerk's office and online at https://files.nc.gov/dncr-archives/documents/files/2019_local_standards.pdf Copy of Executive Summary and Questions and Answers provided by DNCR |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Approve 2019 General Records Schedule for Local Government Agencies as presented. |
| SUMMARY | |

The North Carolina Department of Natural and Cultural Resources has approved March 2019 updates to North Carolina Local Government Records Retention Schedules. Updates to the General Local Records Retention Schedule supersedes standards in local schedules published prior to March 1, 2019 in the areas of

- Administrative and Management Records
- Budget, Fiscal, and Payroll Schedules
- Geographic Information System (GIS) Records
- Information Technology Records
- Legal Records
- Personnel Records
- Public Relations Records
- Risk Management Records
- Workforce Development Records

In addition to the 2019 General Schedule, separate retention schedules for program records of Local Health Departments (Adopted by the Board of Health) and Soil and Water Conservation Districts (Adopted by the Soil and Water Conservation District Board of Supervisors) are also available.

2019 Local Government Agencies General Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "*reference value ends.*" All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends.*" If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends.*"

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

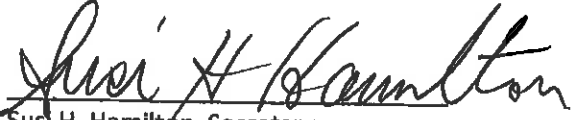
APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____


Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

EXECUTIVE SUMMARY

- ✓ According to G.S. § 121-5(b) and G.S. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by G.S. § 121-5 and G.S. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming services for the minutes of major decision-making boards and commissions. Once those records are filmed, we will store the silver halide negative (original) in our security vault. There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst in charge of microfilm coordination for the most current information.

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this “records retention and disposition schedule”?

- A.** This document is a tool for the employees of local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between your agency and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by G.S. § 121-5(c) and G.S. § 132-8 to provide. It supersedes all previous editions, including all amendments.

Q. How do I get this schedule approved?

- A.** This schedule must be approved by your governing body for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.
-

Q. Am I required to have all the records listed on this schedule?

- A.** No, this is not a list of records you must have in your office.
-

Q. What is “reference value”?

- A.** Items containing “reference value” in the disposition instructions are generally records that hold limited value, which is typically restricted to those documenting routine operations within the office. A minimum retention period should be established by the office for any items containing the phrase “destroy in office when reference value ends” in the disposition instructions.
-

Q. Do the standards correspond to the organizational structure of my agency?

- A.** Records series are grouped into standards to make it easier for users to locate records and their disposition instructions. You may find that the groupings reflect the organizational structure of your agency, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule’s organization is to provide an easy reference guide for the records created in your agency.
-

Q. What if I cannot find some of my records on this schedule?

- A.** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the index and utilize the search function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. We will work with you to amend this records schedule so that you may destroy records appropriately.
-

Q. What are public records?

- A.** The *General Statutes of North Carolina*, Chapter 132, provides this definition of public records:

“Public record” or “public records” shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. Is any person allowed to see my records?

A. Yes, except as restricted by specific provisions in state or federal law. G.S. § 132-6 instructs:

“Every custodian of public records shall permit any record in the custodian’s custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

Q. What about my confidential records?

A. Not all government records are open to public inspection. Exceptions to the access requirements in G.S. § 132-6 and the definition of public records in G.S. § 132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. Am I required to make available to the public copies of drafts that have not been approved?

A. Yes, even if a report, permit, or other record has not been finalized, it is still a public record subject to request. Any record that is not confidential by law must be provided when a request is received, whether it is “finished” or not.

Q. What do I do with permanent records?

A. Permanent records should be maintained in the office that created the records, forever.

The Department of Natural and Cultural Resources (DNCR) is charged by the General Assembly with the administration of a records management program (N.C.G.S. §121-4 (2) and §132-8.1) and the maintenance of “a program for the selection and preservation of public records considered *essential* to the operation of government and to the *protection of the rights and interests of persons*” (§132-8.2). Permanent records with these characteristics require preservation duplicates that are human-readable (paper or microfilm). Some examples of these characteristics include:

- Affect multiple people, without regard to relation
- Have significance over a long span of time
- Document governance
- Document citizenship

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.
 - Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.
 - Adoptions, marriages, and divorces document changes in familial relationships and document citizenship. Though adoptions are confidential (not available for public inspection), they document citizenship and changes in inheritance and familial succession.
 - Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.
- See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Natural and Cultural Resources (<https://archives.ncdcr.gov/documents/human-readable-preservation-duplicates>) and check with a records analyst to determine whether your permanent records require a preservation duplicate.

Q. *What is historical value?*

- A.** Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call a Records Management Analyst for further assistance in assessing historical value.

Q. *What if I do not have any records?*

- A.** Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records are not the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. *May I store our unused records in the basement, attic, shed, etc.?*

- A.** Public records are public property. Though we encourage agencies to find places to store records that do not take up too much valuable office space, the selected space should be dry, secure, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems while remaining readily available to your staff and the public.

Q. *Our old records are stored in the attic, basement, or off-site building, etc. Are we required to provide public access to these records?*

- A.** Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. *Aren't all our old records at the State Archives of North Carolina?*

- A.** Probably not. The State Archives of North Carolina collects only very specific types of records from local government offices. Contact a Records Management Analyst for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. *I found some really old records. What should I do with them?*

- A.** Call a Records Management Analyst. We will help you examine the records and assess their historical value.

Q. *Can I give my old records to the historical society or public library?*

- A.** Before you offer any record to a historical society, public library, or any other entity, you must contact a Records Management Analyst. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. *Whom can I call with questions?*

- A.** If you are located west of Statesville, call our Western Office in Asheville at (828) 296-7230 extension 224. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 814-6900.

LEE COUNTY

Committed Today for a Better Tomorrow

ITEM #:
II. D.

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

MEETING DATE: April 1, 2019

SUBJECT: Budget Amendment #04/01/19/13

DEPARTMENT: Finance

CONTACT PERSON: Lisa G. Minter, Assistant County Manager/Finance Director

TYPE: Consent Agenda Action Item Public Hearing Information

| | |
|--------------------|---|
| REQUEST | Approval of Budget Amendment #04/01/19/13 |
| BUDGET IMPACT | See Below |
| ATTACHMENTS | Budget Amendment #04/01/19/13 |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Approval of Budget Amendment #04/01/19/13 |
| SUMMARY | |

Budget Amendment #04/01/19/13 appropriates funds for the following departments:

Senior Services – To appropriate \$5,722 in MIPPA grant funds to various lines for Medicare outreach

Sheriff – To appropriate \$17,925 in Federal Treasury Drug Seizure funds to various lines to cover the purchases of vehicle equipment & a K-9 for the Narcotics unit.

MEMO TO: LEE COUNTY BOARD OF COMMISSIONERS
FROM: JOHN A CRUMPTON, LEE COUNTY MANAGER
SUBJECT: BUDGET AMENDMENT:# 04/01/19/13
DATE: April 1, 2019

SECTION I. THE FOLLOWING GENERAL FUND (1100) *REVENUE INCREASES* ARE HEREBY APPROVED:

| DEPARTMENT | ACCOUNT # | DESCRIPTION | CURRENT BUDGET | CHANGE | NEW BUDGET |
|-----------------|-----------------|-------------|----------------|--------------|------------|
| Senior Services | 1100-3582-34640 | SHIIP Grant | 3,886 | 5,722 | 9,608 |
| TOTAL CHANGES | | | | <u>5,722</u> | |

SECTION II. THE FOLLOWING GENERAL FUND (1100) *EXPENSE INCREASES* ARE HEREBY APPROVED:

| DEPARTMENT | ACCOUNT # | DESCRIPTION | CURRENT BUDGET | CHANGE | NEW BUDGET |
|-----------------|-----------------|----------------------------|----------------|--------------|------------|
| Senior Services | 1100-5826-43520 | Postage | 2,600 | 200 | 2,800 |
| Senior Services | 1100-5826-43530 | Advertising | 8,325 | 1,000 | 9,325 |
| Senior Services | 1100-5826-44100 | Office/Department Supplies | 4,183 | 800 | 4,983 |
| Senior Services | 1100-5826-44660 | Program Supplies | 44,376 | 3,722 | 48,098 |
| TOTAL CHANGES | | | | <u>5,722</u> | |

SECTION III. THE FOLLOWING DRUG SEIZURE FUND (2110) *REVENUE INCREASES* ARE HEREBY APPROVED:

| DEPARTMENT | ACCOUNT # | DESCRIPTION | CURRENT BUDGET | CHANGE | NEW BUDGET |
|---------------|-----------------|---------------------------|----------------|---------------|------------|
| Sheriff | 2110-3990-39900 | Fund Balance Appropriated | 20,000 | 17,925 | 37,925 |
| TOTAL CHANGES | | | | <u>17,925</u> | |

SECTION IV. THE FOLLOWING DRUG SEIZURE FUND (2110) *EXPENSE INCREASES* ARE HEREBY APPROVED:

| DEPARTMENT | ACCOUNT # | DESCRIPTION | CURRENT BUDGET | CHANGE | NEW BUDGET |
|---------------|-----------------|--------------------------------|----------------|---------------|------------|
| Sheriff | 2110-4310-46400 | Capital Outlay | 7,946 | 7,530 | 15,476 |
| Sheriff | 2110-4310-46411 | Capital Outlay \$5,000 & Above | 44,010 | 9,945 | 53,955 |
| Sheriff | 2110-4310-46415 | Equipment < \$500 | 1,730 | 450 | 2,180 |
| TOTAL CHANGES | | | | <u>17,925</u> | |

AMY M. DALRYMPLE, CHAIR

JENNIFER GAMBLE, CLERK TO THE BOARD



LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

ITEM #:
III. A.

(Use the Down or Up Arrows to move between fields of the Form)

MEETING DATE: April 1, 2019

SUBJECT: Modification of Incentive Agreement - Caterpillar

DEPARTMENT: Sanford Area Growth Alliance

CONTACT PERSON: Michael Smith/Bob Joyce

TYPE: Consent Agenda Action Item Public Hearing Information

| | |
|--------------------|---|
| REQUEST | Modify the previously-approved (March 2018) incentive agreement with Caterpillar because the original incentive calculation contained an error. Also, the company is investing more capital on a different time schedule than earlier discussed. The net effect of the error and the change in investment means that the incentive amount could increase by a maximum of \$54,172 over the five year period of the grant agreement. |
| BUDGET IMPACT | The additional incentive amount could total \$54,171 over the five years of the grant period. |
| ATTACHMENTS | Public Hearing Notice, Agreement |
| PRIOR BOARD ACTION | Previously considered on February 19, 2018 |
| RECOMMENDATION | Hold Public Hearing regarding amendment to the proposed incentive agreement. |
| SUMMARY | |

Click to enter text.

On February 19, 2018, the Board held a public hearing to consider an incentive investment of \$346,246 over five years for an expansion project for Caterpillar, Inc. based on a proposed investment of \$29.5 million in real property, machinery and equipment. This project, which considered sites in North Carolina and in neighboring states, supports the Building Construction Products Division with logistics and pre-construction of various equipment which is assembled at the Sanford plant. SAGA recommended and the Board approved (on March 19, 2018) this incentive. The amount of the incentive was set at 80%, 70%, 60%, 50%, and 50% of property taxes on net new investment over five years.

Following the approval, the company purchased a different building than originally proposed and the cost to complete the project was increased to \$30.8 million. The schedule of the company's investment changed, with more money being spent in the second year than originally planned.

Subsequently, in a review of the incentive schedule developed by SAGA, an error was discovered in the original estimated payout schedule. The revised schedule, which is attached, is correct and has been reviewed carefully by SAGA and County staff. The new schedule, which is also an estimate, sets a maximum incentive investment by the County at \$400,418 over the five years of the project, an increase of \$54,171. The originally approved 5 year incentive percentage (80%, 70%, 60%, 50%, 50%) does not change.

The incentive is a performance-based grant which will create 40 jobs at an average annual wage of \$41,526.

LEE COUNTY PUBLIC HEARING NOTICE

Pursuant to North Carolina General Statute 158-7.1, the Lee County Board of Commissioners (the Board) proposes to modify an incentive grant agreement for a previously approved economic development project regarding an expansion at Caterpillar, Inc. (the Company). This modification will continue to stimulate the local economy, promote additional business activity, create jobs and increase payroll in Lee County. In March 2018, the Board approved an incentive investment grant to participate in the cost of a project, which consisted of building renovations and the purchase of machinery and equipment in the amount of \$29,500,000.00 in new taxable investment in Lee County, North Carolina. The Board approved an economic development incentive grant up to \$346,246.00 (three hundred forty-six thousand, two hundred and forty-six dollars) over the five-year life of the project with revenues from the County's General Fund. This grant required certain conditions be met prior to any disbursement of funds. The grant also required that at least forty new jobs be created, with an average annual wage of \$41,526.00 over the five-year life of the project. Upon review of the original incentive investment schedule, it was recently determined there was a miscalculation in the estimated incentive payout schedule. Based on the amount of incentive offered and the original investment of \$29,500,00.00, the County's incentive grant should have been up to \$402,556.00. In the modified agreement, the County's portion of the incentive grant is also based on the Company's additional investment of \$1,300,000.00 resulting from additional up fit expenses associated with unforeseeably needing to acquire an alternative location for the project for a total of \$30,800,000.00 in new taxable investment. The Board is considering this modification whereby the amended schedule will include the Company investing a total new taxable investment of \$30,800,000.00 over five years, and the County's incentive grant will be up to \$400,418.00 (four hundred thousand, four hundred and eighteen dollars) over the five-year life of the agreement. The amendment will require the same conditions as the original agreement. A public hearing on this amendment to the economic development incentive investment will be held on Monday, April 1, 2019 at 6:00 p.m., or as soon thereafter as the matter can be reached on the meeting agenda, in the Lee County Government Center, First Floor, Commissioners Room at 106 Hillcrest Drive., Sanford N.C. All interested persons are invited to attend and present their views.

STATE OF NORTH CAROLINA)
)
)
COUNTY OF LEE)

AMENDMENT TO THE
AGREEMENT REGARDING
INCENTIVE FUNDS FOR
CATERPILLAR, INC.

THIS AMENDMENT, made and entered into this the ____ day of _____, _____, by and between the COUNTY OF LEE, NORTH CAROLINA, a body politic and corporate (hereinafter referred to as COUNTY) and Caterpillar, Inc., a company with an office and place of business in Sanford, North Carolina, (hereinafter referred to as COMPANY);

WITNESSETH:

WHEREAS, On March 19, 2018, after a duly advertised public hearing, the Board of Commissioners voted to approve the agreement regarding incentive grant funds for Project Eagle, now known as Caterpillar, Inc; and,

WHEREAS, the original agreement consisted of building renovations and the purchase of machinery and equipment in the amount of \$29,500,000.00 (twenty-nine million, five hundred thousand dollars) in new net taxable investment, with the County offering an incentive grant of up to \$346,246 (three hundred and forty-six thousand, two hundred and forty-six dollars) with the creation of up to forty new jobs with an annual wage of \$41,526.00; and,

WHEREAS, it is the intent of both parties to amend the original agreement that was approved by the County on March 19, 2018 by increasing the amount of new net taxable investment of the Company from \$29,500,000 to \$30,800,000 (thirty million, eight hundred thousand dollars) and as a result, increase the amount of the County incentive grant from the original amount in the agreement of up to \$346,246 (three hundred and forty-six thousand, two hundred and forty-six dollars) to up to \$400,418 (four hundred thousand, four hundred and eighteen dollars); and,

WHEREAS, a new public hearing for the amendment was held on March 18, 2019 at the Regular Meeting of the Board of County Commissioners, whereby the Board then took a vote to approve the incentive on _____; and,

WHEREAS, a new amended Schedule A, attached hereto, will be incorporated into the agreement and replace the original adopted Schedule A;

NOW THEREFORE, in consideration of the representations set forth herein and in the original agreement, the COMPANY and the COUNTY agree to amend the original agreement with the following:

1. Increase the amount of new net taxable investment of the Company from \$29,500,000 to \$30,800,000 (thirty million, eight hundred thousand dollars).
2. Increase the amount of the County incentive grant from the original amount in the agreement of up to \$346,246 (three hundred and forty-six thousand, two hundred and forty-six dollars) to up to \$400,418 (four hundred thousand, four hundred and eighteen dollars)
3. Replace the original Exhibit A with the amended Exhibit A, which is attached hereto.
4. All other terms and conditions as set forth in the original agreement remain in full force and effect.

IN WITNESS WHEREOF, COUNTY has caused this instrument to be signed in its corporate named by its duly authorized officers and its seal to be hereunto affixed, and the COMPANY has caused this instrument to be executed in its company name by its duly authorized manager, both the day and year first above written.

THE COUNTY OF LEE, NORTH CAROLINA

(Corporate Seal)

By: _____
Amy M. Dalrymple, Chair

ATTEST:

Jennifer Gamble, Clerk to the Board

PROJECT EAGLE

By: _____
Name
Title

(Corporate Seal)

ATTEST:

Secretary

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act

Lisa Minter, Finance Director

AGREEMENT REGARDING INCENTIVE FUNDS

BY AND BETWEEN

THE COUNTY OF LEE, NORTH CAROLINA

AND

CATERPILLAR, INC.

Exhibit A-Grant of Lee County Funds
(ORIGINAL AGREEMENT APPROVED 3-19-18)

STATE OF NORTH CAROLINA)
)
COUNTY OF LEE)

AGREEMENT REGARDING
INCENTIVE FUNDS FOR
CATERPILLAR, INC.

THIS AGREEMENT, made and entered into this the ____ day of _____, _____, by and between the COUNTY OF LEE, NORTH CAROLINA, a body politic and corporate (hereinafter referred to as COUNTY) and CATERPILLAR, INC., a company with an office and place of business in Sanford, North Carolina, (hereinafter referred to as COMPANY);

WITNESSETH:

WHEREAS, the Grant from the COUNTY to the COMPANY is in the amount of up to \$353,103.00 (three hundred and fifty-three thousand, one hundred and three dollars) and has been negotiated and agreed to by the parties contingent upon the COMPANY entering into this Agreement and formal approval of the Grant by the Lee County Board of Commissioners; and,

WHEREAS, the Grant is to be used by the COMPANY toward the goal of creating at least 40 (forty) new employees (hereinafter referred to as “New Jobs”) at an average annual wage of at least \$41,526.00 (forty-one thousand, five hundred and twenty-six dollars) and **net new taxable investment** in the amount of up to \$29,500,000.00 (twenty-nine million, five hundred thousand dollars) (hereinafter referred to as “taxable investment”) in connection with building renovations and the purchase of machinery and equipment in the COMPANY’S mechanical manufacturing operations located in Lee County; and

WHEREAS, the Grant is necessary to enable the job creation and taxable investment by the Company in Lee County to occur and go forward; and

WHEREAS, the Grant will stimulate local economic activity, promote business and create a number of new jobs for the citizens of Lee County; and

WHEREAS, the Grant is issued pursuant and subject to the provisions of the Local Development Act, North Carolina General Statute 158-7.1 through 7.4, including a public hearing which was held on February 19, 2018; and

WHEREAS, a public hearing was held on February 19, 2018 at the Regular Meeting of the Board of County Commissioners, whereby the Board then took a vote to approve the incentive;

NOW, THEREFORE, in consideration of the representations set forth herein and the mutual covenants and promises set forth below, the COMPANY agrees to the following:

1. **TERM.** The term of this agreement shall begin upon execution in 2018 and shall end on the 31st day of December 2023, unless sooner terminated pursuant to the provisions of the Agreement contained herein or extended by mutual agreement of the Parties.
2. **PROJECT.** The economic development project (hereinafter referred to as Project) building renovations and the purchase of new machinery and equipment to be installed in a manufacturing facility by the COMPANY in Lee County, North Carolina, which will have a cumulative initial **net new *ad valorem*** taxable investment (prior to depreciation) of up to \$29,500,000.00 (twenty-nine million, five hundred thousand dollars) and will create and maintain, as further described in paragraph 5, at least 40 (forty) New Jobs at an average annual wage of at least \$41,526.00 (forty-one thousand, five hundred and twenty-six dollars), as further described herein.
3. **REPRESENTATIONS BY THE COMPANY.** The COMPANY makes the following representations as the basis for the undertakings on its part herein contained:
 - a. The COMPANY is a State of Delaware Corporation, authorized to do business in North Carolina and in good standing under the laws of the State of North Carolina. The COMPANY has the power and authority to enter into this Agreement, to perform its obligations under and consummate the transaction contemplated by this Agreement, and has by proper action duly authorized the execution and delivery of this Agreement.
 - b. Neither the execution or delivery of this Agreement nor the performance of the obligations under or consummation of the transactions contemplated by this Agreement violates or will violate any law or governmental order, conflicts or will conflict with any provisions of the Articles of Incorporation or the By-Laws of the COMPANY or any material term or provision of any agreement or instrument to which the COMPANY is a party or by which it is bound, or constitutes or will constitute a material breach of or a default under any such agreement or instrument.
 - c. The COMPANY presently intends to operate the Project as a mechanical manufacturing operation at a facility within the COUNTY until the COUNTY receives the prospective tax revenues from the improvements on the property and the net new taxable investment and until the COMPANY creates at least 40 New Jobs to be maintained through the end of the Investment Period, as set forth in Paragraph 1 of the Agreement, all conditions of which were contemplated in arriving at the consideration that it receives pursuant to this Agreement.
 - d. The COMPANY hereby certifies, and further attaches an affidavit of certification, that without (BUT FOR) the incentives provided by the COUNTY, it would not conduct the Project in the County.

- e. The COMPANY hereby further certifies that it was considering other states for this Project.
 - f. The COMPANY has been informed and understands that reimbursement will be made only for the New Jobs created at an average annual wage rate stated herein, the maintenance of existing jobs, and verifiable investment-through an increase in building renovations and purchase of machinery and equipment-as of December 31, 2017, as is further agreed to herein and shown on Exhibit A.
 - g. The COMPANY covenants and agrees to pay the taxes, created the New Jobs at the average annual wage rate, maintain Existing Jobs, and make the taxable investment, all of which are the subject to this Agreement, in accordance with the purposes and/or under the restrictions and covenants as set forth herein.
4. **GRANT.** In exchange for the Taxable Investment by the COMPANY, the creation of New Jobs paying the average annual wage rate as stated herein, and pursuant to North Carolina General Statutes 158-7.1, the COUNTY anticipates making an incentive grant to the COMPANY of up to \$353,103.00 (three hundred and fifty-three thousand, one hundred and three dollars), paid in annual installments as shown on Exhibit A, subject to the obligation to repay incentive funds or to receive partial incentive funds as explained in section 7 of this Agreement.

5. PERFORMANCE CRITERIA.

- a. The COMPANY agrees to undertake and operate in a timely manner the following new project in connection with its current mechanical manufacturing operations in Lee County, expansion of the COMPANY's manufacturing operations located at its Sanford, Lee County North Carolina facility, new manufacturing machinery and equipment and building renovations, and the hiring of at least 40 (forty) New Jobs and maintain all 40 New Jobs, and existing jobs, through the life of the project.
- b. Existing Jobs. The COMPANY agrees to retain its current level of operations at its facility in Lee County and to maintain a base level of 815 (eight hundred and fifteen) full time existing jobs (hereinafter referred to as Existing Jobs) at the facility through the end of the Incentive Period as set forth in Paragraph 1 of the Agreement, in addition to the New Jobs to be created as part of this Agreement, as further described herein.
- c. New Jobs. The COMPANY agrees to create and maintain at least 40 (forty) permanent, full-time New Jobs through the end of the Incentive Period, as set forth in Paragraph 1 of this Agreement, and as evidenced in Exhibit A. All New Jobs created pursuant to the terms of this Agreement must be filled by employees

hired to work after December 31, 2017 who work at least 35 (thirty-five) hours per week and whose wages are subject to withholding under Article 4A of Chapter 105 of the General Statutes. All New Jobs must have an average annual wage of \$41,526.00 (forty-one thousand, five hundred and twenty-six dollars). The COMPANY will hire the New Jobs according to Exhibit A, and must be maintained through the Incentive Period. If the COMPANY does not meet the cumulative required number of New Jobs, according to Exhibit A, the incentive amount paid to the COMPANY for that year will be reduced. If the number of New Jobs is not maintained in any other fiscal year of the Incentive Period, the incentive amount for that given year will be reduced.

- d. Should it become necessary, after June 30, 2018, for a New Job to be counted by the COMPANY as an Existing Job for purposes of maintaining the base level of Existing Jobs required by this Agreement, that job may not then be counted as a New Job. A job created or retained pursuant to the terms of this agreement may not simultaneously count as both a New Job and an Existing Job.
- e. **Taxable Investment.** The COMPANY agrees to make a privately funded net new taxable investment in building renovations, machinery, equipment and taxable improvements as part of the Project, which will amount to a net new taxable investment of up to \$29,500,000.00 (twenty-nine million, five hundred thousand dollars), over the five year life of the Incentive Project. The Company will make taxable investments each year of the life of the project according to Exhibit A. If the COMPANY makes such taxable investment, the COUNTY may pay an incentive amount up to the amount shown on Exhibit A. When the COUNTY calculates its incentive each year, the COMPANY agrees that the incentive will be reduced if such taxable investment is not made in accordance with Exhibit A. The incentive amount will not be reduced in any year if the COMPANY exceeds the taxable investment as shown in Exhibit A. Any investment made above the minimum investment for a calendar year will be considered in the minimum investment for the following fiscal year.
- f. The COMPANY'S compliance with all Performance Criteria set out in this Agreement shall be attested to annual under oath by an officer of the COMPANY and provided to the COUNTY by no later than March 31st of the subsequent year. If the COMPANY has not provided proof of the New Jobs or the Existing Jobs or the Taxable Investment by March 31st, it will be assumed the COMPANY is no longer requesting an incentive for that year of this Agreement. If the COMPANY needs additional time to provide the necessary proof, it must notify the COUNTY, in writing, thirty days before the proof is due, asking for an extension and the COUNTY has the sole discretion in determining whether to provide an extension and the date the proof will be due. The COUNTY will not unreasonably withhold a request for extension of time.

6. **CLOSEOUT.** The COUNTY will close out the Grant on the first of the following to occur, (hereinafter referred to as closeout):

- a. The Date as of which the COUNTY has received and accepted proof reasonably satisfactory to it that the Project has been completed and all the Performance Criteria have been satisfied; or
- b. The 31st day of December, 2023, unless such term is extended by mutual written agreement of the parties.

7. **OBLIGATION TO REPAY GRANT FUNDS AND/OR RECEIVE PARTIAL INCENTIVES.** If, for any reason, the Project shall not satisfy the minimum conditions set forth in this agreement, then the COUNTY shall not pay the incentive grant, or shall reduce the amount of the incentive grant, and/or seek reimbursement from the COMPANY that received any incentives made possible by this grant, as set forth herein, and COMPANY, or any party, shall remit such incentive funds promptly to the COUNTY and the COMPANY shall bear all costs of collection. If the Project as described in this Agreement and the attached exhibits does not meet the Performance Criteria set out herein and the standards for the incentive paid as set out in Exhibit A, all or part of the Grant Award must be repaid, reduced or reimbursed as follows:

- a. If 1) the amount of *ad valorem* taxes paid to the COUNTY over the term of this agreement which are attributable to this project has not been sufficient to pay to the COUNTY the amount of incentives paid from COUNTY funds, which could amount to up to \$353,103.00 (three hundred and fifty-three thousand, one hundred and three dollars) in the next FIVE fiscal years and/or 2) the total number of New Jobs do not meet 40, as evidenced in Exhibit A and meet the average annual wage of \$41,526.00 (forty-one thousand, five hundred and twenty-six dollars), then in any event, the COUNTY shall reduce the grant amount paid from COUNTY funds in the following manner, determined each year of the Incentive Agreement:
 - i. If the *ad valorem* taxes paid by the COMPANY do not meet the required minimum amount of *ad valorem* taxes attributable to the cumulative taxable investment that is evidenced each year in Exhibit A, the COUNTY will reduce the total incentive grant by a prorated amount based off the percentage of actual cumulative investment by year of the incentive agreement.
 - ii. If the COMPANY does not meet the requirements for cumulative New Jobs, including number of jobs, average annual wage, and maintaining Existing Jobs, as evidenced in Exhibit A, the COUNTY shall reduce the total incentive grant by a prorated amount as of each calendar year of the incentive.

- iii. If any Existing Jobs or New Jobs are eliminated or cease to exist prior to Closeout and after any grant payment by the COUNTY, then the COUNTY shall reduce the total incentive grant by a prorated amount based off the percentage of original Existing Jobs plus any New Jobs according to Exhibit A versus actual jobs.
- b. If at any time during the Grant period, the COMPANY substantially ceases operations at the Project, the COUNTY shall not be obligated to pay to the COMPANY any further grant funds and may ask for reimbursement for grant funds expended.
- c. If at any time during the Grant period, the COMPANY fails to retain one hundred percent of the Existing Jobs as set forth in Paragraph 5(b) herein, the COMPANY will be in default of this agreement and the COUNTY shall not be obligated to pay to the COMPANY any further grant funds and the COMPANY shall be obligated to repay funds already paid to the COMPANY by the COUNTY.

8. TERMINATION.

- a. This agreement shall terminate and the COMPANY shall be in breach for the following reasons as determined by the COUNTY, including, but not limited to the following:
 - i. Failure to pay taxes;
 - ii. Failure to comply with the terms and conditions of this Agreement;
 - iii. Submission of incorrect or incomplete reports to the COUNTY in any material respects or;
 - iv. Failure to make satisfactory progress towards making the cumulative investment in the property as of each fiscal year according to Exhibit A, without requesting an extension of time and agreed upon by the COUNTY in writing, the determination of whether satisfactory progress has been made will be in the sole discretion of the County.
- b. The COUNTY may terminate this Agreement, as set forth herein, for failure of the COMPANY to make the investment of the property, for failure of the project, or violation of the terms of this Agreement, in the discretion of the COUNTY, providing that 30 day notification was provided to the COMPANY and the COMPANY was unable to cure such defect.

9. ADDITIONAL PROVISIONS.

- a. **Verification and Reporting.** The COMPANY shall provide to the COUNTY on an annual basis or upon the COUNTY's request all reasonable documentation deemed necessary by the COUNTY to verify retention of the Existing Jobs, creation and maintenance of the New Jobs, and expenditure of the Taxable Investment described in this agreement, including, but not limited to,

Employment Security Commission form NCUI 101, a list of all positions used in accounting for the New Jobs and Existing Jobs, and the use of the Grand funds. Annual reporting shall be done by March 31st each year. If such information is not provided to the COUNTY by that date, it is assumed the COMPANY is no longer seeking an incentive for that fiscal year and therefore a payment will not be made to the COMPANY.

- b. Force Majeure. If unforeseen calamity, an Act of God, or financial disaster is the alleged cause of the COMPANY's failure to satisfy or perform any obligation under this Agreement, the COMPANY may request an extraordinary modification of this Agreement from the County. The parties agree that any decision to allow such modification shall be at the mutual decision of the Parties.
- c. Records. The COMPANY shall keep and maintain books and records, and other documentation relating to the receipt and disbursement of Grant funds and fulfillment of this Agreement, including, but not limited to, records to verify the hiring, retention, discharge and salaries and benefits paid to all employees covered by this Agreement and the amount of Grant funds expended for the purposes allowed under this Agreement.
- d. Right to Inspect. Subject to any applicable federal or North Carolina laws or regulations regarding employee privacy, the COMPANY agrees that any duly authorized representative of the COUNTY shall have, at all reasonable times and on reasonable notice, access to and the right to inspect, audit, copy and examine all relevant books, records, and other documents relating to the Grant and the fulfillment of this Agreement throughout the Agreement Period and for a period of two years thereafter.
- e. If the COMPANY fails to keep and maintain books and records necessary for verifying fulfillment of all terms of this Agreement, or if the COMPANY fails to provide access and the right of inspection of the records to a duly authorized representative of the COUNTY sufficient to verify compliance with this Agreement, the COUNTY may, in its discretion, declare the COMPANY to be in default of this Agreement, withhold future payments due under this Agreement and/or require reimbursement of all or any portion of Grant funds previously paid, if the COMPANY did not rectify such default within thirty days.
- f. Non-Appropriations Provision. The COUNTY's obligation to make disbursements to the COMPANY under this Agreement is contingent upon appropriations by the COUNTY and the availability of funds for the Grant.
- g. Failure of the COUNTY at any time to require performance of any term or provision of this Agreement shall in no manner affect the rights of the COUNTY

at a later date to enforce the same or to enforce any future compliance with or performance of any of the terms or provisions thereof. No waiver by the COUNTY of any condition or the breach of any terms, provision or representation contained in this Agreement, whether by conduct or otherwise, in any one or more instances, shall be deemed to be or construed as a further or continuing waiver of any such condition or the breach of that or any other term, provision or representation.

- h. Assignment. No party shall assign any interest in or obligation under this Agreement without the prior written consent of the other Party; such consent shall not be unreasonably withheld.
- i. Termination. The COUNTY may terminate this Agreement, without notice to the COMPANY and pursuant to the provisions of this Agreement, for failure to meet the conditions of the grant, for failure of the Project or for violations of the terms of this Agreement or any other reason for termination state herein.
- j. Notice. Notice shall be given to the following representatives:

| | |
|-------------------|----------------|
| To the COUNTY | To the COMPANY |
| County Manager | _____ |
| 408 Summit Drive | _____ |
| Sanford, NC 27330 | _____ |

IN WITNESS WHEREOF, COUNTY has caused this instrument to be signed in its corporate named by its duly authorized officers and its seal to be hereunto affixed, and the COMPANY has caused this instrument to be executed in its company name by its duly authorized manager, both the day and year first above written.

THE COUNTY OF LEE, NORTH CAROLINA

(Corporate Seal)

By: _____
Amy M. Dalrymple, Chair

ATTEST:

Jennifer Gamble, Clerk to the Board

CATERPILLAR, INC.

By: _____
Name
Title

(Corporate Seal)

ATTEST:

Secretary

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

Lisa Minter, Finance Director

AFFIDAVIT

NORTH CAROLINA

COUNTY OF LEE

_____, appearing before the undersigned notary and being duly sworn, says that if the COMPANY was not receiving the incentives provided by the COUNTY, it would not conduct the project in the County. Further, the COMPANY certifies that it is considering other states for the location of its expansion.

Affiant

Sworn to (or affirmed) and subscribed before me this the _____ day of _____, 20__.

(Official Seal)

Official Signature of Notary

_____, Notary Public

Notary's printed or typed name

My commission expires: _____



LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

ITEM #:
 IV. A.

(Use the Down or Up Arrows to move between fields of the Form)

MEETING DATE: April 1, 2019

SUBJECT: Proclamation Celebrating the Week of the Young Child taking place April 7-13, 2019.

DEPARTMENT: Governing Body

CONTACT PERSON: Commissioner Arianna Del Palazzo

TYPE: Consent Agenda Action Item Public Hearing Information

| | |
|--------------------|---|
| REQUEST | Adopt Proclamation recognizing the Week of the Young Child taking place April 7-13, 2019. |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | Proclamation |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Adopt Proclamation as presented. |
| SUMMARY | |

The Week of the Young Child is an annual celebration sponsored by the National Association for the Education of Young Children (NAEYC). The purpose of the Week of the Young Child is to direct attention to the needs of young children and their families and to recognize early childhood programs and services. The Lee County Partnership for Children along with the Coalition for Families in Lee County are working in conjunction with the North Carolina Association for the Education of Young Children to support the Week of the Young child taking place April 7-13, 2019.



PROCLAMATION

WHEREAS, investment in our youngest children helps build bright futures for children and families and creates significant economic benefits for Lee County; and,

WHEREAS, all children must enter school ready to succeed, and the best interest of our children must be a priority for leaders and policymakers; and,

WHEREAS, public policies that support early learning for all young children are crucial to young children's futures and to the prosperity of our society; and,

WHEREAS, Lee County Partnership for Children along with the Coalition for Families in Lee County , are working to promote and inspire high quality early childhood experiences for our community's youngest citizens that can provide a foundation of learning and success for children in Lee County; and,

WHEREAS, these organizations, in conjunction with the North Carolina Association for the Education of Young Children (NCAEYC) and National Association for the Education of Young Children (NAEYC), are celebrating the Week of the Young Child™, April 7-13, 2019; and,

WHEREAS, teachers and others who work with or on behalf of young children birth through age eight, who make a difference in the lives of young children in Lee County deserve thanks and recognition; and,

WHEREAS, citizens of Lee County are encouraged to celebrate child care providers throughout the county for their dedication to providing care for the children of working parents and providing them with quality early childhood experiences.

NOW, THEREFORE BE IT RESOLVED, that the Lee County Board of Commissioners do hereby proclaim April 7-13, 2019 as **Week of the Young Child™** in Lee County, North Carolina and call upon residents to observe this week by working to support and invest in early childhood education in Lee County.



LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

ITEM #:
IV. B.

(Use the Down or Up Arrows to move between fields of the Form)

MEETING DATE: April 1, 2019

SUBJECT: Resolution Honoring the Service of the Cape Fear Rural Fire Department

DEPARTMENT: Governing Body

CONTACT PERSON: Commissioner Kirk Smith

TYPE: Consent Agenda Action Item Public Hearing Information

| | |
|--------------------|---|
| REQUEST | Adopt Resolution honoring the achievement of the Cape Fear Fire Department. |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | Resolution |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | Adopt Resolution honoring the achievement of the Cape Fear Fire Department. |
| SUMMARY | |

Upon an inspection performed by the North Carolina State Fire Marshal's Office, the Cape Fear Rural Fire Department improved their rating from a 7 to a 4. This will likely result in lower insurance premiums for property owners served by the Department. The requested resolution is meant to recognize the efforts, day-to-day sacrifices, and achievements of the volunteer members of the Cape Fear Rural Fire Department.



RESOLUTION HONORING THE SERVICE OF CAPE FEAR RURAL FIRE DEPARTMENT

WHEREAS, the Cape Fear Rural Fire Department was founded in 1953 by a group of local citizens wanting to provide fire protection to the area;

WHEREAS, Cape Fear Rural Fire Department has a long history of volunteerism, which is exemplified by their volunteer service and dedication to the Cape Fear Community;

WHEREAS, the members of Cape Fear Rural Fire Department volunteer their time to provide for the safety and protection of the community;

WHEREAS, this volunteer service is required at all times of the day and night, and holidays, and in perilous weather conditions;

WHEREAS, this volunteer service, along with all the selfless benefit of the community, can place the volunteers in harms way and at personal risk;

WHEREAS, it is important to recognize the enormity of the day-to-day sacrifices and heroism of the volunteer members of Cape Fear Rural Fire Department;

WHEREAS, the members of Cape Fear Rural Fire Department have worked hard over the past year to prepare for inspection rating by the North Carolina State Fire Marshal's Office;

WHEREAS, all of their hard work, training, planning, and preparation resulted in Cape Fear Rural Fire Department improving their rating from a 7 to a 4, which will result in lower insurance premiums for the property owners served by the Department;

WHEREAS, the Lee County Board of Commissioners want the volunteer members of Cape Fear Rural Fire Department to know that they are in our hearts, on our minds, and that we support them and are extremely grateful for their dedication and the sacrifices they are making each and every day;

NOW, THEREFORE, BE IT RESOLVED, that the Lee County Board of Commissioners would like to recognize Cape Fear Rural Fire Department for their dedication to serving and protecting the citizens of Lee County.

Adopted this _____ day of April, 2019.

Amy M. Dalrymple, Chair
Lee County Board of Commissioners

ATTEST:

Jennifer Gamble, Clerk

LEE COUNTY

Committed Today for a Better Tomorrow

ITEM #:
VI. A.

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

MEETING DATE: April 1, 2019

SUBJECT: Request to Appear from Sandhills Center to Provide a Report to the Board and Request Continued Funding

DEPARTMENT: Sandhills Center

CONTACT PERSON: Victoria Whitt, CEO

TYPE: Consent Agenda Action Item Public Hearing Information

| | |
|--------------------|--|
| REQUEST | Requesting continued funding for critical crisis/psychiatric services for the consumers and families in Lee County and to update the Board of Commissioner on Sandhills Center activities. |
| BUDGET IMPACT | TBD |
| ATTACHMENTS | Letter to the County Manager, County Dashboard, Annual Report, Quarterly Report, Medicaid Transformation Tailored Plan Regions March 2019 PowerPoint, County Initiative |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | N/A |
| SUMMARY | |

COUNTY OF LEE

REQUEST TO APPEAR BEFORE THE BOARD OF COMMISSIONERS

According to adopted rules of procedure, any individual who wishes to appear before the Board of Commissioners must complete this request form and submit it no later than six (6) working days prior to the date of the scheduled meeting. Your request should be specific and provide sufficient information which will allow the Board to consider the matter. Copies of any supporting material should be included with this request form. Individuals requesting to appear on the agenda will be granted a maximum of ten (10) minutes to make their presentation.

Name: Victoria Whitt, CEO, Sandhills Center

Address: PO Box 9, West End, NC 27376

Telephone Number: 910-673-9111

E-mail Address: victoriw@sandhillscenter.org

Date of Meeting You Wish to Appear At: April 1, 2019

Please describe in detail the matter you would like to discuss:

To request continued funding for critical crisis/psychiatric services for the consumers and families in Lee County and to also update the County Commissioners on Sandhills Center activities.

Supporting Documentation:

Letter to County Manager

County Dashboard

Annual Report

Quarterly Report

Medicaid Transformation Tailored Plan Regions March 2019 PowerPoint

County Initiative



Signature

3-13-19

Date

Please deliver your request to: County of Lee, Clerk to the Board, 408 Summit Drive, PO Box 1968, Sanford, NC 27331-1968.

Mailed requests must be postmarked no later than six (6) days prior to the scheduled meeting.



SANDHILLS CENTER

Managing Mental Health, Intellectual/Developmental Disabilities and Substance Abuse Services
910-673-9111 (FAX) 910-673-6202 www.sandhillscenter.org Victoria Whitt, CEO

March 13, 2019

Mr. John Crumpton
Lee County Manager
PO Box 1968
Sanford, NC 27331

Dear Mr. Crumpton:

During its March 12th meeting, the Sandhills Center Board of Directors discussed the issue of our County General Budget Request from our nine (9) constituent counties for FY 19 – 20.

Based on a review of the current fiscal situation that impacts our State and counties, it was decided that the Center would not request an increase in County General Funding from Lee County. This continues our practice of not requesting an increase for the past 15 years.

Importantly, all county funding received is directed in support of local County Behavioral Health Urgent Care Centers and other county designated services/programs.

FY 18 – 19 Current County General Allocation: \$ 240,000

FY 19 – 20 Funding Request

- **County General Request: \$ 240,000**
- **Total FY 19 – 20 County General Request: \$ 240,000**

Note: See Attached County General Funding Chart.

Since beginning the management of Medicaid service dollars in December 2012, Sandhills Center has realized savings and has made a commitment to reinvest those savings in the community. During the past year, Sandhills Center has worked with county and community representatives from each of our nine (9) constituent counties to identify high priority needs and projects at the county level. We have been able to reallocate local funds and commit LME/MCO reinvestment savings to numerous projects in each of our counties.

Sandhills Center staff and I will continue to meet with County Managers and others to review the use of current county allocations and to identify behavioral health service areas in the county that may have been underserved and identify how available funding could be used to impact those areas.

We will be working with the Clerk to the Board to schedule an opportunity to present a program update and the budget request to your County Commissioners within the next few months.

P.O. Box 9, West End, NC 27376
24-Hour Access to Care Line: 1-800-256-2452
TTY: 1-866-518-6778 or 711
Serving Anson, Guilford, Harnett, Hoke, Lee, Montgomery,
Moore, Randolph & Richmond counties



Thank you for your continued support of Sandhills Center and the services we manage. The Sandhills Center's Board of Directors and staff are committed to providing the citizens of Lee County with quality, cost-effective services.

We appreciate the County's contribution to behavioral health services and appreciate partnering with you to improve access and availability of quality services in the local community.

Sincerely,



Victoria Whitt
Chief Executive Officer

Attachments

cc: Mr. Kirk Smith, Lee County Commissioner
Ms. Lisa Minter, Lee County Finance Officer

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Moore, Randolph & Richmond counties



**SANDHILLS CENTER
 COUNTY CONTRIBUTIONS
 FY 19-20**

| COUNTY | JULY 1, 2019 PROJECTED* POPULATION | ACTUAL COUNTY GENERAL CONTRIBUTION FY 18-19 | PROPOSED COUNTY GENERAL CONTRIBUTION FY 19-20 | COUNTY GENERAL PER CAPITA CONTRIBUTION FY 19-20 |
|-------------------|---|--|--|--|
| Anson | 25,459 | \$ 55,000 | \$ 55,000 | \$ 2.16 |
| Guilford | 538,851 | \$ 9,674,000 | \$ 9,674,000 | \$ 17.95 |
| Harnett | 136,031 | \$ 199,679 | \$ 199,679 | \$ 1.47 |
| Hoke | 56,778 | \$ 58,000 | \$ 58,000 | \$ 1.02 |
| Lee | 60,452 | \$ 240,000 | \$ 240,000 | \$ 3.97 |
| Montgomery | 28,007 | \$ 60,775 | \$ 60,775 | \$ 2.17 |
| Moore | 101,088 | \$ 256,202 | \$ 208,857 | \$ 2.53 |
| Randolph | 144,125 | \$ 844,000 | \$ 844,000 | \$ 5.86 |
| Richmond | 44,950 | \$ 132,525 | \$ 132,525 | \$ 2.95 |
| TOTALS | 1,135,741 | \$ 11,520,181 | \$ 11,472,836 | \$ 10.14 |

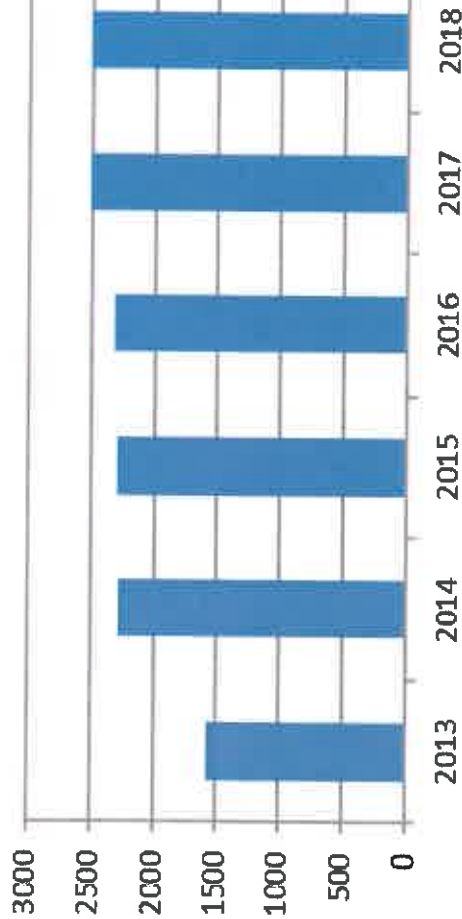
*The Office of State Budget and Management (OSBM)

**Reduction reflects the action of the Moore County Commissioners in FY 14/15 phasing out funding for non-profit organizations. FY 19/20 will include the final 20% reduction. Six of these non-profits receive this funding as flow through from Sandhills Center.

Lee County Members Served

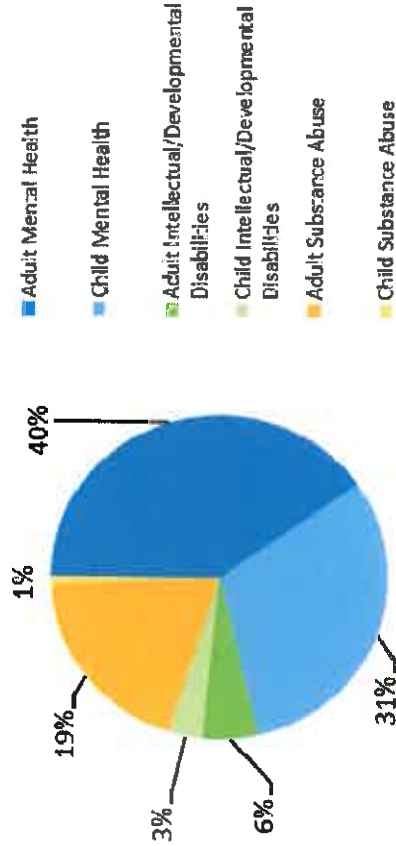
March 2019

Members Served by Calendar Year



| Service | Amount Paid |
|---|-------------|
| Most Frequent Behavioral Health Services Received Last Calendar Year | |
| Service (\$14,926,932 total) | |
| Innovations Services | \$4,622,730 |
| Intermediate Care Facilities | \$3,703,241 |
| Outpatient Services | \$1,666,711 |
| Intensive In-Home Services | \$1,083,081 |
| Inpatient Hospitalization | \$1,015,214 |
| Psychiatric Residential Treatment Facilities | \$886,883 |
| Behavioral Health Long Term Residential | \$790,648 |
| Assertive Community Treatment Team | \$258,630 |

Members Served Last Calendar Year



Highest Serving Behavioral Health Providers Last Calendar Year

| Provider | Members Served |
|---------------------------------------|----------------|
| (223 providers serving local members) | |
| Daymark Recovery Services | 805 |
| Advanced Behavioral Center, Inc. | 224 |
| VC & Associates, Inc. | 195 |
| Therapeutic Alternatives, Inc. | 152 |
| Central Carolina Hospital | 140 |
| Carolina Behavioral Care, P.A. | 111 |
| UNC at Chapel Hill Faculty Physicians | 97 |



2018

ANNUAL COMMUNITY REPORT



Serving Anson, Guilford, Harnett, Hoke, Lee, Montgomery, Moore,
Randolph and Richmond counties in central North Carolina.

WHO ARE WE?

Sandhills Center is a Local Management Entity (LME) and a Medicaid-funded Managed Care Organization (MCO) that acts as an agent of the North Carolina Department of Health and Human Services.

As an LME-MCO, we provide access to publicly-supported mental health, intellectual/developmental disabilities and substance abuse services for the residents of Anson, Guilford, Harnett, Hoke, Lee, Montgomery, Moore, Randolph and Richmond counties.

Sandhills Center offers access to services in your community, a provider network that is culturally competent and respectful, and a collaborative approach to problem-solving and resource development.

HOW CAN WE HELP?

Sandhills Center connects people in need of services with providers and other partners in their local communities. Together, we team to promote mental health, wellness and recovery.

We offer initial screening and answers to many of your questions. The staff at Sandhills Center will advise you of available providers, and offer you opportunities to make choices that are right for you.

Individuals who need help with mental health, substance abuse or intellectual/developmental disabilities are encouraged to call our 24-hour Call Center at 1-800-256-2452. Licensed mental health counselors are always available to take calls and connect people to the best care provider of their choice. When needed, interpreter services will be arranged through our Call Center. People with hearing impairments and/or speech disabilities are encouraged to call our TTY phone number: 1-866-518-6778.

There is no cost for the call, screening or referral to a provider. Costs may be covered completely or in part by Medicaid, state funding or other insurance. Some of the services may include (but are not limited to):

- Addiction recovery
- Peer support
- Psychiatry
- I/DD assessments
- Housing assistance
- Skill building
- Supported employment
- Medication management
- Geriatric specialties
- Youth services
- Outpatient counseling
- Medication-Assisted Treatment for substance use disorders

Sandhills Center also has a website that is dedicated to offering behavioral health information, as well as free and confidential self-screenings. The Access2Care evidence-based screening tool allows individuals to take screenings any time from the privacy of a computer or mobile device with an internet connection. For more information, go to:

www.SandhillsCenterAccess2Care.org

OUR VISION

Sandhills Center partners with individuals, their families, service providers, policy makers and other community stakeholders in creating, managing, and supporting behavioral health services that meet the needs of our community.

WORKING PRINCIPLES

We strive to promote:

- Access to a continuum of services to meet the behavioral health needs of the citizens of Anson, Guilford, Harnett, Hoke, Lee, Montgomery, Moore, Randolph, and Richmond counties.
- Active partnerships among individuals, families, providers and the community.
- High-quality mental health, substance abuse and intellectual/developmental disabilities services.
- Cost-effective delivery of services in the least restrictive environment, appropriate to individuals' needs.
- A provider network that is culturally competent and respectful.
- A collaborative approach to problem solving and resource development.

ACCESS

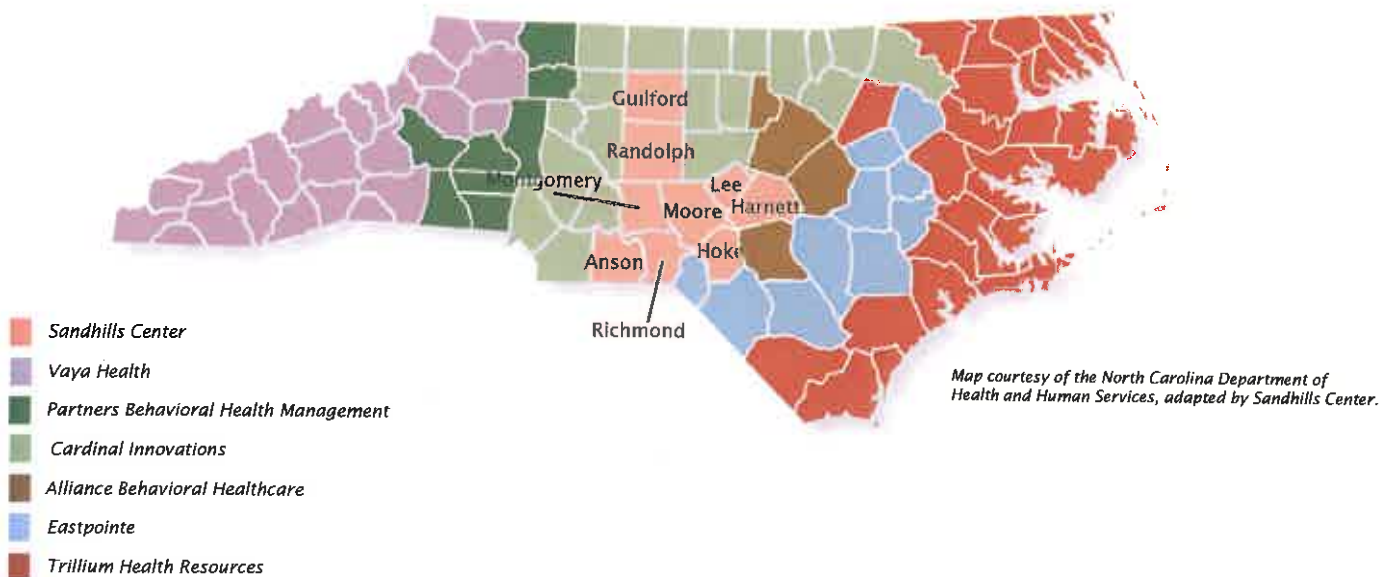
Sandhills Center's customer service phone line is open 24 hours a day, 7 days a week, including holidays. Licensed mental health counselors are always available to take your call and connect you to the best care provider of your choice.

TOLL FREE - 1-800-256-2452

TTY - 1-866-518-6778

THE REGION

Sandhills Center is one of seven LME-MCOs in North Carolina. We are located in the central part of the state, serving Anson, Guilford, Harnett, Hoke, Lee, Montgomery, Moore, Randolph and Richmond counties.



LEADERSHIP



CHIEF EXECUTIVE OFFICER
Victoria Whitt

2018 BOARD OF DIRECTORS

Chair
Commissioner Thad Ussery

Vice Chair
Commissioner Kay Cashion

Secretary
Michele Weatherly

Anson County
Commissioner Ross Streater
Priscilla Little

Guilford County
Commissioner Kay Cashion
Dixie Branch
Gart Evans
Carlos Townsend

Harnett County
Commissioner Joe Milfer
Bill Larrison

Hoke County
Commissioner Harry Southerland
Shirley Hart

Lee County
Commissioner Kevin Dodson
Walter Ferguson

Montgomery County
Commissioner Anthony Copeland
Carol Whitaker

Moore County
Commissioner Otis Ritter
Matthew Rothbeind

Randolph County
Commissioner David Allen
Mazie Fleetwood
Leann Henkel

Richmond County
Commissioner Thad Ussery
Michele Weatherly

Provider Council Representative
Jerry Earnhardt

Hospital Representative
Vacant

A MESSAGE FROM THE CEO



As 2018 has drawn to a close, Sandhills Center enters its seventh year as a Managed Care Organization (MCO) under the Medicaid 1915 (b)/(c) waiver. Since 2012, we have seen an array of system improvements which have translated into expanded community services and a strengthened network of service providers.

Through our commitment to quality, evidence-based practices and fiscal prudence, we have positioned Sandhills Center to operate a successful Local Management Entity (LME)-MCO for people living within Anson, Guilford, Harnett, Hoke, Lee, Montgomery, Moore, Randolph and Richmond counties. In 2018, we celebrated a number of achievements. We have engaged and encouraged a representative provider network, responded to identified service needs, and broadened relationships with stakeholders that focus on increasing access and elevating behavioral healthcare standards.

As we reflect on 2018 and look ahead to the new year, Sandhills Center is grateful to our members and families, provider network, state and local leaders, and the residents of the region for their continued support. We especially appreciate the dedication of our Board of Directors, the guidance we receive from the Consumer & Family Advisory Committee, and the commitment of our staff.

You have my commitment that Sandhills Center will persist in our efforts to live up to the high standards you expect. We will continue to develop a broader network of providers and expand partnership efforts with stakeholders in each of our communities. We also will extend our diligence toward ensuring that quality and cost-effective services are available to those in need.


Victoria Whitt,
Chief Executive Officer
Sandhills Center

ENGAGING AND ENCOURAGING OUR PROVIDER NETWORK

INCREASING SERVICE RATES

Sandhills Center is committed to reinvesting savings in services, and we are dedicated to working with our network of providers to improve access and availability of high-quality behavioral health services. We continue to explore opportunities to make adjustments to services, reimbursement rates and service-delivery models to more effectively meet our members' needs.

Most recently, we increased service rates by 3 percent for providers of community-based Intermediate Care Facilities, Outpatient Services, including Evaluation and Management Coding, and all Innovations Waiver services. The new rates began July 1, 2018.

TRAINING AND PROVIDER DEVELOPMENT

Sandhills Center values our provider network relationship. We believe that engaging and encouraging a high-quality network involves taking a robust approach to training and educational development. We know that putting our providers on a path to knowledge leads to better outcomes for the individuals and families who receive services. In 2018, Sandhills Center hosted training and technical assistance sessions on a variety of topics. Two examples include QPR Gatekeeper train-the-trainer instruction, and informational programs on the new statewide Health Information Exchange (HIE).

The QPR Gatekeeper sessions certified 16 instructors from various Sandhills Center counties. QPR stands for Question, Persuade and Refer, which are the three steps to help save lives from suicide. Sponsoring QPR Gatekeeper instruction has become a mutually-rewarding experience because participants gained valuable skills to help their organizations, and Sandhills Center gained 16 new training partners. The newly-certified Gatekeepers have agreed to teach a minimum of three 2-hour QPR training sessions annually in collaboration with us.

For the HIE training, Sandhills Center hosted two sessions within the region to make the training accessible to providers. The purpose of the training was to acquaint our network with NC HealthConnex, the new HIE that providers will need to connect with in order to submit data required by the NC Department of Health and Human Services.

Providers must connect to the new HIE to continue receiving payments for the Medicaid and state-funded services they offer. NC HealthConnex is expected to improve the quality of integrated care, enhance safety, boost recovery outcomes and reduce overall healthcare costs by making health data available to participating providers. We know that the use of data allows organizations to better manage their business strategies. Sandhills Center embraces high-quality programs like the HIE informational meetings so that our providers are prepared for full implementation, which is planned for June 1, 2019.

Through the use of targeted training sessions, technical assistance and community education, Sandhills Center is elevating the quality of services offered throughout our area. We are ensuring that members are served by well-trained, experienced provider staff that are up to date on the most advanced clinical practices.



KEEPING PROVIDERS ON THE RIGHT PATH

Sandhills Center will continue to monitor the training needs of the providers in our network. We host Provider Forums quarterly, with special Provider Orientation sessions held each May.

An array of other training opportunities are offered each month throughout the year. Course descriptions and registration information can be obtained by logging on to our website and clicking on the "Calendar" headline.

www.SandhillsCenter.org





PROVIDER SATISFACTION SURVEY SAYS...

According to survey results released in early 2018, Sandhills Center maintains a strong relationship with providers while successfully overseeing and managing behavioral health services

The survey measured provider satisfaction among each of North Carolina's LME-MCOs, and was conducted by an independent review organization on behalf of the North Carolina Department of Health and Human Services

Sandhills Center rated as the highest LME-MCO on 13 of 23 questions, the most of our peers. Our score was 91.8 percent for the question that rates overall LME-MCO satisfaction. This was the highest score of our peer organizations and is significantly higher than the overall average from the previous year.

Other areas where Sandhills Center scored the highest were:

- Accessibility for information, referrals and appointment scheduling.*
- Response time for provider needs.*
- Responsiveness to local community stakeholders.*
- Accurate, timely processing of claims.*
- Informative, helpful training for information technology and provider network issues and keeping providers updated, as well as answering questions accurately.*
- Providing a useful website with the tools and materials necessary for successful operation.*

Sandhills Center is pleased that the survey results reaffirm our commitment to giving providers the tools they need to offer quality, evidence-based and appropriate treatment for our members.



RESPONDING TO IDENTIFIED NEEDS

A COMMITMENT TO STEWARDSHIP AND QUALITY OF CARE

For the second straight year, Sandhills Center had the highest reported percentage of service level spending of the seven LME-MCOs in the state, according to a report from the NC Department of Health and Human Services. The report shows investment in non-Medicaid services for the past fiscal year, which ended June 30, 2018. It illustrates that Sandhills Center spent 128.4 percent of the required service spending for the year, exceeding the target of 100 percent, and exceeding the statewide average spending of 107 percent.

Sandhills Center takes innovative approaches to utilizing our fund balance to ensure quality of care while monitoring appropriate use of resources.


SANDHILLS CENTER REINVESTING SAVINGS IN FACILITY-BASED CRISIS SERVICES

Sandhills Center has identified a need for crisis services for both children and adults in the region. Currently, there are three facilities planned with one location opening in 2019 that will offer Facility-Based Crisis services to our members. These are the projects that are currently underway:

- **Randolph County** -- Work began in 2018 to remodel an existing building located at 110 Walker Ave., in Asheboro, to offer Facility-Based Crisis services for adults. Construction is nearly complete. The crisis center will be operated by Daymark Recovery Services, and will include a 16-bed, non-medical unit that will serve as an alternative to hospitalization for adults in crisis. Also included is an observation unit which offers time for individuals to be treated and their level of care needs assessed for up to 23 hours.
- **Richmond County** -- Community conversations sparked the development of a Child Facility-Based Crisis unit in the southern-most area of our region. Sandhills Center was awarded \$1 million from the state, allowing the Board of Directors to purchase land and move forward with constructing a Child Facility-Based Crisis center in Richmond County. It will offer 24/7 walk-in crisis services, a 23-hour observation unit, 16 beds, outpatient services and medication management.
- **Guilford County** -- In December 2018, Sandhills Center announced a partnership with the Guilford County Board of Commissioners and Cone Health to develop adult and youth Facility-Based Crisis services in one complex at a location in Greensboro. Two buildings are planned. The adult facility will feature a 16-bed crisis center, a 23-hour observation unit and outpatient services for adults, adolescents and children. The second building will be designed for children as a non-medical facility and an alternative to hospitalization. It also will have 16 beds, and services will be available around the clock. Guilford County selected Cone Health to serve as the provider for the adult facility, and Sandhills Center will choose a provider for the youth center at a later date.

Funding for a portion of these projects will come from reserve funds designated by the Sandhills Center Board of Directors. Savings from managing Medicaid services under the 1915 (b)/(c) waiver has made it possible. One of the benefits of Sandhills Center becoming a waiver site for managing services was that savings could be reinvested back into local communities.

Sandhills Center is committed to seeing that adults and children who receive crisis services will continue to participate in behavioral health treatment by accepting referrals and connections to community providers. We look forward to the positive impact these service additions will have on our region.




INCREASED FOCUS ON INTEGRATED CARE THROUGH TCLI

To ensure that individuals with severe mental illness can live stable lives, Sandhills Center has embraced the integrated or whole-person care model to address both physical and behavioral health. We believe that when an individual's physical health is diminished due to illness or medication side effects, it becomes difficult to maintain competitive employment, earn a steady paycheck and become fully active residents of their communities.

In 2018, Sandhills Center identified a significant number of our members who met the criteria for the state's Transitions to Community Living Initiative (TCLi) were not able to take advantage of the services due to pervasive health care needs.

TCLi provides eligible adults who have serious mental illnesses the opportunity to choose where they live and work, thereby promoting recovery through providing long-term housing, community-based services, supported employment and community integration.

Sandhills Center is now assessing both physical and mental health care challenges of people who fit the criteria. Staff continue to identify members who need follow-up assessments, including those taking medications intended to improve health but experience side effects that manifest in behavioral ways.



FEEDBACK BRIDGES GAPS

Sandhills Center values stakeholder feedback to identify gaps in services. The Community Needs Assessment Stakeholder Surveys are conducted each year to gain insights from members, families and other community partners. In 2018, as in previous years, the Sandhills Center Consumer & Family Advisory Committee (CFAC) played an active role in helping to promote completion of the surveys.

As a result, the survey clearly identified the need to expand crisis services throughout the region, as noted in this report. We also found a need to expand availability of Medication-Assisted Therapies (MAT) for opioids. A modifier was also added to our online provider directory to allow members to easily search for their desired MAT provider.

Sandhills Center wishes to thank everyone who completed and contributed to distributing the stakeholder surveys. Strategies for addressing gaps in services are continuing. Recommendations and solutions are announced when appropriate.

BROADENING RELATIONSHIPS WITH STAKEHOLDERS

MEMBER EDUCATION IS IMPORTANT TO US

Sandhills Center is proud of the opportunities our members and their families have to reach their full potential. Connecting them with our Family Support and Community Collaboration program continued to benefit families in 2018. The program is a partnership between Sandhills Center and North Carolina Families United.

Five family support advocates represent Sandhills Center and Families United throughout the nine-county region. In each county, they regularly facilitate workshops and support groups where families are afforded opportunities to hear from professionals on important topics, share concerns and learn from each other. The advocates also facilitate collaboration among stakeholders, and educate agencies about Sandhills Center resources. In 2018, programming offered through the partnership included:

- Anger and Stress Management workshops
- Foster parent support groups
- Human Trafficking workshops
- Fetal Alcohol Spectrum Disorders workshop
- "Autism 101"
- Autism support groups
- "Helping Your Child Identify and Express Their Feelings"
- "Living After Losing"
- Personality Disorders training
- Oppositional Defiant Disorders workshop
- "Understanding Data and Gaps in Mental Health Services Among the Latino Community"
- Family Loss and Trauma support groups
- "Trends in Marijuana and Opioid Use"
- Depression and Suicide Awareness
- "E-Cigarette Use Among Youth"

Sandhills Center members are encouraged to utilize Family Support and Community Collaboration resources throughout the year. The partnership is committed to linking member families with valuable educational programming within their communities. A complete schedule of events is posted on our website under the "Calendar" heading at www.SandhillsCenter.org.

CELEBRATING 10 YEARS OF CRISIS TRAINING

Sandhills Center had reason to celebrate a milestone in 2018. For 10 years, we have cosponsored Crisis Intervention Team (CIT) training for first responders.

CIT is a partnership between Sandhills Center, law enforcement and other first responder agencies, local NAMI chapters and area community colleges. The CIT training program was created to divert individuals living with behavioral health conditions from arrest through the creation of more effective interactions among law enforcement, providers, individuals living with mental illness and their families.

CIT is a rigorous 40-hour program with blocks of information taught by subject matter experts. Students participate in simulation activities, as well as go into the community to meet with individuals with lived experience. The individuals share information about themselves, their loved ones and interactions they have had with first responders. Relationships and collaborations form throughout the week between the participants and speakers.

The emergency medical services (EMS) CIT curriculum is slightly shorter at 32 hours. For CIT alumni, 8-hour advanced courses have been held in the region for the last two years.

In 2008, Sandhills Center conducted its first CIT class for law enforcement personnel in Moore County. Over the past decade, CIT in the region has grown to include not only city police officers and county sheriff's deputies, but also NC Department of Public Safety probation and parole officers, telecommunicators, campus police, paramedics and military police. Sandhills Center has been involved with the CIT curriculum offered during Basic Law Enforcement Training (BLET) at Randolph Community College for two years.

In 2018, we had our first K-9 officer (see photo, right) graduate from the program, we held our first-ever Hoke County class, and we cosponsored a week-long session tailored to school resource officers in Guilford County.

In total for 2018, 12 classes were held in our communities, with 211 earning CIT certification. Here is the breakdown of participants during the year:

- Sworn officers -- 101
- Out of county participants -- 7
- School resource officers -- 21
- Other first responders (including BLET students) -- 82

Since its inception in 2008, Sandhills Center has cosponsored 66 CIT classes, and graduated nearly 1,350 participants. We embrace the philosophy that CIT has many benefits, including:

- Reduced injury rates among officers and people with mental illnesses.
- Reduced criminal justice system costs and the need for additional crisis resources.
- Increased referral rates and reduced arrest rates among people with behavioral health challenges.
- Improved collaboration between law enforcement and agencies.
- A reduction in myths and stigmas associated with mental illness.
- Appropriate face-to-face interactions between first responders, people with mental illness and their families.



Hoke County Sheriff's Deputy Mark Davies and K-9 Officer Rocky participated in CIT training in August 2018.

Photo credit: Kellie Moran, Sandhills Center Justice Systems Clinical Liaison.



CONTINUING THE OPIOID FIGHT

By joining with community partners and expanding the services that are delivered by our provider network, Sandhills Center continued its efforts to raise awareness and expand treatment options for opioid misuse.

In February and March 2018, Sandhills Center collaborated with the Harnett County Sheriff's Office, Daymark Recovery Services, local pharmacists and Harnett County Schools to present opioid prevention assemblies -- entitled "The Face of Opioid Abuse" -- in five Harnett County high schools.

About 5,500 students learned that opioid addiction can affect anyone, and that addiction often starts with prescription pain medications for sports

injuries and routine dental procedures. We believe that raising awareness in the youth population will inform a new generation about the dangers of opioid misuse.

Sandhills Center also has funded an expansion of the number of providers offering Medication-Assisted Treatment (MAT). Suboxone administration was expanded through a pilot program that requires MAT providers to adhere to an integrated, evidence-based practice model that includes a continuum of care plan, concurrent behavioral therapy and U.S. Drug Enforcement Administration compliance.

Sandhills Center believes that taking a variety of approaches to the opioid crisis can be part of the solution. Preparing young people to understand the seriousness of addiction is one avenue, and evidence-based medical efforts such as MAT are another.



SANDHILLS CENTER

24/7 CALL CENTER

1-800-256-2452

Administrative Offices
mailing address:
P.O. Box 9
West End, NC
(910) 673-9111

www.SandhillsCenter.org



ACCREDITED
Health Network
Expires 05/31/2019



ACCREDITED
Health Call Center
Expires 05/31/2019



ACCREDITED
Health Utilization Management
Expires 05/31/2019

Sandhills Center is fully accredited by URAC in the areas of Health Network, Health Call Center, and Health Utilization Management, which ensures that our members receive high-quality service. We make sure that you receive the attention and care you deserve while protecting your privacy.



**SANDHILLS
CENTER**

**QUARTERLY
COMMUNITY
REPORT**

JANUARY 2019

LEADERSHIP

CHIEF EXECUTIVE OFFICER
Victoria Whitt

BOARD MEMBERS

Chair
Thad Ussery

Vice Chair
Commissioner Kay Cashion

Secretary
Michele Weatherly

Anson County
Commissioner Ross Streater
Priscilla Little

Montgomery County
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Gart Evans
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Commissioner Joe Miller
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Randolph County
Commissioner David Allen
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Leann Henkel

Hoke County
Commissioner Harry Southerland
Shirley Hart

Richmond County
Thad Ussery
Michele Weatherly

Lee County
Commissioner Kevin Dodson
Walter Ferguson

Provider Council Representative
Jerry Earnhardt

Hospital Representative
Vacant

A MESSAGE FROM THE CEO

EDUCATION IS A PRIORITY

Each year, Sandhills Center conducts a thorough evaluation of the training and educational needs of our staff, provider network, members and their families, and our stakeholder community. We consistently reflect on ways for providers and agencies to make continued improvements in their approach to service delivery. We also want to ensure that families are equipped with the latest informational resources and support so that they are better prepared to take on everyday challenges.

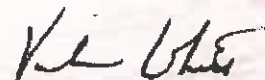
Sandhills Center collects valuable feedback about educational needs through surveys, committees and community collaboratives. We also pay careful attention to legislative initiatives that warrant the development of important technical assistance programming.

In this report, we highlight a few educational resources that demonstrate Sandhills Center's strong desire to invest in public outreach and activities that strengthen our communities:

- QPR train-the-trainer instruction for providers, staff and agency representatives for the prevention of suicide.
- Our Family Support and Community Collaboration partnership with North Carolina Families United.
- Health Information Exchange training for providers related to the new NC HealthConnex integrated care data-sharing resource.

Sandhills Center encourages network providers and stakeholders to actively participate in activities such as these. A complete calendar of events is regularly updated on our website -- www.SandhillsCenter.org.

Family support and training opportunities are offered throughout the year in our region which encompasses Anson, Guilford, Harnett, Hoke, Lee, Montgomery, Moore, Randolph and Richmond counties. We look forward to your participation.



Victoria Whitt,
Chief Executive Officer
Sandhills Center

NETWORK

SANDHILLS CENTER SPONSORS HIE TRAINING FOR PROVIDERS

Sandhills Center has embraced the North Carolina Department of Health and Human Services' strategic plan to improve healthcare through "an innovative, whole-person, well-coordinated system of care, which addresses both medical and nonmedical drivers of health, and promotes health equity." Part of the plan involves implementation of the new NC HealthConnex Health Information Exchange (HIE). Providers of Medicaid behavioral health and I/DD services and supports are required to connect and submit data to NC HealthConnex by June 1, 2019, if they are to continue receiving payments for the Medicaid and state-funded services they provide.

We recognize that the new HIE is intended to improve whole-person healthcare quality, enhance patient safety, boost outcomes and reduce overall healthcare costs by making health data available to participating providers. To prepare our provider network for the changes, Sandhills Center sponsored two three-hour training sessions entitled, "*Connecting to HIE and the 1115 Waiver: What Providers Need to Know*." The sessions were held Oct. 18 in Randolph County, and Nov. 1 in Richmond County. Nearly 200 providers attended the sessions conducted by Tara Larson, Vice President of Healthcare Policy for Cansler Collaborative Resources Inc. The sessions covered the following topics:

- An overview of NC HealthConnex and legislative requirements.
- A status update on the HIE Behavioral Health/IDD Implementation Workgroup.
- The relationship between the HIE and 1115 Medicaid Waiver Standard Plans and Tailored Plans.
- Strategies for agency planning and change management steps for successful HIE and data analytics implementation.
- How and why the HIE and data analytics are necessary for value-based purchasing.
- Lessons learned by providers who have successfully connected to the new HIE.

More information can be found on our website -- www.SandhillsCenter.org. We believe that using data through the modernized HIE will assist organizations to successfully manage their business strategies. The new HIE will help identify trends and outliers easily and proactively, rather than reactively. It will allow providers to see data that will guide process improvements. It also will help track total cost versus outcomes, identify areas to target resources, and integrate providers into the overall health systems throughout the nine-county region.

MEMBERSHIP

PROMOTING FAMILY EDUCATION, COLLABORATION

Through the Family Support and Community Collaboration program, we encourage families and children to reach their full potential by connecting them with important learning opportunities. The program is a partnership between Sandhills Center and North Carolina Families United. Five family support advocates are assigned to the nine counties within the Sandhills Center region. The advocates are knowledgeable about services and supports that are available in their geographic areas. The program strives to support, empower and educate families of children with emotional, learning or behavioral challenges.

Our advocates provide families with information about community and Sandhills Center resources. They also offer brochures pertaining to common mental health or substance abuse issues. The advocates regularly facilitate support groups tailored to the needs of grandparents, foster parents, families, youth or parent groups. Families are afforded opportunities to share concerns and learn from each other, and presenters are invited to speak about topics of interest. Some support groups are formed in partnership with Departments of Social Services and other child-serving agencies.

Advocates support families by preparing them for contacts with local agencies, schools and providers. In this role, they attend Individualized Education Plan or Child and Family Team meetings with parents. The Family Support and Community Collaboration program recognizes that families are best served when agencies work together, share information, identify service gaps and solve problems around family needs. To accomplish this, advocates attend partner-agency team meetings that focus on diverse areas such as juvenile crime prevention programming, child fatality reviews, social services community child protection teams and substance abuse task force meetings. The advocates speak on behalf of families, facilitate collaboration and educate agencies about Sandhills Center resources.

Advocates regularly participate in community health fairs and events to share information about the program and Sandhills Center. In addition, advocates facilitate free workshops that address topics such as child trafficking, suicide awareness, substance abuse, autism, stress management and parent resiliency. Events are publicized via e-mail and the calendar pages on the Sandhills Center website. Sandhills Center is committed to linking our member families and child-serving partners with valuable educational programming and other resources within their neighborhoods and communities.

COMMUNITY

SUICIDE-PREVENTION TRAINING OFFERED

Sandhills Center recently sponsored a train-the-trainer session that certified 15 QPR Gatekeeper instructors from Guilford, Harnett, Montgomery and Richmond counties within the Sandhills Center region.

QPR stands for Question, Persuade and Refer – three steps that participants can learn to help save lives from suicide. Just as people trained in CPR and the Heimlich maneuver help save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade and refer someone to seek help. QPR is listed on the National Registry of Evidence-Based Practices and Programs. More than 18,000 people have been trained and certified as QPR Gatekeeper Instructors in the United States and abroad.

The QPR Gatekeeper instruction was held at Randolph Community College on Dec. 4, 2018. Following the training, participants have agreed to teach a minimum of three 2-hour QPR Gatekeeper training sessions annually in partnership with Sandhills Center.

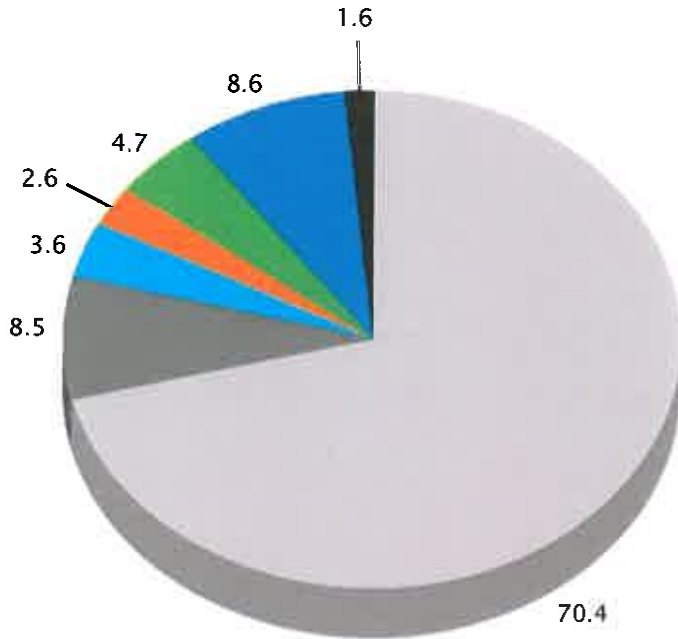
Sandhills Center currently offers a segment of QPR within its 40-hour Crisis Intervention Team training for law enforcement and other first responders. The one-day QPR Gatekeeper train-the-trainer program was an important addition to the community and provider education repertoire that already is available within the Sandhills Center region.

Last year, for example, Sandhills Center collaborated with the NC Department of Health and Human Services and the University of North Carolina School of Social Work to sponsor a 40-hour Mental Health First Aid (MHFA) train-the-trainer program. MHFA in the Sandhills Center region has produced 12 new instructors who have facilitated training. As a result, about 600 individuals from all nine Sandhills Center counties have earned MHFA certification since January 2017. Those who have earned MHFA certification have included staff from the Corrections Division (as part of a larger statewide initiative), local governments, Departments of Social Services, health care facilities, universities, network providers and nonprofit agencies.

Sandhills Center will continue to build on the successes of the MHFA and QPR Gatekeeper programs. Our commitment to this effort demonstrates our strong desire to invest in public outreach and educational activities that strengthen our communities.

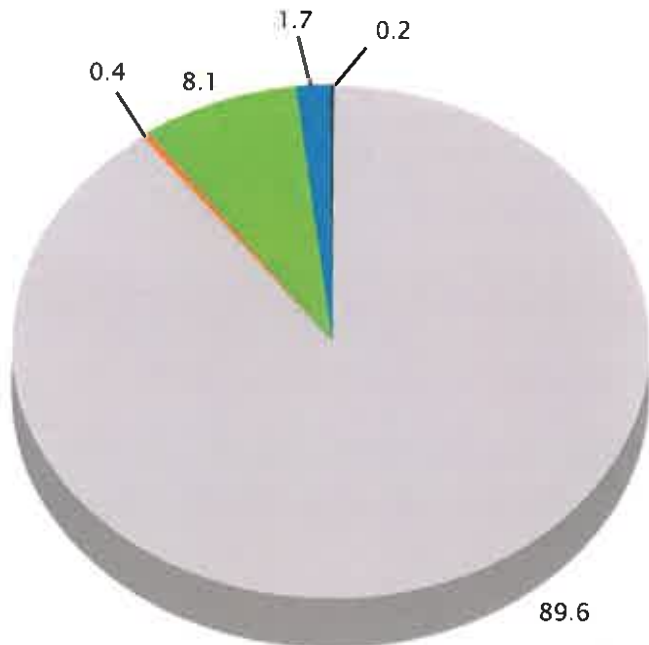
A photo of the QPR Gatekeeper training class can be found on page 8 of this report.

FINANCIALS



Revenues

| | | |
|---|----------------------|-------------|
| Medicaid Service Contracts | \$235,192,635 | 70.4% |
| State, Federal Service Funds and Medicaid Flow | 28,255,100 | 8.5% |
| County General and Other Local | 12,016,665 | 3.6% |
| I/DD Treatment Planning Administration and MH/SA/Treatment Planning | 8,587,477 | 2.6% |
| Medicaid Administration General and LME Administration | 15,608,693 | 4.7% |
| Medicaid Reserve Funds | 5,279,372 | 1.6% |
| Fund Balance | 29,357,649 | 8.6% |
| TOTAL | \$334,297,591 | 100% |



Expenses

| | | |
|---------------------------|----------------------|-------------|
| Contracts | \$299,707,931 | 89.6% |
| Personnel | 27,185,863 | 8.1% |
| Materials and Supplies | 436,787 | 0.2% |
| Current Obligations | 5,554,864 | 1.7% |
| Fixed Charges and Capital | 1,412,146 | 0.4% |
| TOTAL | \$334,297,591 | 100% |



SANDHILLS CENTER

Sandhills Center assures that people in need of assistance have access to quality mental health, intellectual/developmental disabilities and substance use disorder services in the central North Carolina counties of Anson, Guilford, Harnett, Hoke, Lee, Montgomery, Moore, Randolph and Richmond.

24-HOUR CALL CENTER

1-800-256-2452

TTY: 1-866-518-6778

VISIT US ONLINE

www.SandhillsCenter.org

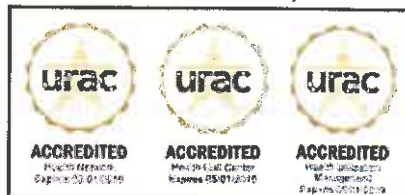
FREE AND CONFIDENTIAL ONLINE BEHAVIORAL
HEALTH SCREENING AND RESOURCES

www.SandhillsCenterAccess2Care.org



*Sandhills Center
QPR training,
November 2018*

Sandhills Center is nationally accredited.





Medicaid Transformation Tailored Plan Regions

March 2019

Medicaid Transformation

- **September 23, 2015:** S.L. 2015-245 Medicaid Transformation and Reorganization: Requires the transition of the current Medicaid and NC Health Choice service delivery system to contracts with Prepaid Health Plans (PHPs). Moves the system to 1) whole person care, 2) a capitated model, and 3) privatization
- **June 14, 2018:** HB 403 *An Act to Modify the Medicaid Transformation Legislation*: Allows the DHHS Secretary to move forward with soliciting bids for Prepaid Health Plans (PHPs)
 - Introduces two types of PHPs – **Standard Plans** and Behavioral Health/Intellectual Developmental Disabilities (BH/IDD) Tailored Plans



SANDHILLS CENTER



Medicaid Transformation

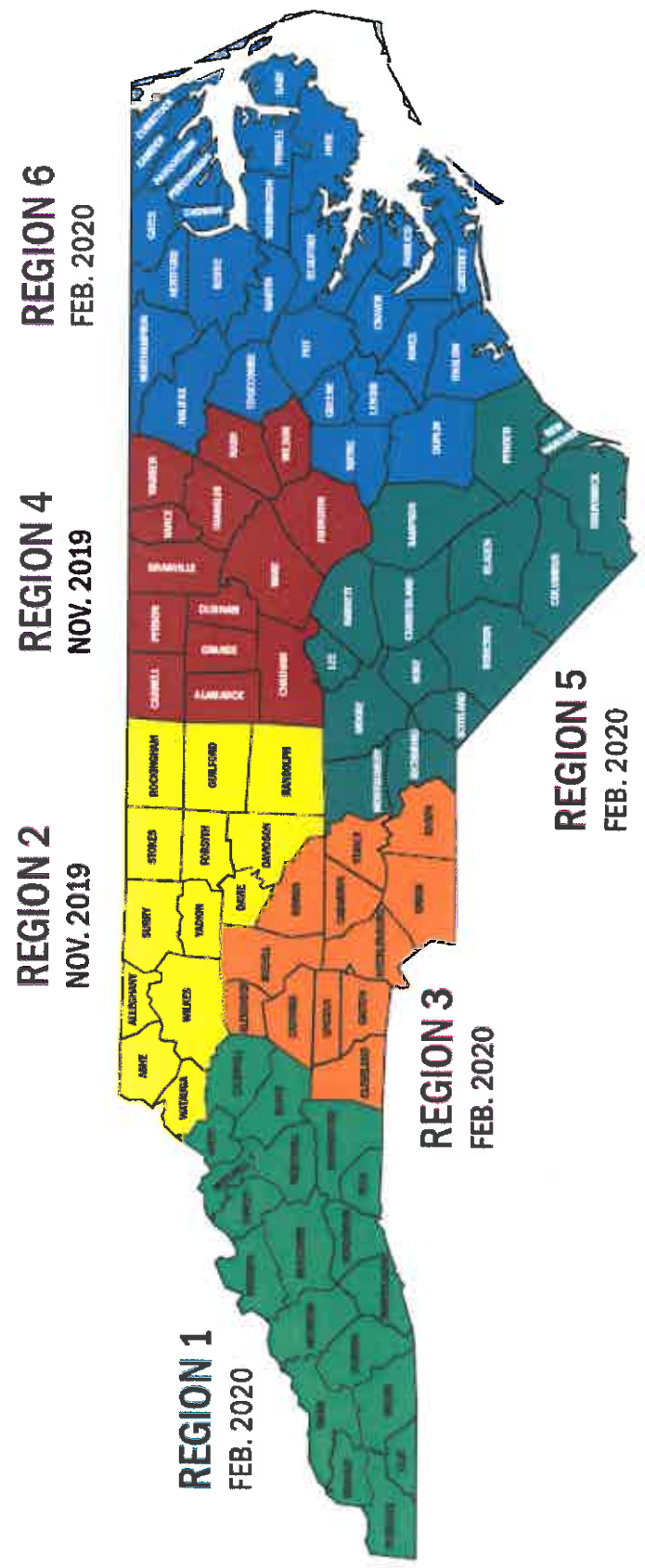
- **Standard Plans**
 - Will provide integrated physical health, “primary care” behavioral health and pharmacy services to the majority of Medicaid and NC Health Choice beneficiaries with lower intensity behavioral health needs.
 - LME/MCOs will continue to manage services for those with more serious BH/IDD needs.
 - The Plans will be administered by Statewide Commercial Plans (CPs):
 - AmeriHealth Caritas NC, Inc.,
 - Blue Cross and Blue Shield of NC,
 - UnitedHealthcare of NC, Inc.,
 - WellCare of NC, Inc., and
 - Regional Provider Led Entity (PLE), Carolina Complete Health
 - November 2019 – Phase 1 will launch in Regions 2 and 4
 - February 2020 – Phase 2 will launch in Regions 1, 3, 5, and 6. Carolina Complete Health PLE will offer plans in Regions 3 and 5.



SANDHILLS CENTER



Medicaid Transformation Health Regions



Rollout Phase 1: Nov. 2019 – Regions 2 and 4
 Rollout Phase 2: Feb. 2020 – Regions 1, 3, 5 and 6



Medicaid Transformation

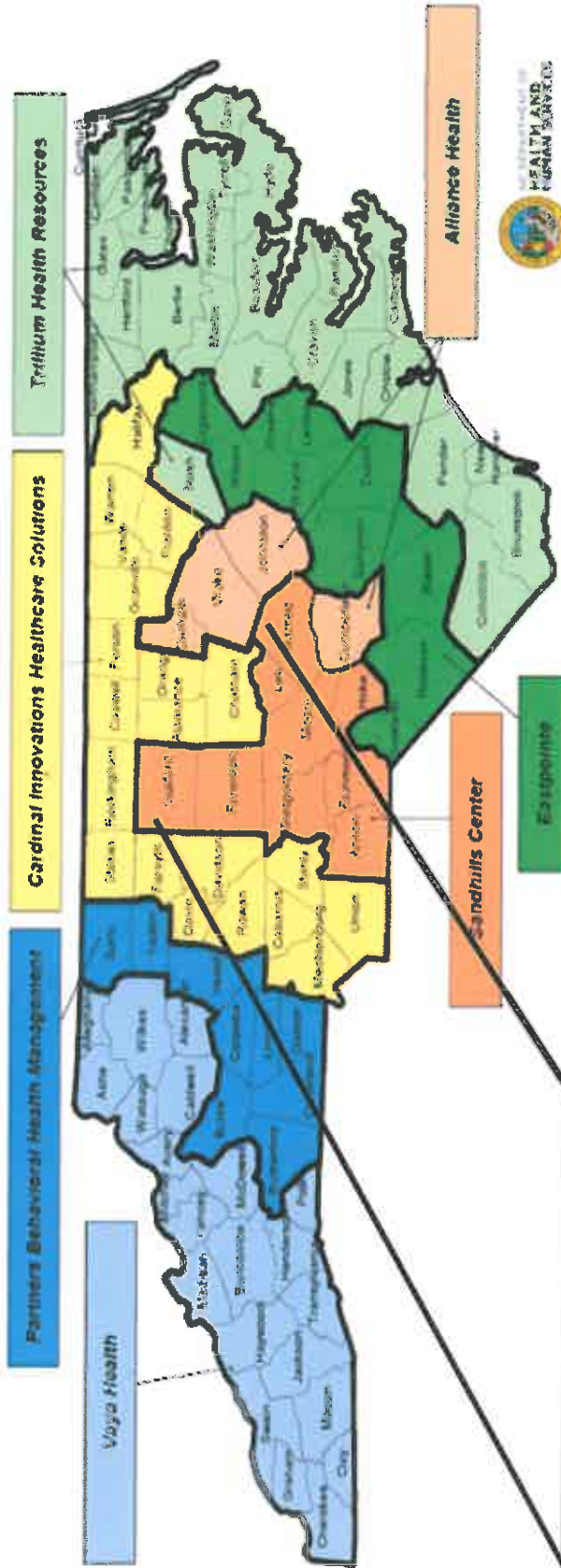
- **Tailored Plans**
 - Will begin one year after Standard Plans have launched – July, 2021
 - Specialized managed care plans targeted toward populations with significant behavioral health and intellectual and developmental disabilities (BH/I-DD) needs
 - Only LME/MCOs will be allowed to apply and must successfully complete a DHHS comprehensive readiness review
 - No more than 7 and no less than 5 Plans will be allowed
 - Plans will also manage non-Medicaid, federal/state/local funding for behavioral health services
 - Plans must contract with the Standard Plans for coordination of physical healthcare for members
 - At a later date, certain populations may be added for management by the Plans
 - Contract Term will be for 4 years, then will be competitively bid to non-profits and existing Tailored Plans



SANDHILLS CENTER



Medicaid Transformation LME/MCO Regions



Sandhills Center Area

Nine Counties

4,876 Square Miles

1,101,687 People

188,000 Medicaid Covered Lives

124,871 Uninsured Lives

Governed by 21 Member Community

Board of Directors



Medicaid Transformation

- The NC DHHS has been in discussions with the North Carolina Association of County Commissioners (NCACC) and has requested their assistance in developing recommendations related to the establishment of regions for Tailored Plans.
- The Secretary is asking NCACC to convene a sub-committee to coordinate and facilitate a process, in consultation with the LME/MCOs, to develop recommendations related to the regions.
- Commissioner Ronnie Beale, of Macon County, and Commissioner Catherine Graham, of Moore County, will chair the sub-committee which is scheduled to convene its first meeting on April 8th.



SANDHILLS CENTER



Medicaid Transformation

- The committee will consist of an LME/MCO appointed county commissioner from each of the existing seven regional Boards of Directors and NCACC appointed commissioners.
- The Sandhills Center Board of Directors has appointed Randolph County Commissioner David Allen to the committee.
- Sandhills Center County Commissioners Presentations conducted over the next few months will include information on this initiative as well as the opportunity to meet jointly or individually with Commissioners as requested.
- Recommendations are to be reported to NC DHHS by June 1, 2019. As required by law, all final decisions will be made at the discretion and approval of the Secretary.



SANDHILLS CENTER



Medicaid Transformation

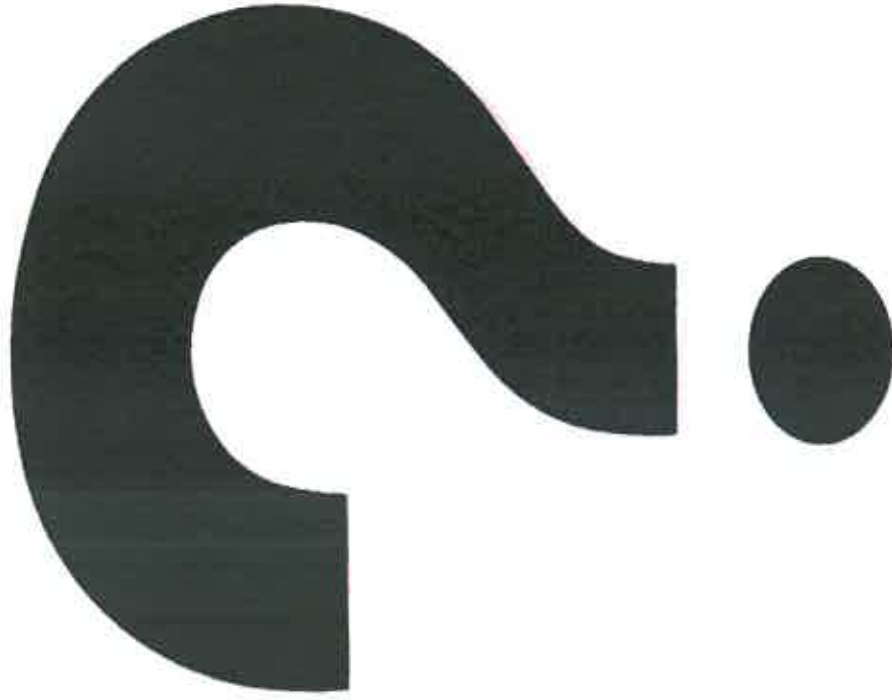
- Committee Criteria and Considerations:
 - Regions must cover the entire state, include assignment of all counties to a region, and counties must be contiguous within the region.
 - Recommendations must meet all statutory requirements.
 - Consideration must be given to maintenance of continuity of and access to care, provider relationships, quality of care to enrollees, and operational capacity.
 - Recommendations may include the contemplation of a one-time opportunity for counties to select a region, but with an understanding that after that selection, the county may not move prior to the second bid cycle for Tailored Plans in approximately five years.



SANDHILLS CENTER



QUESTIONS



Lee County

Sandhills Center has representation on the following committees/task forces:

ACEs Collaborative (re: childhood trauma)

CAN/Healthy Carolinians Partnership

Child Fatality Taskforce/Community Child Protection Team

Children's Collaborative

Community Care of North Carolina Collaborative-CCPGM

Crisis Collaborative

Crisis Solutions Committee, NAMI

DOJ/RDT Committee Meetings

First Health/HRSA grant #2 Opioid Response

Juvenile Crime Prevention Council (JCPC)

Local Interagency Coordinating Council (LICC)

Opioid Taskforce

Project Lazarus

Project Safe Neighborhoods

Region 7 Continuum of Care

S-3 Housing Network

Truancy Court

Community Development/Education

Lock Your Meds campaign presentation to Neighborhood Watch organizers working with law enforcement

Sandhills Center participates in the ACEs Collaborative led by United Way of Lee Co related to childhood trauma; helped coordinate the first screening of Resilience film; additional screenings being planned

Monthly parent support groups led by family advocate funded by Sandhills Center

Mental Health First Aid (MHFA):

- Two Lee Co DSS employees attended Sandhills Center-sponsored, week-long train the trainer

- Training DSS and Health Dept. staff
- Sandhills Center is coordinating an April 2019 class for Boys & Girls Club staff

Lee Co Schools (LCS):

- Provided suicide assessment tool training to all district student support services staff (Columbia Suicide Severity Rating Scale—C-SSRS)
- Participates in the statewide School Mental Health Initiative Phase II: Regional Network (North Central Region) (Sandhills Center staff facilitated their initial involvement)

Substance Use/Opioid Response:

- Sandhills Center staff participate in Project Lazarus / Countywide Opioid coalition merged efforts
- Establishing a Rural Health Opioid Outreach Response Consortium between Lee, Hoke, and Montgomery counties through a Fed HRSA grant (Kick-off meeting Dec 2018)
- Grant obtained by First Health's Community Services
- Sandhills Center provided letter of support for grant application and are consortium partners

Crisis Intervention Team (CIT) Training

Next class has been scheduled for the week of 09/23/19 – 09/27/19. Sgt. Greg Deck of Sanford PD is our host officer.



ITEM #:
VI. B.

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

MEETING DATE: April 1, 2019

SUBJECT: Fixed wireless RFP/RFQ downtown Sanford

DEPARTMENT: Information Technology

CONTACT PERSON: Kyle Edwards

TYPE: Consent Agenda Action Item Public Hearing Information

| | |
|---------------------------|--|
| REQUEST | Authorize staff to proceed with the development and release of RFP/RFQ. |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | None |
| PRIOR BOARD ACTION | n/a |
| RECOMMENDATION | Authorize staff to proceed with the development and release of an RFP/RFQ. |
| SUMMARY | |

Staff has been discussing and considering ideas on how to proliferate broadband options in various areas of the City and County. One option in particular that many governments and municipalities are adopting is fixed wireless broadband. Fixed wireless broadband is high-speed internet access in which connections to service providers use secure radio signals rather than cables. Several different forms of fixed wireless broadband are available to residential and business customers.

Internet users who might prefer fixed wireless include people in areas that lack fiber optic cable, DSL or cable television lines and/or desire an additional option to their traditionally available service provider. They can still enjoy broadband internet access via a wireless service that can transmit the connection exactly to where it needs to go. Fixed wireless technology has advanced significantly in recent years. Services can support speeds upward of 1 Gigabit per second (Gbps).

Staff would like to work this project in various phases. We would consider phase one in an area that would benefit greatly from a widely implemented broadband connection, downtown Sanford. Not only would it be a great economic driver for the downtown area to be able to offer free public Wi-Fi for shoppers and tourists, the infrastructure that would be in place would also allow business and property owners a broadband choice beyond what is currently offered in this area today.

Staff requests that the Board of Commissioners authorize us to move forward with developing and issuing an RFP/RFQ for the downtown Sanford area as a means to get started with using fixed wireless as a method to deliver additional broadband offerings in the City and County.

LEE COUNTY

Committed Today for a Better Tomorrow

ITEM #:
VI. C.

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

MEETING DATE: April 1, 2019

SUBJECT: Modification to the County Revolving Loan Fund

DEPARTMENT: Administration

CONTACT PERSON: John Crumpton

TYPE: Consent Agenda Action Item Public Hearing Information

| | |
|--------------------|---|
| REQUEST | Consider Modification to the County Revolving Loan Fund |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | Revolving Loan Fund Policy |
| PRIOR BOARD ACTION | March, 2016 the Board of Commissioners Approved the Revolving Loan Fund Policy. |
| RECOMMENDATION | Approve changes to the revolving loan fund. |
| SUMMARY | |

Since receiving funds from the Golden Leaf Foundation to create a revolving loan fund only two loans have been made from the fund. First, the grant funds were used so that Frontier Spinning could purchase shipping crates that would allow product to be transferred through the Port of Wilmington. The second loan was to the Sanford Lee County Partnership for Prosperity (SAGA) so that they could conduct their fundraising campaign. Currently, there are no outstanding loans from the fund. The agreement with the Golden Leaf Foundation allows for use of the funds by private businesses and non-profits if the funds are used for economic development purposes. The policy adopted by the Commissioners in 2016 would not allow a similar loan to SAGA. With the pending fund raising campaign in FY 2020, SAGA may need a loan again to help with the campaign. In addition, the Sanford Lee County Regional Airport Authority is considering a loan for security, equipment and furniture for the new Airport Terminal. The proposed changes would allow the funds to be used by these two agencies.

**Lee County, North Carolina
REVOLVING LOAN FUND PROGRAM
Policy and Procedures**

Adopted: March 21, 2016

Amended: April 1, 2019

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LEE COUNTY NORTH CAROLINA BOARD OF COMMISSIONERS
ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND (RLF) PROGRAM

The Board of Commissioners of Lee County hereby establishes a Revolving Loan Fund Program (RLF) by virtue of North Carolina General Statute G.S. 158-7.1, which permits the County to undertake economic development activities including programs concerned with employment and economic development.

A loan committee is hereby established to review loan applications, to rate them according to procedures herein, to determine whether loan applications are appropriate for the program, to determine credit worthiness of the borrower, and to evaluate the economic feasibility of applicant projects. The Loan Committee shall be empowered to negotiate terms with applicants, but final authority for setting terms and approving loans shall rest with the Board of Commissioners.

The Loan Committee shall consist of the CEO of the Sanford Area Growth Alliance or the organization that the County maybe contracting with for economic development services, the County Manager, the County Attorney, and the Assistant County Manager/Finance Director. In addition, one local bank manager, one small business representative and one agriculture industry representative shall be appointed by the Board of Commissioners.

Section 1 – Purpose:

The purposes of the Revolving Loan Fund are as follows:

- A. To enable or promote the creation of new job opportunities and the retention of existing jobs;
- B. To further new business development and/or existing business expansion within the County;
- C. To enable private business development to occur within the County that would not occur without loan assistance from the Revolving Loan Fund Program;
- D. To encourage and attract new business in an emerging or targeted industry sector;
- E. To provide gap financing as a bridge between private financing and the total capital needs of a project; and
- F. To redevelop blighted land and vacant facilities for productive use.
- G. To assist non-profits or other governmental entities in economic development activities.

Section 2 – RLF Revenues:

The RLF shall be funded solely from:

- A. The repayment of a loan to Frontier Spinning Mills. The original funds for this loan were provided by a grant from the Golden Leaf Foundation dated March 21, 2011.

- B. Principal and interest payments from loans made through this program.
- C. Interest earned on unspent RLF money. No loan may be made without sufficient RLF funds existing in the RLF account.
- D. Other funds so designated by the Board of Commissioners.

Section 3 – Review of Loan Application

All loans are subject to review and an affirmative recommendation of the Loan Committee and review and approval by the Board of Commissioners. The minimum standards of eligibility are listed in Section 4 below. The meeting of these standards will enable the business or entity to apply, but in no way does this guarantee a loan from the program. The Loan Committee and the Board of Commissioners reserve the right to reject any loan for any reason, regardless of meeting any or all criteria listed herein. Applicants may withdraw or suspend their loan application at any time prior to approval.

Section 4 – Eligibility Requirements

The minimum requirements to be an eligible applicant are as follows:

- A. The project must be located within the boundaries of Lee County and adds to the tax base.
- B. The project must be a private development project creating permanent full time jobs. Temporary jobs (e.g. construction) or seasonal jobs will not be considered. If the project is for a non-profit or governmental agency the project must be related to economic development.
- C. Jobs retention projects will only be considered if the applicant clearly demonstrates that jobs will be lost without participation in the RLF Program, and the applicant has determined a set schedule for layoffs. Loans for job retention must include a statement of the business development strategy and detailed discussion of the opportunities identified for stimulating additional business investment and productivity.
- D. Loans may be made to the Sanford Area Growth Alliance (SAGA) to assist them in carrying out the mission of the organization. In addition, loans may be approved for projects at the Sanford Lee County Regional Airport Authority (SLCRA) that assist the organizations goals of creating economic development at the Raleigh Executive Jetport.
- E. Applicant must demonstrate that the project would not go forward in Lee County without RLF financing. (i.e., “but for” participation by the RLF program, this project cannot take place in the RLF area.) Demonstration of need may include:
 - (1) A business plan or pro forma showing debt service ratios, debt to equity ratios, and/or cash flow projections which demonstrates the need for RLF funding.
 - (2) A letter of credit or private lender certification which demonstrates the need for the RFL funding.

- (3) For job retention loans, the borrower must provide documentation that the employees will be permanently laid off or the business will close or relocate out of state if RLF monies are not available.
- (4) For loans to SAGA or the SLRAP the organizations should provide and explanation of how the proceeds will be used to carry out their missions in economic development.
- F. Loans for more than 50% of total project costs are not eligible for funding. The provision may be waived for non-profit or governmental agencies.
- G. The project must conform with local, state and federal laws. The applicant must demonstrate that all required permits can be received (e.g. compliance with zoning ordinance and building codes).
- H. The applicant must be a corporation, 501C(3) or (6), partnership, or sole proprietorship in good standing and eligible to do business in North Carolina.
- I. Eligible loans under this program can be made for the following:
 - (1) Acquisition and development of land, easements, and rights-of-way;
 - (2) Construction, conversion, enlargement, repairs or modernization of buildings whether owned or leased space (including façade repairs), plant machinery, equipment, access streets and roads, parking areas, utilities, and pollution control and abatement facilities;
 - (3) Equipment or machinery purchases (energy efficient products recommended); and/or
 - (4) Operating capital and inventory, if fixed assets (machinery, equipment, real estate, etc.) are included as collateral with the proposed request.
- J. No RLF loan may be made for working capital.
- K. RLF loans may not be used for refinancing existing debt.
- L. RLF loans made at below market rates must meet minimum thresholds of one job created or retained per \$15,000 in RLF funds; however, a minimum of two jobs must be created for such a loan if the amount exceeds \$30,000.
- M. The loan must satisfactorily meet the credit underwriting standards described herein.
- N. The applicant must submit evidence that private sources (or other sources for SAGA and the SLECRA) will commit the funds necessary for the project (private loan(s), equity, etc.) to fund the portion of the project cost not funded by the RLF loan. Letters of commitment are required from each financing source.
- O. The applicant must furnish a letter of commitment to carry out the project if the RLF loan is made and must enter into a contract with the County obligating the applicant to the terms and conditions of the loan.

Section 5 – Credit Underwriting Standards

No loan shall be made unless the Loan Committee determines that the project and the owner(s) are acceptable credit risks. Customary loan underwriting practices shall be used; however, it is understood that projects applying under this program, by virtue of being appropriate for the RLF program, may not be appropriate for financing to the extent needed by private sources. The following information must be submitted by the applicant and shall be used in determining the soundness of the loan:

- A. The company and any potential guarantor must provide a credit bureau report dated within 30 days of the application date;
- B. A market study or business plan which demonstrates the feasibility and viability of the product or service as a business enterprise;
- C. Experience and past performance of company (and/or owners, as appropriate) related to the project;
- D. A project pro forma with at least three years of cash flow projections;
- E. A detailed description of the security for the loan, including real or personal property, inventory, accounts receivable, cash or equivalents;
- F. Proof of maximum available financing from non-RLF sources;
- G. Any individual or entity owning more than 10% of the applicant company must be willing to sign a personal guaranty. Spousal guaranty will also be required. The potential guarantors must provide a completed financial statement dated within 60 days of the application date and Federal tax returns from the past two years prior to the application date;
- H. Provide proof of insurance with the RLF as the loss payee for that which is collateral;
- I. All guarantors must provide a personal financial statement annually;
- J. Borrower must provide financial statements for the business including a current balance sheet and profit and loss statement; and
- K. Other factors as the Loan Committee may deem appropriate.

Note: Personal financial statements, business plans, forecasts and projections are confidential and will not become part of the public record.

Section 6 – Security for Loans:

All loans will be secured by a note. Collateral assets may be any additional form of security which can be used to assure the County of a second source of loan repayment. For example, real property, inventory, cash savings or deposits, and equipment are acceptable forms of collateral. If real property is the collateral, a deed of trust on the real property with the County listed as lienholder will be required. The deed of trust shall not be subordinated to any other lien except for the primary loan on the project. In addition, if the loan is for capital equipment, a security agreement and UCC

statement shall also be properly filed. If applicable, the County will be furnished with a proper title opinion, as well as ALTA, builder's all risk, flood insurance (if needed) and hazard insurance certificates in favor of the County as lienholder. The applicant shall be responsible for all costs related to these requirements. **The County Commissioners have the final say on whether collateral will be required.**

Section 7 – Maximum Loans:

The maximum amount that may be loaned from the RLF program is \$150,000. **Loan amounts to SAGA or the Sanford Lee County Regional Airport Authority may exceed \$150,000 at the discretion of the County Commissioners.**

Section 8 – Terms:

Due to the nature of this program, flexible loan terms are permitted to the degree needed by the project. Quarterly or monthly payments of principal and interest on the unpaid balance shall be considered the norm. Any deviation from the norm shall be justified by the applicant through the project pro-forma and other supporting documentation.

In order to have an adequate turn around on loan funds, the following minimum criteria shall be followed:

- A. Principal or interest payments shall not be deferred for a period greater than two (2) years;
- B. The maximum term for RLF loans shall be seven years. Amortization schedules with longer terms and balloon payments can be crafted to suit the project, however, loans must be repaid within the seven year period; and
- C. The RLF program also offers a mezzanine loan product that is not readily available in Lee County. Each mezzanine loan is intended to be subordinate to the primary loan on a project, so for each project the interest rate shall be higher than the primary loan, which will typically be a conventional commercial bank loan. Mezzanine loan interest rates are typically at least five (5) points higher than the rates offered for conventional bank loans, with even higher rates required as the loan takes on more flexible, equity-like characteristics, such as deferred payments or longer amortization periods.

Section 9 – Loan Application Processing:

Loan applications will be accepted at any time during normal County business hours. All loan applications are to be delivered to the Office of the County Manager, 408 Summit Drive, Sanford, North Carolina 27330. The loan committee will meet and evaluate the application(s) not later than 15 days after submission of the completed application and make its recommendations to the Board of Commissioners within 45 days after submission by the applicant. A quorum of the loan committee (3 members) is required for a loan application to be considered. The Board of Commissioners will consider the RLF Loan Committee's recommendation and decide whether or not to hold a public hearing on the application. No loan can be approved without a public hearing.

A loan application package shall consist of a completed loan application, supporting documentation, and any other information the RLF Loan Committee may determine to be necessary to satisfy the requirements and objectives of the program.

The County Attorney shall coordinate the closing of each loan. The County Attorney shall review and/or prepare all loan documents prior to closing. The applicant will be responsible for all legal/closing fees related to the loan. The Loan Committee may permit this amount to be included in the amount financed, if requested by the applicant.

Section 10 - Loan Documents:

The following documents must be received and properly executed prior to the disbursement of funds:

- A. Completed loan application and supporting documentation;
- B. Documentation of Loan Committee and County Commissioners approval;
- C. Evidence that other funds needed to complete the project have been provided and are currently available for project use;
- D. Evidence that all applicable permits have been obtained;
- E. Executed Loan Agreement between County and borrower (employment criteria shall be included in the loan agreement);
- F. Promissory Note;
- G. Deed of Trust (if applicable);
- H. Security Agreement, UCC Statement (if applicable);
- I. Evidence that the borrower's officials and County officials are authorized to execute E, F, G and H; and,
- J. Other documents as the County may deem appropriate.

Section 11 – Source and Amount of Funds:

The source of the funds in the RLF program is the result of the repayment of a loan given to Frontier Spinning Mills. The original funds for this loan were provided by a grant from the Golden Leaf Foundation (GLF). The total amount of the original grant from GLF was \$1,000,000.

RLF proceeds (principal and interest) will be turned back into the RLF for making new RLF loans.

Section 12 – Public Inspection

All procedures for making loans and the contents of the RLF policy will be available for inspection during normal business hours at the Lee County Administrative Offices, 408 Summit Drive, Sanford, North Carolina 27330.

Section 13 – Use of Funds:

It is the intent of the County Commissioners to use of RLF funds to making loans to private for-profit business undertakings for capital investments in accordance with this policy or for other projects by SAGA or SLCRAT.

Section 14 – Monitoring of Development Projects and Loans:

All projects will be monitored regularly by the County. During construction and initial hiring phases, the participant will submit quarterly reports on expenditures, project progress, and employment (LMI, Minorities, Females, etc.). All hiring requirements will be made a part of the loan agreement.

The loan committee will meet annually to review the status of all loans and to review the financial statements/reports provided by the businesses and guarantors. Businesses not in compliance risk having the interest rate on their loans modified to the current market rate.

Section 15 – Amendments:

The RLF policy may be amended by the County from time to time. Notice of any changes to the policy will be given to the Sanford Area Growth Alliance (or the organization that the County is contracting with for economic development services) for consideration and comment prior to final approval by the Board of Commissioners.

Section 16 – Notification of Availability of Funds:

Upon approval by the Board of Commissioners of the Lee County RLF, the County will provide initial public notice of the availability of RLF funds with two notices in the local newspaper. Thereafter, through its continuing Community Development and Economic Development Programs, the County will maintain outreach efforts to inform potential applicants of the funds available by presentations, announcements and mailings to existing business and industry, Sanford Area Growth Alliance, civic organizations, and community organizations representing minority and low and moderate income persons.

Adopted: March 21, 2016

Amended: April 1, 2019

LEE COUNTY

Committed Today for a Better Tomorrow

ITEM #:
VI. D.

LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

(Use the Down or Up Arrows to move between fields of the Form)

MEETING DATE: April 1, 2019

SUBJECT: 2020 Census Update

DEPARTMENT: Administration/GIS

CONTACT PERSON: John Crumpton/Don Kovasckitz

TYPE: Consent Agenda Action Item Public Hearing Information

| | |
|--------------------|---|
| REQUEST | Review 2020 Census Update from Don Kovasckitz and Appoint a Citizen Count Committee. |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | Email – 2020 Census Update |
| PRIOR BOARD ACTION | The Board Received an Update from Mr. Kovasckitz on the LUCA Program as part of the preparations for the 2020 Census. |
| RECOMMENDATION | Set a process in motion that will meet the requirements of the 2020 Census by appointing a Citizen Count Committee. |
| SUMMARY | |

In 2010, the City of Sanford and Lee County jointly work together to establish a citizen count committee as recommended by the US Census Bureau. The time has come for the Committee to begin work, so again the Commissioners need to take action to develop a Citizen Count Committee. Staff is suggesting that the Chairman of the Commissioners, Mayor of Broadway and the Mayor of Sanford work together to ask 9 citizens to serve on this committee. Lee County and Sanford can appoint up to 4 citizens each and the Town of Broadway a minimum of 1. Committee appointments should represent the demographic makeup of the County so that all population groups are counted accurately.

Jennifer Gamble

To: John Crumpton
Subject: RE: 2020 Census Complete Count Committee

From: Don Kovasckitz
Sent: Wednesday, March 20, 2019 2:02 PM
To: John Crumpton
Subject: 2020 Census Complete Count Committee

Mr. Crumpton,

I have attached **LeeCounty_2020_CensusPrograms.docx** (and inserted below) the programs we are participating in and the lack of a Complete Count Committee at the end.

I'm not sure how you would format this for the abstract you have in mind.

Please do not hesitate to contact me if you need additional information.

Sincerely,

Don Kovasckitz
Sanford / Lee Co Strategic Services

Lee County is preparing for the upcoming 2020 Decennial Census providing data for all county jurisdictions, including the City of Sanford and Town of Broadway, through participation in:

Local Update of Census Addresses Operation (LUCA) - the county has had the opportunity to review and comment on the US Census Bureau's residential list for our jurisdiction. The Census Bureau relies on a complete and accurate address list to reach each every living quarters and associated population for inclusion in the census.

Participant Statistical Areas Program (PSAP) - the county has the opportunity to review and change the US Census Bureau's proposed 2020 Census tracts and block groups. The Census Bureau uses the statistical areas defined for the 2020 Census to tabulate data for the American Community Survey (ACS) throughout the decade.

Boundary and Annexation Survey (BAS) - the county updates the US Census Bureau's geographic framework for data collection, tabulation, and dissemination. Accurate BAS data are vital to the success of the 2020 Census, the American Community Survey (ACS) and Population Estimates Program (PEP).

New Residential Construction and Mobile Home Survey (BPS) - the county updates the US Census Bureau's address list with new residential construction. The Census Bureau relies on a complete and accurate address list to reach each every living quarters and associated population for inclusion in the census.

Group Quarters Survey (QC) - the county updates the US Census Bureau's list of people not living in traditional housing units such as correctional facilities, nursing homes, group homes, missions or shelters. The Census Bureau relies on a complete and accurate address list to reach each every living quarters and associated population for inclusion in the census.

Area needing additional consideration:

Complete Count Committee (CCC) – where the county utilizes local knowledge, influence, and resources to educate our community and promote the census through locally based, targeted outreach efforts. The Complete Count Committee plays a key role in developing partners to educate and motivate residents to participate in the 2020 Census.

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Local Update of Census Addresses Operation (LUCA) - the county has had the opportunity to review and comment on the US Census Bureau's residential list for our jurisdiction. The Census Bureau relies on a complete and accurate address list to reach each every living quarters and associated population for inclusion in the census.

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LEE COUNTY AGENDA ABSTRACT BOARD OF COMMISSIONERS MEETING

**ITEM #:
VII. A.**

(Use the Down or Up Arrows to move between fields of the Form)

MEETING DATE: April 1, 2019

SUBJECT: February 2019 Financial Report

DEPARTMENT: Finance

CONTACT PERSON: Lisa G. Minter, Assistant County Manager/Finance Director

TYPE: Consent Agenda Action Item Public Hearing Information

| | |
|--------------------|--|
| REQUEST | N/A – Information only |
| BUDGET IMPACT | N/A |
| ATTACHMENTS | Monthly Financial Report – February 2019; monthly sales tax distribution; historical analysis of sales tax; county-wide historical analysis of sales tax |
| PRIOR BOARD ACTION | N/A |
| RECOMMENDATION | N/A |
| SUMMARY | |

Attached is the monthly financial report for February 2019. Please remember that sales tax revenues run three months behind. Tax collections as a percentage of budget through February 2018 are 2.76% ahead of the same period last year. In reviewing expenditures, the percentage used target is 66.67%. Many of our departments are above the target due to the inclusion of encumbrances. If encumbrances are excluded Finance, Strategic Services, Juvenile Detention, and Conservation are over the target. Finance is over due to paying for the annual audit. Strategic Services is over due to upfront payment of maintenance agreements. Soil Conservation is over due to the payment for their new shelter. We will monitor Juvenile Detention to see if we will need a budget amendment.

Sales tax reports are attached showing revenues received through December 2018 collections. We are tracking well against our budget figures and are seeing growth in the 5% range.

Lee County
Monthly Financial Report
For the Month Ended
February 28, 2019

| | For the year ending June 30, 2018 | | | For the year ending June 30, 2019 | | | |
|--------------------------------------|-----------------------------------|----------------------|---------------------|-----------------------------------|----------------------|---------------------|---------------|
| | 17-18 Budget | YTD Thru 2/28/18 | February 2018 | 18-19 Budget | YTD Thru 2/28/19 | February 2019 | % Used |
| Economic/Physical Development | | | | | | | |
| Planning | 396,324 | 297,243.00 | - | 661,694 | 321,487.12 | - | 48.59% |
| Economic Development | 496,548 | 263,257.21 | 240.53 | 1,031,085 | 360,879.96 | 100,170.00 | 35.00% |
| Cooperative Extension | 284,893 | 183,368.49 | 19,988.77 | 252,342 | 134,970.67 | 19,541.78 | 53.61% |
| Conservation | 118,486 | 75,075.98 | 8,903.89 | 163,939 | 115,216.32 | 9,053.16 | 71.74% |
| Total | 1,296,251 | 818,944.68 | 29,133.19 | 2,109,060 | 932,554.07 | 2,706.28 | 44.34% |
| Health and Welfare | | | | | | | |
| Health Department | 3,500,648 | 1,987,576.93 | 223,171.40 | 3,545,527 | 2,073,135.64 | 230,605.87 | 63.32% |
| Mental Health | 240,000 | 160,000.00 | 20,000.00 | 240,000 | 160,000.00 | 20,000.00 | 66.67% |
| Social Services-Admin | 7,045,444 | 4,332,989.85 | 536,914.50 | 7,295,825 | 4,518,662.56 | 549,778.09 | 62.58% |
| Social Services-Programs | 1,475,748 | 564,005.03 | 71,352.68 | 1,545,546 | 524,827.40 | 60,904.82 | 36.84% |
| Human Services Nonprofits | 34,000 | 22,666.72 | 2,833.34 | 43,500 | 17,333.38 | 1,958.34 | 39.85% |
| Senior Services - Transportation | 907,936 | 560,232.47 | 77,614.09 | 1,108,274 | 588,663.18 | 78,607.01 | 70.40% |
| Senior Services - General | 1,003,853 | 592,988.26 | 61,901.77 | 1,092,601 | 626,526.75 | 43,544.64 | 62.94% |
| JCPC | 86,101 | 47,967.95 | 7,616.06 | 161,771 | 96,977.52 | 13,522.75 | 61.43% |
| Emergency and Contingency | 65,000 | - | - | 45,000 | - | - | 0.00% |
| Total | 14,358,730 | 8,268,427.21 | 1,001,403.84 | 15,078,044 | 8,606,126.43 | 998,921.52 | 60.52% |
| Education | | | | | | | |
| School Current Expense | 17,512,278 | 11,674,852.00 | 1,459,356.50 | 17,862,278 | 11,908,185.36 | 1,488,523.17 | 66.67% |
| School Capital Outlay | 2,032,506 | 898,337.36 | 112,292.17 | 2,032,506 | 898,337.36 | 84,491.17 | 44.20% |
| CCCC Current Expense & Civic Ctr. | 2,841,860 | 1,854,573.28 | 236,821.66 | 2,952,655 | 1,968,436.64 | 246,054.58 | 66.67% |
| CCCC Special Appropriation | 115,000 | 115,000.00 | - | 125,000 | 27,801.00 | 27,801.00 | 22.24% |
| CCCC Capital Outlay | 290,000 | 193,333.36 | 24,166.67 | 45,000 | 30,000.00 | 3,750.00 | 66.67% |
| Total | 22,791,644 | 14,776,096.00 | 1,832,637.00 | 23,017,439 | 14,832,760.36 | 1,850,619.92 | 64.44% |
| Cultural and Recreational | | | | | | | |
| Libraries | 705,337 | 389,994.04 | 42,877.94 | 705,549 | 405,291.76 | 46,786.87 | 59.62% |
| Parks and Recreation | 1,776,563 | 889,469.29 | 113,651.50 | 1,569,085 | 815,580.66 | 83,698.93 | 55.87% |
| Nonprofits | 7,000 | 4,666.72 | 583.34 | 7,000 | 4,666.72 | 583.34 | 66.67% |
| Total | 2,488,900 | 1,284,130.05 | 157,112.78 | 2,281,634 | 1,225,539.14 | 131,069.14 | 57.06% |
| Debt Service | | | | | | | |
| | 9,373,949 | 1,694,990.36 | 2,200.00 | 11,347,171 | 1,964,802.73 | 2,291.00 | 17.32% |
| Total Expenditures | 72,096,758 | 40,503,129.25 | 4,470,297.69 | 75,286,771 | 40,704,354.38 | 4,634,812.16 | 56.47% |

Lee County
Monthly Financial Report
For the Month Ended
February 28, 2019

Revenues Over (Under) Expenditures
Other Financing Sources (Uses):

Transfers From Other Funds

Transfers to Other Funds

Total Other Financing Sources (Uses)

Revenues and Other Financing Sources
Over (Under) Expenditures and Other
Financing (Uses)

Appropriated Fund Balance

Revenues, Other Financing Sources and
Appropriated Fund Balance Over (Under)
Expenditures and Other Financing Uses

| | For the year ending June 30, 2018 | | | | For the year ending June 30, 2019 | | | |
|--|-----------------------------------|---------------------|------------------|-----------|-----------------------------------|---------------------|------------------|-----------|
| | 17-18 Budget | YTD Thru 2/28/18 | February 2018 | % Used | 18-19 Budget | YTD Thru 2/28/19 | February 2019 | % Used |
| | | | | | | | | |
| | (3,415,039) | 11,999,008.25 | (1,842,712.16) | N/A | (3,821,783) | 14,121,780.98 | (1,342,195.95) | N/A |
| Transfers From Other Funds | 667,899 | - | - | 0.00% | 2,067,120 | - | - | 0.00% |
| Transfers to Other Funds | (1,076,829) | - | - | 0.00% | (712,000) | (712,000.00) | (712,000.00) | 100.00% |
| Total Other Financing Sources (Uses) | (408,930) | - | - | 0.00% | 1,355,120 | (712,000.00) | (712,000.00) | -52.54% |
| Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing (Uses) | (3,823,969) | 11,999,008.25 | (1,842,712.16) | N/A | (2,466,663) | 13,409,780.98 | (2,054,195.95) | N/A |
| Appropriated Fund Balance | 3,823,969 | - | - | 0.00% | 2,466,663 | - | - | 0.00% |
| Revenues, Other Financing Sources and Appropriated Fund Balance Over (Under) Expenditures and Other Financing Uses | - | 11,999,008.25 | (1,842,712.16) | N/A | - | 13,409,780.98 | (2,054,195.95) | N/A |

Lee County
Sales Tax Distribution
2018-2019

| Date | For the Month of | Total Distribution | Article 39 | | Article 40 | | Article 42 | | Article 44 | Art. 44 *524 | Article 46 |
|-----------------------------|------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|-------------------|---------------------|
| | | | Total | Co. (70%) | Sch (30%) | Total | Co. (40%) | Sch (60%) | | | |
| Jul-18 | | 1,145,272.52 | 457,178.26 | 175,919.10 | 75,393.90 | 251,313.00 | 102,033.22 | 153,049.83 | - | 21,708.82 | 159,989.39 |
| Aug-18 | | 1,167,240.89 | 458,428.55 | 184,916.80 | 79,250.06 | 264,166.85 | 103,784.34 | 155,676.51 | 74.83 | 21,708.82 | 163,400.99 |
| Sep-18 | | 1,137,414.06 | 448,928.20 | 182,772.69 | 78,331.15 | 261,103.84 | 100,656.93 | 150,985.40 | 213.27 | 21,708.82 | 153,817.60 |
| 1st qtr totals | | 3,449,927.47 | 1,364,535.01 | 543,608.58 | 232,975.11 | 776,583.69 | 306,474.49 | 459,711.74 | 288.10 | 65,126.46 | 477,207.98 |
| Oct-18 | | 1,208,309.67 | 485,136.98 | 181,617.73 | 77,836.17 | 259,453.90 | 108,156.57 | 162,234.85 | - | 21,708.82 | 171,618.55 |
| Nov-18 | | 1,318,550.51 | 528,799.75 | 197,900.22 | 84,814.38 | 282,714.60 | 118,541.83 | 177,812.75 | 58.32 | 21,707.94 | 188,915.32 |
| Dec-18 | | 1,480,477.73 | 610,711.60 | 210,415.47 | 90,178.06 | 300,593.53 | 134,103.22 | 201,154.84 | 163.21 | 21,707.94 | 212,043.39 |
| 2nd qtr totals | | 4,007,337.91 | 1,624,648.33 | 589,933.42 | 252,828.61 | 842,762.03 | 360,801.62 | 541,202.44 | 221.53 | 65,124.70 | 572,577.26 |
| Jan-19 | | - | - | - | - | - | - | - | - | - | - |
| Feb-19 | | - | - | - | - | - | - | - | - | - | - |
| Mar-19 | | - | - | - | - | - | - | - | - | - | - |
| 3rd qtr totals | | - | - | - | - | - | - | - | - | - | - |
| Apr-19 | | - | - | - | - | - | - | - | - | - | - |
| May-19 | | - | - | - | - | - | - | - | - | - | - |
| Jun-19 | | - | - | - | - | - | - | - | - | - | - |
| 4th qtr totals | | - | - | - | - | - | - | - | - | - | - |
| Grand total | | 7,457,265.38 | 2,989,183.34 | 1,133,542.00 | 485,803.72 | 1,619,345.72 | 667,276.12 | 1,000,914.17 | 509.63 | 130,251.16 | 1,049,785.24 |
| Budget | | 5,973,045.00 | 2,266,664.00 | 971,427.00 | 3,303,507.00 | 1,321,403.00 | 1,982,104.00 | 247,487.00 | 52.63% | 50.50% | 50.76% |
| % of budget received | | 50.04% | 50.01% | 50.01% | 50.01% | 50.01% | 50.50% | 50.50% | 52.63% | 50.76% | |

HISTORICAL ANALYSIS OF SALES TAX RECEIVED
Based on actual monthly distributions

ARTICLE 39

| Population | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | Total | Period % change |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|-----------------|
| FY 18-19 | 536,655.09 | 544,609.11 | 552,933.79 | 566,645.55 | 618,376.24 | 706,748.70 | 478,360.92 | 447,291.67 | 570,633.12 | 510,690.81 | 573,580.75 | 599,088.22 | 3,506,168.48 | 5.14% |
| FY 17-18 | 502,335.01 | 515,872.02 | 567,171.25 | 532,970.42 | 549,367.97 | 661,608.43 | 489,879.41 | 487,806.26 | 535,085.16 | 552,402.01 | 501,986.42 | 582,902.52 | 6,506,788.19 | 4.72% |
| FY 16-17 | 476,781.95 | 478,989.97 | 508,612.09 | 499,035.31 | 520,210.40 | 580,084.10 | 469,079.41 | 462,009.05 | 539,114.62 | 502,286.99 | 518,903.29 | 534,492.78 | 6,215,685.59 | 6.63% |
| FY 15-16 | 465,259.08 | 470,623.97 | 458,109.37 | 475,089.40 | 475,500.80 | 463,119.40 | 445,072.61 | 482,009.05 | 448,226.83 | 475,595.07 | 477,470.61 | 498,035.37 | 5,429,280.36 | 6.94% |
| FY 14-15 | 429,392.83 | 417,505.46 | 493,591.95 | 397,176.96 | 470,844.04 | 557,555.57 | 410,327.35 | 435,287.37 | 415,134.15 | 451,510.39 | 470,537.12 | 474,093.44 | 5,191,693.44 | 4.99% |
| FY 13-14 | 400,368.31 | 441,107.55 | 398,259.09 | 417,739.52 | 443,284.86 | 493,573.68 | 395,160.28 | 410,925.03 | 415,134.15 | 451,510.39 | 470,537.12 | 474,093.44 | 5,191,693.44 | 12.98% |
| FY 12-13 | 358,209.34 | 376,813.94 | 376,209.55 | 360,718.99 | 375,443.30 | 395,222.34 | 350,962.73 | 394,914.26 | 422,448.32 | 297,237.40 | 455,231.11 | 446,625.97 | 4,890,006.25 | |

ARTICLES 40 & 42

| | | | | | | | | | | | | | | |
|----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|--------|
| FY 18-19 | 506,396.05 | 523,627.70 | 512,746.17 | 529,845.32 | 579,069.18 | 635,851.59 | 446,577.81 | 425,705.31 | 546,176.97 | 496,031.49 | 549,969.24 | 579,907.29 | 3,287,536.01 | 4.79% |
| FY 17-18 | 493,429.48 | 494,817.32 | 525,632.77 | 488,354.85 | 527,463.11 | 607,541.25 | 427,237.63 | 451,353.83 | 522,491.99 | 515,327.66 | 475,774.40 | 549,031.55 | 6,181,606.86 | 4.86% |
| FY 16-17 | 460,978.30 | 484,191.31 | 477,810.40 | 470,872.47 | 497,766.92 | 562,478.43 | 427,237.63 | 451,353.83 | 522,491.99 | 487,813.97 | 493,931.86 | 523,701.55 | 5,698,332.76 | 5.20% |
| FY 15-16 | 468,881.30 | 445,744.26 | 448,455.17 | 439,688.90 | 451,935.72 | 504,219.69 | 407,565.16 | 426,059.30 | 510,177.99 | 487,813.97 | 464,751.71 | 492,934.92 | 5,604,174.87 | 5.27% |
| FY 14-15 | 431,269.14 | 427,263.94 | 423,446.27 | 416,849.15 | 446,208.02 | 536,779.10 | 400,333.33 | 406,757.84 | 424,685.78 | 453,090.59 | 464,751.71 | 492,934.92 | 5,323,367.59 | 6.18% |
| FY 13-14 | 402,846.16 | 417,774.34 | 393,089.15 | 378,277.66 | 426,487.20 | 476,486.27 | 390,353.10 | 393,435.72 | 413,962.54 | 418,493.31 | 454,410.74 | 479,948.49 | 5,013,344.58 | 13.68% |
| FY 12-13 | 352,094.18 | 357,550.03 | 345,418.63 | 332,926.02 | 358,084.28 | 371,346.76 | 318,911.05 | 367,963.33 | 387,527.23 | 342,015.10 | 431,591.71 | 445,396.98 | 4,410,825.30 | |

ARTICLE 44

| | | | | | | | | | | | | | | |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------|
| FY 18-19 | 21,708.82 | 21,763.65 | 21,922.09 | 21,708.82 | 21,769.26 | 21,871.15 | 20,649.52 | 20,637.53 | 20,625.27 | 20,668.97 | 20,779.84 | 21,708.82 | 130,780.79 | 5.40% |
| FY 17-18 | 20,637.11 | 20,809.85 | 20,877.25 | 20,687.94 | 20,825.27 | 20,825.27 | 19,202.62 | 19,201.18 | 19,220.34 | 19,206.05 | 19,211.47 | 20,608.11 | 249,122.64 | 7.16% |
| FY 16-17 | 19,571.19 | 19,265.47 | 19,359.47 | 19,221.44 | 19,201.56 | 19,214.45 | 113.05 | 153.30 | 275.86 | 44.31 | 82.70 | 19,267.86 | 232,483.35 | |
| FY 15-16 | 3.14 | 8.31 | 167.07 | 1.82 | 56.20 | 80.34 | 38.63 | (662.51) | 18.11 | 116.77 | 93.51 | 95.08 | 20,263.96 | |
| FY 14-15 | 182.39 | 112.85 | 80.16 | (249.79) | 37.51 | 35.64 | 38.63 | (662.51) | 18.11 | 116.77 | 93.51 | 95.08 | (151.45) | |
| FY 13-14 | 66.60 | 50.01 | 77.78 | 99.52 | 79.90 | 295.15 | 205.21 | 764.73 | 167.98 | 839.71 | 0.63 | 2,652.51 | 5,233.71 | |
| FY 12-13 | (634.83) | 1,424.73 | 1,056.22 | 234.92 | 141.46 | 182.98 | (25.93) | 6,171.67 | 131.56 | 141.04 | 338.38 | 61.76 | 9,195.97 | |

ARTICLE 46

| | | | | | | | | | | | | | | |
|----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|--------|
| FY 18-19 | 159,989.39 | 163,400.99 | 153,817.60 | 171,618.55 | 188,915.32 | 212,043.39 | 141,504.75 | 133,925.07 | 189,916.95 | 151,023.50 | 178,593.78 | 178,221.64 | 1,049,785.24 | 5.27% |
| FY 17-18 | 148,167.88 | 154,559.94 | 168,838.69 | 162,022.85 | 166,277.35 | 199,368.08 | 139,897.84 | 147,810.04 | 189,177.70 | 165,020.11 | 152,644.63 | 176,781.75 | 1,944,040.28 | 4.35% |
| FY 16-17 | 141,152.73 | 149,878.29 | 149,878.29 | 149,878.29 | 139,515.62 | 140,169.80 | 127,237.32 | 133,843.98 | 162,802.87 | 147,095.84 | 161,139.66 | 161,899.88 | 1,863,087.47 | 8.85% |
| FY 15-16 | 137,434.69 | 135,362.20 | 135,294.78 | 139,853.57 | 139,515.62 | 140,169.80 | 113,075.29 | 122,666.95 | 127,863.13 | 137,390.67 | 137,598.26 | 146,946.08 | 1,711,548.81 | 10.16% |
| FY 14-15 | 122,047.40 | 116,047.51 | 124,983.08 | 110,797.71 | 133,766.02 | 161,320.16 | 105,873.29 | 122,666.95 | 127,863.13 | 137,390.67 | 137,598.26 | 146,946.08 | 1,583,572.26 | 7.14% |
| FY 13-14 | 111,509.99 | 122,821.52 | 105,729.88 | 118,833.94 | 123,692.86 | 140,287.92 | 105,873.29 | 113,288.27 | 112,619.75 | 127,126.09 | 134,478.38 | 134,151.34 | 1,449,984.23 | 1.74% |
| FY 12-13 | 112,209.67 | 121,855.30 | 116,982.37 | 115,284.21 | 123,047.73 | 136,791.47 | 111,487.86 | 119,510.09 | 134,720.91 | 77,291.45 | 129,463.14 | 123,541.55 | 1,425,183.75 | |

CITY HOLD HARMLESS

| | | | | | | | | | | | | | | |
|----------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|---------|
| FY 18-19 | (78,476.83) | (86,180.56) | (84,005.59) | (81,076.57) | (88,576.49) | (90,037.10) | (69,246.06) | (69,596.37) | (89,148.33) | (84,018.33) | (88,896.07) | (86,250.27) | (510,355.14) | 3.01% |
| FY 17-18 | (85,406.36) | (81,728.65) | (79,446.98) | (72,509.60) | (87,156.39) | (88,187.93) | (61,710.66) | (68,472.43) | (89,101.45) | (79,181.26) | (76,515.62) | (86,521.70) | (983,581.34) | 5.10% |
| FY 16-17 | (76,955.85) | (82,151.71) | (75,360.83) | (74,299.98) | (81,565.40) | (94,587.28) | (60,929.51) | (65,056.91) | (83,452.51) | (84,960.80) | (77,337.98) | (90,032.44) | (945,404.17) | 0.20% |
| FY 15-16 | (88,904.68) | (72,875.37) | (79,202.56) | (87,906.88) | (74,974.17) | (101,149.70) | (63,800.99) | (59,080.79) | (83,472.47) | (88,962.76) | (80,511.41) | (89,187.91) | (843,483.42) | 8.76% |
| FY 14-15 | (75,342.36) | (75,031.46) | (67,451.92) | (76,968.31) | (66,610.69) | (83,041.27) | (48,850.17) | (56,797.97) | (64,923.96) | (55,636.38) | (71,145.03) | (82,837.75) | (867,485.24) | 12.07% |
| FY 13-14 | (84,607.71) | (86,109.36) | (83,582.86) | (46,298.86) | (82,106.60) | (70,113.63) | (48,850.17) | (56,797.97) | (64,923.96) | (55,636.38) | (71,145.03) | (82,837.75) | (745,010.01) | -15.03% |
| FY 12-13 | (82,831.24) | (78,200.12) | (69,242.25) | (67,944.14) | (79,279.06) | (83,624.52) | (62,246.81) | (76,873.94) | (77,435.56) | (87,961.84) | (81,509.81) | (69,546.70) | (876,783.51) | |

TOTAL

| | | | | | | | | | | | | | | |
|----------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|--------|
| FY 18-19 | 1,145,272.52 | 1,167,240.89 | 1,137,414.06 | 1,208,939.67 | 1,318,550.51 | 1,490,477.73 | 1,017,846.94 | 957,861.21 | 1,218,203.88 | 1,094,586.44 | 1,227,037.54 | 1,282,675.69 | 7,487,895.38 | 5.16% |
| FY 17-18 | 1,078,163.12 | 1,104,331.48 | 1,202,872.98 | 1,131,126.46 | 1,175,576.91 | 1,388,973.90 | 1,017,846.94 | 1,037,498.88 | 1,145,873.73 | 1,172,774.57 | 1,073,011.30 | 1,242,782.23 | 13,889,958.85 | 4.74% |
| FY 16-17 | 1,024,508.32 | 1,069,893.33 | 1,083,652.29 | 1,083,652.29 | 1,112,413.65 | 1,241,222.55 | 994,306.84 | 1,037,498.88 | 1,145,873.73 | 1,172,774.57 | 1,073,011.30 | 1,242,782.23 | 13,281,165.03 | 8.50% |
| FY 15-16 | 982,673.52 | 979,863.52 | 961,823.83 | 986,826.71 | 992,034.17 | 1,026,439.53 | 918,058.63 | 957,008.72 | 1,128,918.88 | 1,052,279.81 | 1,066,419.53 | 1,149,325.43 | 12,221,875.56 | 6.65% |
| FY 14-15 | 909,489.40 | 895,888.30 | 913,739.44 | 847,607.72 | 984,242.90 | 1,171,848.20 | 859,870.51 | 904,908.66 | 937,341.88 | 997,170.34 | 999,302.68 | 1,046,823.64 | 11,460,184.47 | 4.99% |
| FY 13-14 | 849,983.35 | 923,444.04 | 823,573.02 | 866,661.79 | 931,402.22 | 1,040,469.39 | 802,541.71 | 861,595.78 | 876,960.74 | 942,333.12 | 988,282.84 | 1,008,008.03 | 10,915,246.83 | 14.08% |
| FY 12-13 | 738,986.12 | 779,441.86 | 770,426.52 | 741,250.00 | 777,437.71 | 812,889.04 | 719,059.90 | 811,685.71 | 867,392.44 | 648,713.35 | 955,104.53 | 846,080.58 | 9,566,437.76 | |

**COUNTY-WIDE
HISTORICAL ANALYSIS OF SALES TAX RECEIVED**
Based on actual monthly distributions

ARTICLE 39

| Population | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | Total | Period % change |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|-----------------|
| 58,059 | 725,823.89 | 736,581.68 | 720,790.85 | 768,658.38 | 836,351.43 | 847,759.85 | 848,546.32 | 606,423.63 | 773,645.98 | 692,649.29 | 775,785.69 | 810,264.45 | 4,733,864.08 | 4.89% |
| | 681,049.61 | 696,402.65 | 768,952.48 | 722,041.80 | 744,814.83 | 886,984.67 | 637,388.82 | 661,706.28 | 725,839.82 | 749,330.03 | 680,441.42 | 790,280.44 | 8,820,541.41 | 4.62% |
| | 649,437.73 | 676,890.47 | 689,929.27 | 676,938.43 | 705,662.31 | 786,990.82 | 637,388.82 | 661,706.28 | 744,313.11 | 693,466.72 | 703,482.32 | 841,372.16 | 8,022,620.21 | 8.28% |
| | 642,346.59 | 649,753.46 | 632,475.54 | 655,918.52 | 656,486.52 | 667,004.92 | 614,476.71 | 637,889.53 | 604,502.36 | 611,061.87 | 687,598.23 | 687,598.23 | 7,410,923.80 | 7.18% |
| | 578,980.45 | 583,069.89 | 594,751.37 | 533,656.50 | 695,005.12 | 751,948.86 | 553,389.11 | 567,051.52 | 551,443.70 | 599,764.09 | 634,591.19 | 689,387.43 | 6,916,667.13 | 3.01% |
| | 531,829.48 | 585,945.48 | 515,744.20 | 554,904.54 | 588,837.71 | 655,638.90 | 511,627.89 | 545,852.52 | 636,135.93 | 394,002.26 | 604,706.51 | 582,275.87 | 6,713,294.79 | |
| | 539,511.98 | 587,418.24 | 566,508.12 | 543,161.95 | 565,354.29 | 590,078.87 | 528,445.50 | 594,674.27 | | | | | | |

ARTICLES 40 & 42

| | | | | | | | | | | | | | | |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|-------|
| | 684,898.65 | 708,204.39 | 693,487.18 | 716,813.69 | 783,188.78 | 859,886.77 | 605,455.79 | 577,157.54 | 740,488.13 | 672,503.50 | 743,831.23 | 784,322.31 | 4,446,375.45 | 4.64% |
| | 668,975.80 | 670,857.36 | 712,835.97 | 662,095.75 | 715,117.46 | 823,684.96 | 579,545.30 | 612,258.77 | 708,757.27 | 689,038.91 | 645,039.60 | 744,359.29 | 8,377,126.70 | 4.76% |
| | 625,314.32 | 656,802.63 | 648,148.97 | 638,735.69 | 675,244.84 | 762,995.92 | 562,893.13 | 588,226.52 | 704,382.58 | 673,486.94 | 670,015.67 | 710,398.03 | 7,796,239.48 | 3.68% |
| | 644,586.25 | 615,404.01 | 616,385.50 | 607,043.84 | 623,952.06 | 696,136.42 | 539,810.66 | 548,574.82 | 572,753.66 | 611,061.87 | 680,556.44 | 680,556.44 | 7,712,690.35 | 6.40% |
| | 581,632.32 | 576,280.66 | 571,061.99 | 562,184.77 | 601,777.00 | 722,579.95 | 478,675.25 | 522,820.57 | 548,887.39 | 555,905.84 | 612,842.30 | 647,283.87 | 7,246,900.60 | 8.64% |
| | 534,855.27 | 554,950.78 | 522,180.20 | 489,828.65 | 566,497.96 | 632,940.92 | 480,226.25 | 554,090.72 | 583,550.64 | 453,357.23 | 573,305.09 | 591,643.34 | 6,678,446.90 | 3.95% |
| | 530,303.20 | 538,410.03 | 520,142.20 | 501,330.43 | 539,214.54 | 559,185.59 | | | | | | | 6,424,789.26 | |

ARTICLE 44

| | | | | | | | | | | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------|
| | 29,361.09 | 29,462.29 | 29,649.54 | 28,361.09 | 29,438.79 | 29,580.66 | 27,995.95 | 27,979.70 | 27,963.07 | 28,008.75 | 28,104.67 | 29,361.09 | 176,863.45 | 6.16% |
| | 27,978.14 | 28,213.33 | 28,033.56 | 28,048.05 | 27,963.07 | 27,963.07 | 26,048.24 | 26,046.29 | 26,072.28 | 26,052.89 | 26,046.29 | 27,999.63 | 337,813.46 | 7.07% |
| | 26,548.20 | 26,133.50 | 26,261.00 | 26,073.77 | 26,046.80 | 26,064.30 | 156.07 | 211.66 | 280.86 | 61.17 | 112.17 | 26,136.74 | 316,333.39 | |
| | 4.34 | 11.47 | 230.97 | 2.51 | 7.59 | 110.92 | | | | | | | 27,496.17 | |
| | 266.46 | 152.18 | 108.11 | (336.86) | 50.59 | 48.07 | 52.37 | (893.50) | 24.42 | 157.48 | 131.27 | 131.27 | (108.15) | |
| | 88.46 | 66.43 | 103.32 | 132.19 | 98.16 | 312.36 | 272.59 | 1,015.83 | 223.12 | 1,115.43 | 0.86 | 3,577.31 | 7,006.06 | |
| | (966.15) | 2,145.41 | 1,593.51 | 353.75 | 213.02 | 230.37 | (39.05) | 9,293.48 | 186.10 | 186.96 | 449.49 | 82.04 | 13,760.94 | |

ARTICLE 46

| | | | | | | | | | | | | | | |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|--------|
| | 159,989.39 | 163,400.99 | 153,817.60 | 171,618.55 | 188,915.32 | 212,043.39 | 141,504.75 | 133,525.07 | 169,916.95 | 151,023.50 | 172,589.76 | 178,221.64 | 1,049,786.24 | 6.27% |
| | 148,166.88 | 154,558.84 | 168,838.88 | 162,022.85 | 165,277.35 | 186,366.88 | 139,697.84 | 147,610.04 | 166,177.70 | 165,020.11 | 152,654.63 | 176,761.75 | 1,844,041.28 | 4.35% |
| | 141,152.73 | 149,578.29 | 152,816.21 | 148,783.05 | 156,760.27 | 174,044.85 | 127,237.32 | 133,843.98 | 162,802.67 | 147,085.84 | 151,139.66 | 161,889.68 | 1,863,087.47 | 8.86% |
| | 137,434.69 | 135,362.20 | 135,294.78 | 139,853.57 | 139,515.62 | 140,163.80 | 115,075.29 | 122,896.85 | 127,863.13 | 137,380.67 | 137,558.26 | 146,946.08 | 1,771,649.81 | 10.18% |
| | 122,047.40 | 116,047.51 | 124,083.08 | 110,787.71 | 133,766.02 | 161,320.16 | 105,673.29 | 113,266.27 | 112,619.75 | 127,126.09 | 134,478.38 | 134,151.34 | 1,663,672.26 | 7.14% |
| | 111,509.89 | 122,621.52 | 105,729.88 | 118,833.94 | 123,682.86 | 140,287.92 | 111,487.86 | 119,510.09 | 134,720.91 | 77,281.45 | 129,453.14 | 123,541.55 | 1,445,984.23 | 1.74% |
| | 112,209.67 | 121,853.30 | 116,982.37 | 115,284.21 | 123,047.73 | 138,781.47 | | | | | | | 1,425,163.76 | |

TOTAL

| | | | | | | | | | | | | | | |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|-------|
| | 1,600,073.02 | 1,637,648.34 | 1,597,745.17 | 1,684,249.71 | 1,837,894.32 | 2,049,370.67 | 1,423,502.81 | 1,345,065.94 | 1,712,015.13 | 1,544,165.04 | 1,720,295.37 | 1,802,169.49 | 10,406,982.23 | 4.78% |
| | 1,526,173.43 | 1,563,032.28 | 1,678,480.71 | 1,574,208.45 | 1,853,172.71 | 1,947,021.48 | 1,382,680.00 | 1,447,821.38 | 1,618,847.07 | 1,639,441.94 | 1,504,181.84 | 1,739,341.28 | 19,475,322.84 | 4.70% |
| | 1,442,452.98 | 1,509,404.89 | 1,517,153.45 | 1,490,510.94 | 1,563,172.71 | 1,749,885.69 | 1,302,593.23 | 1,360,141.69 | 1,611,959.22 | 1,514,110.07 | 1,524,749.82 | 1,623,470.72 | 17,474,466.54 | 6.47% |
| | 1,424,371.87 | 1,400,531.14 | 1,384,396.49 | 1,402,818.44 | 1,420,031.79 | 1,503,422.06 | 1,304,563.23 | 1,257,399.79 | 1,305,163.57 | 1,369,972.18 | 1,375,558.26 | 1,515,232.02 | 16,213,286.51 | 7.72% |
| | 1,282,926.63 | 1,255,500.27 | 1,208,024.55 | 1,208,302.10 | 1,370,598.73 | 1,635,887.04 | 1,208,427.43 | 1,182,757.19 | 1,214,173.96 | 1,289,871.45 | 1,304,389.95 | 1,424,389.95 | 16,961,066.32 | 3.28% |
| | 1,178,283.20 | 1,263,564.21 | 1,143,737.80 | 1,173,699.32 | 1,279,116.69 | 1,428,180.00 | 1,096,249.02 | 1,182,757.19 | 1,214,173.96 | 1,289,871.45 | 1,304,389.95 | 1,424,389.95 | 16,961,066.32 | 3.28% |
| | 1,181,068.70 | 1,228,826.88 | 1,205,226.20 | 1,160,150.34 | 1,227,826.58 | 1,278,287.30 | 1,120,120.56 | 1,277,566.57 | 1,354,605.68 | 924,827.90 | 1,307,914.23 | 1,308,542.80 | 14,676,868.74 | |