

AGENDA
GRANVILLE COUNTY BOARD OF COMMISSIONERS

Monday, December 4, 2023



Call to order @ 7:00 p.m.....Chair Russ May
Invocation and Pledge of Allegiance.....Commissioner Sue Hinman

Consent Agenda

1. Budget Amendment #4 for Fiscal Year 2023-2024 (p. 3)
2. Surplus Vehicles (p. 7)
3. Unassign Human Services Funds (p. 8)
4. Tax Refunds, Releases & Write-offs (p. 9)
5. Adoption of Granville County Jail Health Plan (p. 18)
6. Minutes (p. 36)

Organizational Matters

7. Election of Chairman and Vice Chairman (p. 59)
8. Set Meeting Time, Place and Schedule for Calendar Year 2023 (p. 60)
9. Appointment of Members to Boards, Committees, and Liaison Assignments (p. 62)
10. Approval of Bonds for County Officials for 2024 (p. 65)

Introductions, Recognitions and Presentations

11. Granville County Human Relations Commission Update (p. 66)

Public Comments

12. Public Comments (p. 67)

Social Services Matters

13. Request for Additional DSS Positions to Cover Medicaid Expansion Workload (p. 68)

Project Management

14. Approval of Contract for Pump Station Site Maintenance - Triangle North Granville Industrial Park (p. 75)

Appointments

- 15. Kerr Tar Regional Council of Governments' Advisory Council on Aging (p. 82)
- 16. Granville Health System Board of Trustees (p. 83)

County Manager's Report

- 17. Resolution Supporting Granville County Public Schools Grant Application (p. 84)
- 18. Approval of Compensation Increase for Granville County Jury Commission (p. 87)
- 19. Approval of Website Content Management System (p. 88)
- 20. Approval of Agenda Management Software (p. 102)
- 21. County Manager's Report (p. 107)

County Attorney's Report

- 22. County Attorney's Report (p. 108)

Presentations by County Board Members

- 23. Presentations by County Board Members (p. 109)

Any Other Matters

- 24. Any Other Matters (p.110)



Granville County Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: December 4, 2023
Title: **Budget Amendment #4 for Fiscal Year 2023-2024**

PURPOSE:

To consider approval of Budget Amendment #4 for fiscal year 2023-2024.

BACKGROUND:

As described in G.S. 159-15, these are amendments to the FY 2023-2024 operating budget, presented by various operating departments, the Finance department, and the County Board of Commissioners. These update the existing budget to reflect necessary changes in spending and offsetting sources of funding, which result in a balanced budget.

These amendments to the General Fund include:

- Receipt of funds for a Homeland Security DPR-4 Grant to purchase two message boards (\$32,860)
- Receipt of Petco Spay and Neuter grant (\$11,000)
- Funding the Register of Deeds supplemental pension contribution (\$5,000)
- Transferring balance of vehicle repair and maintenance funding from Sheriff Office to the Fleet department (\$6,785)
- Funding for the lease of additional HR office space by transferring funds from lapsed Administration salaries (\$18,000)

RECOMMENDATION:

The Finance Officer and the County Manager recommend the approval of Budget Amendment #4.

ATTACHMENTS:

BA # 4 - Detail
FY 24 BA #4 - Summary

ACTION TAKEN:

BUDGET AMENDMENT #4**December 4, 2023**

Legal Document

Be it ordained, the FY 2023-2024 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures	Increase	Decrease	Total
General Government			\$ 5,000
Administration		(18,000)	
Human Resources	18,000		
Register of Deeds	5,000		
Public Safety			\$ 37,075
Sheriff's Department		(6,785)	
Emergency Management	32,860		
Animal Control	11,000		
Area Projects and Other Appropriations			\$ 1,785
Non-Departmental		(5,000)	
Fleet	6,785		
Total Expenditures			\$ 43,860
Revenues			
Restricted and Intergovernmental	43,860		
Total Revenues			\$ 43,860

BUDGET AMENDMENT #4
Detail [For Reference Only]

				Amendment	Balance after Amendment
GENERAL GOVERNMENT					
General Fund/ Human Resources					
Expenditures: Increase					
10	4125	413	Lease for HR Office Space	\$8,000	\$8,000
10	4125	510	Capital Outlay	\$10,000	\$11,000
10	4120	121	Salaries	(\$18,000)	\$184,735

Description: Fund new lease and equipment for additional HR office space by transferring funds from lapsed Administration salaries.

GENERAL GOVERNMENT					
General Fund/ Register of Deeds					
Expenditures: Increase					
10	4180	188	Supplemental Pension	\$5,000	\$5,000
10	8540	111	Personnel Adjustments	(\$5,000)	\$95,000

Description: Budget monthly supplement pension for Register of Deeds Director.

PUBLIC SAFETY					
General Fund/ Sheriff					
Expenditures: Increase					
10	8550	353	R & M - Vehicles	\$6,785	\$61,623
10	4310	353	R & M - Vehicles	(\$6,785)	\$54,632

Description: Transfer remaining funds in Sheriff Repair & Maintenance - Vehicles to Fleet R& M Vehicles. Actual expenditures for this amount were already moved from Sheriff to Fleet.

PUBLIC SAFETY					
General Fund/Emergency Management					
Expenditures: Increase					
10	4330	606	Homeland Security Grant - DPR-4 Grant	\$32,860	\$32,860
Revenues: Increase					
10	3433	250	Homeland Sec. Grant	\$32,860	\$32,860

Description: Fund purchase of two message boards with Home Security DPR - 4 grant.

PUBLIC SAFETY					
General Fund/Animal Control					
Expenditures: Increase					
10	4380	398	Petco Spay & Neuter Exp	\$11,000	\$11,000
Revenues: Increase					
10	3348	870	Petco Spay & Neuter Revenue	\$11,000	\$11,000

Description: To recognize receipt of PetcoLove Spay & Neuter grant and appropriate funds for expenditure.

BUDGET AMENDMENT #4
December 4, 2023
SUMMARY

GENERAL FUND	<u>INTER-FUNCTION TRANSFER</u>		<u>SOURCE OF FUNDS</u>		
	From	To	<i>Appropriated Fund Balance</i>	<i>+ Restricted & Intergov't Rev</i>	<i>= Net Change</i>
General Government	\$18,000	\$23,000			
Public Safety	\$6,785			\$43,860	\$43,860
Community Services					
Human Services					
Projects & Other Approp's(Non-Dept'l)	\$5,000	\$6,785			
Projects & Other Approp's (Fleet)					
Use of Contingencies					
Total	\$29,785	\$29,785	\$0	\$43,860	\$43,860
TOTAL - ALL FUNDS	\$29,785	\$29,785	\$0	\$43,860	\$43,860

This budget amendment includes an overall increase of \$43,860 to the General Fund budget. This increase is comprised of Restricted Revenue from the receipt of a Homeland Security DPR - 4 Grant (\$32,860) to purchase two message boards and the Petco Spay and Neuter grant (\$11,000).

In this amendment, there is also \$29,785 transferred between departments within the General Fund. This amount includes funding the Register of Deeds supplemental pension contribution (\$5,000), transferring the balance of vehicle repair and maintenance funding from Sheriff Office to the Fleet department (\$6,785), and funding for the the lease of additional HR office space by transferring funds from lapsed Administration salaries (\$18,000).



Granville County Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: December 4, 2023
Title: Surplus Vehicles

PURPOSE:

To consider declaring vehicles as surplus to be sold via online auction platform or by Enterprise Fleet Management (E.F.M.), if E.F.M. chooses to accept the vehicle(s) for sale.

BACKGROUND:

North Carolina General Statute § 160A-266 requires the Board of Commissioners to formally declare items surplus prior to the sale. Per Granville County's surplus procedures, all vehicles must be approved for sale or transfer by the Granville County Board of Commissioners prior to their sale or transfer.

The vehicles listed below are scheduled to be replaced with Enterprise Fleet Management (E.F.M.) leased vehicles during the fiscal year. These vehicles, if drivable, will continue to be operated until the replacement E.F.M. vehicle is delivered. At that time, the vehicle will either be put on GovDeals for auction or E.F.M. will attempt to sell them.

VIN	Year	Department	Make	Model	Milage	Condition
8575	2011	Tax	Ford	Fusion	71356	Fair – has flat tire
7430	1999	Library	Ford	Explorer	100,000+	Good
9928	2003	Library	Ford	F-150	100,000+	Good

RECOMMENDATION:

The Finance Director, Internal Auditor, and County Manager recommend these vehicles as surplus and sale via online auction platform or by Enterprise Fleet Management if EFM chooses to accept the vehicles for sale.

ACTION TAKEN:



Granville County

Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: December 4, 2023
Title: **Unassign Human Services Funds to the General Fund**

PURPOSE:

Assign the remaining unfunded facility enhancements to Granville Health Systems (GHS) that were in the FY 2023 budget.

BACKGROUND:

In the FY 2023 budget, the Board designated \$1,361,873 of funds to go to the purchase of three ambulances, GHS parking lot improvements, replacement of air handler units and an annual capital outlay allocation. As of 6/30/23, the only expenditure GHS requested reimbursement for was one ambulance (\$246,684), which Granville County reimbursed by 6/30/23. Since then, GHS purchased and requested reimbursement for two more ambulances (along with the 2023 annual capital outlay allocation) in the amount totaling \$441,189, which was remitted by the County. GHS has yet to make an expenditure reimbursement request for the parking lot and air handlers.

This agenda item is to assign a portion of General Fund balance to cover the remaining amount designated to GHS for the parking lot and air handler projects in the amount of \$670,000 ($=\$1,361,873 - \$246,684 - \$441,189$). The result of this will be an increase in assigned fund balance (to the Human Services function) by \$670,000 and a decrease in unassigned fund balance by the same amount.

RECOMMENDATION:

Finance Director recommends approval.

ACTION TAKEN:



Granville County Tax Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Tamonica Thorpe
Department: Tax Administration
Date: December 4, 2023
Title: Tax Refunds, Releases & Write-offs

PURPOSE:

To approve tax refunds, releases, and write-offs.

BACKGROUND:

Tax releases and refunds are generated according to N.C.G.S. 105-381. According to the resolution adopted May 1, 2003, the Board of Commissioners authorized the Tax Collector to forego the collection for all taxes which do not exceed \$2.00.

Tax refunds: When a person or business overpays their tax bill. Sometimes this is the result of a garnishment.

Tax releases: These are usually due to a clerical error.

The following tax refunds, releases and write-offs are recommended for approval:

Refunds	November 9, 2023 – November 21, 2023:	\$ 509.86
Releases	November 9, 2023 – November 21, 2023:	\$ 973.21
Write-offs (\$2 and less)	November 9, 2023 – November 21, 2023:	\$ 0.90

RECOMMENDATION:

Tax Administrator Jenny Griffin recommends approval of tax refunds \$509.86, releases \$973.21 and write-offs \$0.90 for November 9, 2023 through November 21, 2023.

ATTACHMENTS:

Detailed Refund Report
Detailed Release Report
Detailed Write-off Report

ACTION TAKEN:

RUN DATE: 11/22/2023 10:08 AM

GRANVILLE COUNTY REFUND REPORT

PARAMETERS SELECTED FOR ACTIVITY REFUND REPORT:

TRANSACTION DATE RANGE: 11/09/2023 12:00:00 AM - 11/21/2023 12:00:00 AM

PAYMENT DATE RANGE:

USER/OPERATOR:

TAX DISTRICT(S):

BILL YEAR RANGE:

BILL# RANGE:

BILL TYPE: Both

SORT BY: Transaction Date

RELEASE NUMBER ONLY:No

PAYMENT TYPE: ,ACH - ACH,Card - Credit Card,Cash -
Cash,Check - Check,DSO - DSO,EPA - EPA,MOrder - Money
Order,OPM - OPM,PPAY - PPAY,WEB - WEB

RUN DATE: 11/22/2023 10:08 AM

GRANVILLE COUNTY REFUND REPORT

NAME	BILL NUMBER	PAYMENT TYPE	AMOUNT	OPER	DATE TIME
74440101 SMART STOP MINI MART C/O JERUSALEM INC 201 CENTRAL AVE	2023-39518	PERSONAL PROPERTY	24.07	KCR	11/13/2023 11:09:58 AM
BUTNER, NC 27509		JERSUALEM INC REFUND RECIPIENT: JERSUALEM INC MAIL OVERPAYMENT 201 CENTRAL AVE BUTNER NC 27509			** VOIDED **
6989301 DANIEL FRANCES F 100 GARDEN PARK DRIVE APT 117 OXFORD, NC 27565	2023-1973	RP: 099200630852 FRANCES F DANIEL REFUND RECIPIENT: FRANCES F DANIEL MAIL OVERPAYMENT 100 GARDEN PARK DR, APT 117 OXFORD NC 27565	38.01	TYRELL	11/15/2023 9:22:40 AM
3254 DOSSEY KAREN MARIE 604 LAWRENCE RD WAKE FOREST, NC 27587-8391	2023-203223	PERSONAL PROPERTY WAKE COUNTY REVENUE DEPARTMENT REFUND RECIPIENT: KAREN DOSSEY MAIL OVERPAYMENT 604 LAWRENCE RD WAKE FOREST NC 27587	72.93	TYRELL	11/20/2023 1:28:26 PM
49160301 ENNIS BENNETT L 1186 AUDREY LANE STEM, NC 27581	2023-25335	RP: 097000995187 CORELOGIC REFUND RECIPIENT: CORELOGIC RELEASE OVERPAYMENT PO BOX 9202 COPPELL TX 75019	398.92	TJT	11/20/2023 3:13:29 PM
TOTAL REFUNDS PRINTED:		533.93			
TOTAL VOID REFUNDS:		-24.07			
TOTAL:		509.86			

VOIDED REFUND AMOUNTS OF REFUNDS NOT IN 11/9/2023 - 11/21/2023

NAME	BILL NUMBER	AMOUNT	OPER	PAYMENT TYPE	DATE	TIME	REFUND DATE
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TOTAL VOID REFUNDS:

RUN DATE: 11/22/2023 10:11 AM

PARAMETERS SELECTED FOR FINANCE RELEASES REPORT:

TRANSACTION DATE RANGE: 11/09/2023 12:00:00 AM - 11/21/2023 12:00:00 AM

BILL TYPE: Both

BILL YEAR/NUMBER RANGE:

PRINT TOTALS ONLY: No

USER/OPERATOR:

EXCLUDE USERS/OPERATORS:

SORT ORDER: Name

REPORT TITLE:

1 Granville County Tax	907.59
51 Butner District	7.67
Fire Rescue	57.95
Total	973.21

Release Refund Detail

Name	Bill#	Reason	District	Amount
BROADVIEW COMMUNITIES TART LLC	2023-17182	BILLED IN ERROR. SWMH LISTED ON BROADVIEW MHP LIST	C ADVLTAX	398.62
BROADVIEW COMMUNITIES TART LLC	2023-17182	BILLED IN ERROR. SWMH LISTED ON BROADVIEW MHP LIST	FR ADVLTAX	28.47
CROSBY COLTON	2020-33997	PER SIGNED LETTER FROM BRINKLEY MHP THE SWMH AT 676 CAMERON DR. WAS LISTED UNDER THE WRONG PERSON'S NAME. THE MH SHOULD HAVE BEEN LISTED UNDER DAVID FLETCHER FOR 2019 & 2020	C PEN FEE	0.84
CROSBY COLTON	2020-33997	PER SIGNED LETTER FROM BRINKLEY MHP THE SWMH AT 676 CAMERON DR. WAS LISTED UNDER THE WRONG PERSON'S NAME. THE MH SHOULD HAVE BEEN LISTED UNDER DAVID FLETCHER FOR 2019 & 2020	CI51ADVL TAX	3.65
CROSBY COLTON	2020-33997	PER SIGNED LETTER FROM BRINKLEY MHP THE SWMH AT 676 CAMERON DR. WAS LISTED UNDER THE WRONG PERSON'S NAME. THE MH SHOULD HAVE BEEN LISTED UNDER DAVID FLETCHER FOR 2019 & 2020	CI51PEN FEE	0.37
CROSBY COLTON	2019-48067	PER SIGNED LETTER FROM BRINKLEY MHP THE SWMH AT 676 CAMERON DR. WAS LISTED UNDER THE WRONG PERSON'S NAME. THE MH SHOULD HAVE BEEN LISTED UNDER DAVID FLETCHER FOR 2019 & 2020	C ADVLTAX	8.40
CROSBY COLTON	2019-48067	PER SIGNED LETTER FROM BRINKLEY MHP THE SWMH AT 676 CAMERON DR. WAS LISTED UNDER THE WRONG PERSON'S NAME. THE MH SHOULD HAVE BEEN LISTED UNDER DAVID FLETCHER FOR 2019 & 2020	CI51ADVL TAX	3.65
CROSBY COLTON	2020-33997	PER SIGNED LETTER FROM BRINKLEY MHP THE SWMH AT 676 CAMERON DR. WAS LISTED UNDER THE WRONG PERSON'S NAME. THE MH SHOULD HAVE BEEN LISTED UNDER DAVID FLETCHER FOR 2019 & 2020	C ADVLTAX	8.40
ENNIS BENNETT L	2023-25335	8/8/22 BOC APPROVED LATE VETERAN APPLICATION WAS NOT CARRIED OVER TO THE 2023 TAX YEAR	FR ADVLTAX	27.00
ENNIS BENNETT L	2023-25335	8/8/22 BOC APPROVED LATE VETERAN APPLICATION WAS NOT CARRIED OVER TO THE 2023 TAX YEAR	C ADVLTAX	378.00
HOGAN RUSSELL GILBERT	2023-201168	DUPLICATE BILLING. BILLED 2022-38703	FR PEN FEE	0.04
HOGAN RUSSELL GILBERT	2023-201168	DUPLICATE BILLING. BILLED 2022-38703	FR ADVLTAX	0.18
HOGAN RUSSELL GILBERT	2023-201168	DUPLICATE BILLING. BILLED 2022-38703	C PEN FEE	0.50
HOGAN RUSSELL GILBERT	2023-201168	DUPLICATE BILLING. BILLED 2022-38703	C ADVLTAX	2.52
ROSS MARDY	2023-203189	DUPLICATE LISTING DISC IN ERROR	FR PEN FEE	0.12
ROSS MARDY	2023-203190	DUPLICATE LISTING DISC IN ERROR	FR PEN FEE	0.06
ROSS MARDY	2023-203189	DUPLICATE LISTING DISC IN ERROR	FR ADVLTAX	0.60
ROSS MARDY	2023-203190	DUPLICATE LISTING DISC IN ERROR	FR ADVLTAX	0.60
ROSS MARDY	2023-203190	DUPLICATE LISTING DISC IN ERROR	C PEN FEE	0.84
ROSS MARDY	2023-203185	DUPLICATE LISTING DISC IN ERROR	C ADVLTAX	8.40
ROSS MARDY	2023-203185	DUPLICATE LISTING DISC IN ERROR	C PEN FEE	5.04
ROSS MARDY	2023-203186	DUPLICATE LISTING DISC IN ERROR	C ADVLTAX	8.40
ROSS MARDY	2023-203187	DUPLICATE LISTING DISC IN ERROR	C ADVLTAX	8.40
ROSS MARDY	2023-203187	DUPLICATE LISTING DISC IN ERROR	C PEN FEE	3.36
ROSS MARDY	2023-203188	DUPLICATE LISTING DISC IN ERROR	C ADVLTAX	8.40
ROSS MARDY	2023-203186	DUPLICATE LISTING DISC IN ERROR	C PEN FEE	4.20
ROSS MARDY	2023-203189	DUPLICATE LISTING DISC IN ERROR	C ADVLTAX	8.40
ROSS MARDY	2023-203189	DUPLICATE LISTING DISC IN ERROR	C PEN FEE	1.68
ROSS MARDY	2023-203188	DUPLICATE LISTING DISC IN ERROR	C PEN FEE	2.52
ROSS MARDY	2023-203190	DUPLICATE LISTING DISC IN ERROR	C ADVLTAX	8.40
SNIPES CHRISTOPHER	2023-202726	JET SKIS JUNKED DISC IN ERROR	FR ADVLTAX	0.73

RUN DATE: 11/22/2023 10:11 AM

SNIPES CHRISTOPHER	2023-202726	JET SKIS JUNKED DISC IN ERROR	C ADVLTAX	10.26
SNIPES CHRISTOPHER	2023-202726	JET SKIS JUNKED DISC IN ERROR	C PEN FEE	2.05
SNIPES CHRISTOPHER	2023-202725	JET SKIS JUNKED DISC IN ERROR	C ADVLTAX	10.80
SNIPES CHRISTOPHER	2023-202725	JET SKIS JUNKED DISC IN ERROR	C PEN FEE	3.24
SNIPES CHRISTOPHER	2023-202724	JET SKIS JUNKED DISC IN ERROR	C ADVLTAX	11.37
SNIPES CHRISTOPHER	2023-202724	JET SKIS JUNKED DISC IN ERROR	C PEN FEE	4.55
SNIPES CHRISTOPHER	2023-202726	JET SKIS JUNKED DISC IN ERROR	FR PEN FEE	0.15

PARAMETERS SELECTED FOR ACTIVITY REPORT:

TRANSACTION DATE RANGE: 11/09/2023 12:00:00 AM - 11/21/2023 12:00:00 AM
PAYMENT DATE RANGE:
BATCH KEY RANGE:
BILL TYPE: Both
BILL YEAR/NUMBER RANGE:
DISTRICT/TYPE/FEE:
TRANSACTION TYPE:
TOWNSHIP:
CITY:
STATUS:
EXCLUDE STATUS:
USER/OPERATOR:
HISTORY TYPE: 07 - Underpayment
EXCLUDE USER/OPERATOR:
PAYMENT SOURCE TYPE:
PRINT TOTALS ONLY: No
SORT ORDER: Transaction Date
PRINT COMMENTS: N

ACCOUNT#:
ACCOUNT NAME:
LOCATION:
Print Payment Breakdown:No
CHECK NUMBER:
TRANS AMOUNT FROM:
TRANS AMOUNT TO:

DATE	TIME	BILL#	Statuses	ACCOUNT	NAME	OPER	TYPE	PYMT DATE	SOURCE	CHK#	TAX	INTEREST	TOTAL
11/09/2023	11:15:54	2023-608		34157301	NOELL CARLA R	TYRELL	Payment	11/09/2023	mail	475955			0.00
11/09/2023	11:15:54	2023-33622		34157201	STEPHENS CARLA RENE A	TYRELL	Payment	11/09/2023	mail	475955	0.01		0.01
TOTAL TRANSACTION:													0.01
11/13/2023	11:05:50	2022-32860		80411302	WATSON JOSHUA E	KCR	Payment	11/13/2023	mail	002874			0.00
11/13/2023	11:05:50	2023-32860		80411302	WATSON JOSHUA E	KCR	Payment	11/13/2023	mail	002874	0.02		0.02
TOTAL TRANSACTION:													0.02
11/15/2023	09:32:19	2023-201473		85731301	COVINGTON PATRICE	CTH	Payment	11/15/2023	mail	1399	0.08		0.08
TOTAL TRANSACTION:													0.08
11/15/2023	09:58:37	2023-21616		71895301	TROUT KEVIN W	TYRELL	Payment	11/15/2023	mail	1368	0.41		0.41
11/15/2023	09:58:37	2023-15145		71895302	TROUT KEVIN W	TYRELL	Payment	11/15/2023	mail	1368			0.00
TOTAL TRANSACTION:													0.41
11/16/2023	13:51:56	2023-39605		64715301	SPENCER DANETTE M	TYRELL	Payment	11/16/2023	walk-in		0.31		0.31
11/16/2023	13:51:56	2023-22161		64715301	SPENCER DANETTE M	TYRELL	Payment	11/16/2023	walk-in				0.00
TOTAL TRANSACTION:													0.31
11/21/2023	10:00:43	2023-11026		5493302	CLARK MARGIE B	CTH	Payment	11/21/2023	mail	1179	0.07		0.07
TOTAL TRANSACTION:													0.07
GRAND TOTALS												0.90	0.90
												0.90	0.90

USER	TOTALS
CTH	0.15
KCR	0.02
TYRELL	0.73

All Payments

TAX YEAR	TOTALS
2023	0.90
2022	0.00



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: **Adoption of Granville County Jail Health Plan**

PURPOSE:

To adopt a statutorily required jail health plan for the Granville County Detention Facility.

BACKGROUND:

Section 153A-225(a) of the North Carolina General Statutes requires all local government units that operate a jail to adopt a jail health plan. Sheriff Fountain and his staff have worked with Granville Vance Public Health and the jail health providers, Southern Health Partners, to ensure that this plan meets all the applicable requirements and can also be fully implemented at the Granville County Detention Facility. The plan was presented at the November 20, 2023 meeting and a final draft is included for adoption.

RECOMMENDATION:

The Sheriff, the County Manager, and the Director of Granville-Vance Public Health all recommend the adoption of the attached jail health plan.

ATTACHMENTS:

Draft Detention Center Health Plan

ACTION TAKEN:

GRANVILLE COUNTY DETENTION CENTER HEALTH PLAN

Adopted December 4, 2023

GOVERNANCE AND ADMINISTRATION:

Agreement on this Detention Center Health Plan is the joint responsibility of the Granville County Sheriff, Granville County Commissioners, Granville Vance Public Health, and Southern Health Partners, Inc. (SHP), the contracted provider of medical care to inmates of the Granville County Detention Center. Implementation of the Detention Center Health Plan is the responsibility of Southern Health Partners, Inc. (SHP), the contracted provider of medical care to inmates. The objective of this health plan is to assure inmates of the Granville County Detention Center have access to care to meet their serious medical, dental, and mental health needs. The health plan shall be maintained at the detention center and shall be made available to the Construction Section during an inspection upon request.

RECEIVING SCREENING

Screening is meant to fulfill four purposes:

1. To identify and meet any urgent health needs of those being admitted.
2. To identify and meet any known or easily identifiable health needs that require medical or mental health intervention.
3. To identify and isolate inmates who may be potentially contagious.
4. To obtain a medical clearance when necessary.

Upon the arrival of each inmate at the Granville County Detention Center, a preliminary Health Assessment (Receiving Screening) will be performed by Detention Officers and SHP medical staff present. Reception personnel will ensure that people who are unconscious, semiconscious, bleeding, mentally unstable, severely intoxicated, exhibiting symptoms of alcohol or drug withdrawal, or otherwise urgently in need of medical attention, are referred immediately to Granville Health System for care. A medical clearance is required in these cases for acceptance into the detention facility.

At a **minimum**, the assessment will include the following:

- Documentation of current illnesses and health problems including medications taken and special health requirements.
- Documentation of mental health problems, dental problems and allergies.
- Behavior observation, including state of consciousness, mental status, appearance, conduct, tremors, sweating.
- Inquiry into use of alcohol and other drugs, including types, methods, date/time last taken and problems arising out of use.
- Notation of body deformities and ease of movement.
- Observation of persistent cough or lethargy as well as an inquiry to unintentional weight loss, night sweats and known exposure to TB.
- Inquiry as in known communicable diseases including sexually transmitted diseases.
- Condition of skin including: trauma markings, bruises, lesions, jaundice, rashes and infestations, and needle marks or other indications of drug use.
- Status classification to succinctly identify the inmate's overall health status.
- Referral of the inmate for emergency health services or additional health services, as may be necessary.
- Screening requirements set forth in 10A NCAC 14J .1002, which include but are not limited to the following: (i) medical care needs; (ii) mental health needs; (iii) developmental and intellectual disabilities; (iv) substance abuse disorders; and (v) risk of suicide.

Medical personnel or mental health personnel shall maintain a record of the screening in each inmate's medical record. In compliance with G.S. 153A-222, documentation of the screening shall be made available to the Construction Section during an inspection upon request.

Based on the findings from the screening, the disposition of the inmate should be documented (e.g., referred to the appropriate health care service, placed in general population). The forms should be dated and timed immediately upon completion and include the name, signature and title of the person completing the form. If the

screening reveals recent communicable illness symptoms, the potentially infectious patient should be isolated from the general inmate population. All immediate health needs identified through the screening process should be properly addressed by qualified health care professionals. Screeners should fully explore the potential for suicide for incoming inmates. Screeners should also investigate the potential for individuals to exhibit symptoms of withdrawal from alcohol and other drugs.

Health care standards require that information regarding access to health care services be communicated orally and in writing to inmates upon their arrival at the Detention Center. To meet these standards, SHP will use notices, printed in both English and Spanish. These will be posted in the Intake area advising them of how to access the health care delivery system, in addition to the verbal and written/documented notification which is provided at booking.

In accordance with 10A NCAC 14J .1003, the detention center will separate inmates who require medical isolation from other inmates, either by housing them in a separate area of the detention center or by transferring them to another facility.

DAILY TRIAGING OF COMPLAINTS

Inmates must be provided an opportunity each day to communicate their health complaints to a health professional or to an officer. Qualified medical personnel shall be available to evaluate the medical needs of inmates. A written record shall be maintained of the request for medical care and the action taken. In order to ensure that inmate health problems and requests are addressed promptly, appropriately, and efficiently, SHP will use a structured triage procedure, proven effective in other correctional settings.

The Medical Director (Physicians and/or Physician Assistant or Nurse Practitioner under supervision by a Physician) oversees the triage system that is followed by all health care personnel. This ensures that the inmates receive the appropriate level of care and that their complaints are properly processed and resolved.

Inmates have the ability to access the triage system by submitting a health care request form. These requests are received and processed daily by the health care staff, and as a first step in the triage system the inmate is then seen by a member of the professional nursing staff and appropriate treatment is administered within the scope of the Nurse Practice Act. Those inmates requiring a higher level of

service will be referred to the Physician, Physician Assistant, or other appropriate professional practitioner in a timely manner. If the Physician or other practitioner determines that the inmate's medical needs are more extensive or specialized than can be addressed within the facility's health care program, an appropriate referral to outside medical services will be provided.

Sick call must be conducted on-site by a Physician, Nurse Practitioner or a Physician Assistant under the direction of a Physician. The majority of inmates to be seen by the Physician will have been screened as part of the formal triage system. However, this will not preclude an inmate who had not been triaged or who has a sudden or acute problem, from seeing the Physician during the time the Physician is on-site at the facility.

Appropriate documentation will be recorded and maintained for all inmates seen at sick call. This information will be incorporated into the inmate's medical record as appropriate. An inmate's medical record will contain appropriate entries completely documenting each sick call encounter (ie: an inmate's specific health request, the assessment of the health care professional who saw the inmate, the prescribed treatment plan, and any follow-up encounters). This will ensure that all inmates' health requests are promptly and properly handled, documented, and followed through to a satisfactory resolution.

SPECIAL MEDICAL PROGRAM

Special health care services include, but are not limited to, care for the inmates who are chronically or terminally ill, physically handicapped, developmentally disabled or inmates with special mental health needs or convalescing inmates. Individual treatment plans will be developed of all chronically ill, terminally ill and convalescing inmates. Examples of chronic illness include diabetes, hypertension, asthma and epilepsy. Convalescing inmates include those recovering from fractures, inpatient surgical procedures, and hepatitis and other communicable diseases. The type of treatment will be determined by the needs of the individual inmate, but may include such things as medications, special diets, physical therapy, laboratory tests or dressing changes.

Each treatment plan will be initiated by the Physician and will be detailed in the individual's medical record. SHP will keep a list of inmates with special needs and maintain schedules for medical treatment in accordance with our established protocols for each illness. For example, daily blood sugars are obtained on all

diabetics receiving insulin; Dilantin levels are monitored on epileptic inmates; and blood pressure evals are performed as clinically indicated on inmates receiving anti-hypertensive drugs. Medical determination of a tendency towards suicide or a history of seizures will result in the inmate being assigned to quarters that have close supervision.

Communicable diseases, such as tuberculosis (TB), HIV and hepatitis require special attention in inmate populations. As such, SHP utilizes an Infection Control Program that incorporates education, diagnosis, and treatment of inmates. Screening for TB and/or HIV occurs at time of intake, if conditions indicate that such testing is necessary. Neither North Carolina nor Federal laws specifically require HIV testing upon request; however, SHP will make testing available but limit it by leaving the decision to the medical staff.

Data supports that our inmate population has a higher than usual incidence of sexually transmitted diseases. This is addressed in the medical intake screening and then in more depth upon the history and physical. If at the time of intake, a review of the history and physical identifies a problem, or anytime an inmate has complaints of that nature, SHP will initiate testing and or treatment determined by the site's MD.

Infection Control Program includes, but is not limited to:

- Surveillance procedures to detect inmates with infectious and communicable diseases, appropriate immunizations to prevent these diseases and proper treatment and care for inmates with these diseases.
- The decontamination of medical equipment and proper disposal of sharps and medical bio-hazardous wastes used by the medical staff or determined by the medical staff to be considered bio-hazardous waste .
- Strict adherence to universal precautions by health care workers to prevent exposure to blood-borne pathogens.
- Notifying the local health department of confirmed cases of all STD, TB, HIV, Hepatitis, Listeria, E-Co li, MRSA, as well as other diseases reportable according to the DHHS 2124 criteria.

SHP will also dispose of all medically- related infectious and hazardous waste in accordance with all state and federal regulations. SHP will follow and assure

compliance with the Occupational Health and Safety Administration (OSHA) guidelines for infection control procedures.

PHARMACEUTICALS AND MEDICAL SUPPLIES

An agreement has been set in place to order all prescribed medications from a contracted pharmacy vendor. Any STAT medications may be ordered from a local pharmacy provider. STAT medications are classified as medications which need to be started immediately and a supply of such medications is not currently on-site within the medical unit. The pharmacy vendor will supply the SHP Formulary and ordering sheets to the facility for the placement of orders. All orders received before 3:00pm EST, will be shipped out for next day delivery.

SHP shall comply with all applicable state and federal regulations regarding the prescribing, dispensing, administering, and procuring of pharmaceuticals. All employees must review the ordering procedures for pharmaceuticals. No medications will be ordered without a physician's order. All re-orders must be approved through the Physician. Medications are prescribed only when clinically indicated, not for disciplinary purposes.

All pharmaceuticals must be stored appropriately, in accordance with their storage instructions (ie: refrigeration, etc). Security storage (under lock and key) must be maintained for all prescribed medications. Only the Nurse and health services staff will have access to the medications. If applicable, a key may be given to security in case of emergencies. All narcotics are to be kept under separate lock and key.

Application 1 for the registration to comply with the North Carolina Controlled Substance Act will be submitted at which time the N.C. Department of Health and Human Services then schedules an onsite inspection and evaluation. The NC DHHS will notify the Detention Center of the requirements that they must implement to be granted permission.

The Nurse and Medical Director as needed should perform a periodic review of all pharmacy orders. A narcotic count must be performed on a regular basis and the Nurse and/or Physician should review all reports. Copies of all count sheets are to be kept on file for review and/or audit.

All expired pharmaceuticals must be destroyed in accordance with applicable law and regulations. The nurse will perform this service on a quarterly basis, or sooner if needed. The Nurse must call the pharmacy directly to schedule this service when

needed. Also, a Sharps Count must be kept by all nursing staff with all count sheets to be kept on file for review and/or audit.

All pharmaceuticals will be maintained in the medication room and only personnel authorized to give medications will have access to this area. The medication room area will be locked at all times and only authorized personnel will have keys.

The Pharmacist will be responsible to select all generic equivalent drug products used in the Detention Center. All drug products utilized will be those of a certified Food & Drug Administration approved manufacturers. In addition, the pharmacy vendor will conform to all federal laws, state statutes, and the State Board of Pharmacy regulations concerning drug products.

All drug recalls will be the responsibility of the pharmacist. Collection and return of all recalled drugs will be the Pharmacists' responsibility at the dispensing level and the Nurse's responsibility, upon notification, at the drug administrator level.

All outdated, unused, deteriorated drugs will be the responsibility of the Pharmacist to return and destroy during their quarterly inspections. Control substances returned or otherwise destroyed will be in compliance with federal and state regulations.

The pharmacy vendor according to the State Pharmacy Law shall label all prescriptions. Each prescription will contain the following information: Name/address of the dispensing pharmacy; name of the prescriber; name of the patient; directions for use; date the prescription was originally filled; name of drug and strength. All floor stock shall be reviewed and authorized by the Medical Director. Floor stock will be issued as non-prescription floor stock, prescription floor stock, and emergency floor stock drugs. Only persons authorized to prescribe within the state where the facility is located may order floor stock to be kept within the medical unit.

EMERGENCY MEDICAL, DENTAL, AND MENTAL HEALTH

Certain members of the professional health care staff, including the Physician, will have twenty-four (24) hour on-call responsibility for any emergency that may arise. In the event of an emergency or in response to any medical need, the nursing on-call staff must be called and will immediately respond by telephone to work with security staff to evaluate the inmate. Other appropriate medical personnel will be notified if necessary. The inmate will be transferred to a hospital emergency room

for further treatment, if clinically indicated and agreed to by the SHP on-call medical authority.

When emergency transportation is required, medical personnel will decide whether an ambulance or security van is required and coordinate appropriate transportation with the corrections administration and security. However, in the event where the Detention Officer believes that the services of EMS are required, and the medical staff is not present to address the situation, then the Detention Officer should make provisions for emergency transport without hesitation of notifying the medical staff.

DENTAL CARE

Dental treatment shall be provided according to an established treatment plan/order, and based on established priorities. Consultation with the Dentist and/or dental specialist will be available. Dental treatment will be scheduled on an as-needed basis, for the earliest appointment time available. Medical staff should notify the Dentist of requested treatment in Granville County of services being performed. The Medical Director will review all prescriptions for approval.

MENTAL HEALTH & CHEMICAL DEPENDENCY WITHDRAWAL

Inmates reporting the use of alcohol, opiates, stimulants, sedatives, hypnotic drugs, or other substances will be evaluated for their degree of reliance upon and potential for withdrawal from these substances and possible intoxication or overdose. Upon completion of the screening process, patients indicating such uses must be immediately referred to the medical staff for further evaluation and treatment. Non-addicting and evidence-based medication assisted treatment (MAT) is available to help treat opioid use disorder and should be administered when possible to prevent life-threatening detoxification processes, especially when there are other underlying conditions.

Detoxification will be carried out only under medical supervision and initiated by the medical staff with Physician overview on an individual care basis. All detainees found to be demonstrating the signs and symptoms of drug/alcohol withdrawal will be seen by the Medical Director and her treatment plan will be followed. Inmates experiencing severe, life threatening intoxication or withdrawal must be seen by the Medical Director and upon her orders may be transferred to a licensed acute care facility, or the local emergency room for treatment. The Detention Center

Administrator must receive authorization of this transfer. Detoxing inmates must be monitored on a consistent basis and all findings charged in his/her medical record. Documentation of the patient's status during detoxification is very important and must be reviewed by all medical staff members when needed in order to maintain patient care while incarcerated.

Detoxing inmates may be referred to the designated mental health provider or local program for assessment regarding dependency issues.

Pregnant females who have drug/alcohol dependency will promptly be referred to the Medical Director for appropriate treatment methods. The Medical Director may have established treatment protocols.

Inmates who are on Methadone will be referred to the Medical Director for appropriate withdrawal treatment plans to be used.

Medical staff will verify a patient's history and medication prior to inception of services. The physician will review the information and make referrals as appropriate.

Treatment services may include on-site and/or off-site crisis intervention. Not all treatments include the prescribing of psychotropic medications. Crisis intervention is to be initiated if patient is a threat to themselves and/or others.

PREGNANT INMATES

All verified and confirmed pregnant inmates will be referred to the designated prenatal clinician who can provide obstetric services including regular prenatal care, medical exams, activity level advice, safety precautions, nutrition guidance and counseling. The inmate will be prescribed prenatal vitamins while incarcerated and applicable laboratory and diagnostic testing will be performed.

The Detention Center Administrator must be notified of the inmate's pregnancy and on- going treatment. Corrections officers should be alerted to the inmate's due date as it approaches and she should be under close observation around that time.

Medical staff will document inmate's previous health history and other births. All outside specialty clinic visits will also be documented and noted in the patient's chart, along with services rendered noted in the file. Medical staff must utilize the Pregnancy Flow Sheet to monitor the pregnancy. The Medical Director should

review the flow sheet on a consistent basis, maybe at the established Chronic Clinic Reviews.

Pregnant inmates needing obstetric services will be referred to the local health department.

The designated mental health provider may be asked to participate in the treatment plan regarding the patient. Issues which may be discussed are any psychotropic medication needs and/or depression issues the patient may experience due to separation from the baby after birth.

MEDICAL RECORDS

All medical records will be kept in the medical unit or, if inactive, in a secure place accessible to medical personnel, for a period of seven years or such other periods as may be required or imposed by applicable law. The Detention Center Administrator should be consulted as to the space needed for the storage of inactive files. All medical encounters will be entered into the medical record using a narrative, Pathways or SOAP format. The medical record will contain the following elements and all laboratory reports, consult reports, discharge summaries, and diagnostic studies will be reviewed and initialed by the Physician before placement in the medical record.

1. Master Problem List (if a chronic condition patient)
2. Receiving Screening Form
3. Admission Data/History and Physical Assessment Form
4. Physician's Orders Form
5. Progress Notes
6. Laboratory Studies; Diagnostic Studies; Dental Records
7. Psychiatric and Psychological Reports
8. Consultant's Reports; X-Ray Reports
9. Medication Administration Records
10. Consent forms; Discharge Summaries

11. Release of Responsibility and Authorization for Release of Information Forms
12. Sick Call Request Forms
13. Specialized Treatment Plans
14. All Other relevant and medically related materials
15. Transfer Forms

When an inmate is re-incarcerated, the prior record, if one exists, will be reactivated and reviewed by the medical staff. The inmate will have one (1) medical record that contains a record of all medical services that are rendered.

All forms must be signed and dated appropriately.

CONFIDENTIALITY OF HEALTH RECORDS

HIPPA regulations apply to any protected health information such as information that concerns a person's social security number, date of birth, physical or mental health, healthcare, or payment information that could be used to identify an individual. That information must be blocked from disclosure. While individuals are in a correctional institution, SHP can use or disclose an inmate's protected health information to the medical unit of another correctional institution for the following reasons related to the provision of health care services:

1. Health and safety of the inmate or other inmates
2. Health and safety of correctional institution personnel
3. Health and safety of personnel responsible for transporting of transferring of inmates
4. Law Enforcement on the institution premises
5. The administration and maintenance of safety, security, and good order of the institution.

N.C.G.S. 130A-143 has strict confidentiality to information about reportable communicable diseases. The public health regulations authorize a local health department Director to notify the Sheriff if a detention inmate has certain

communicable diseases. This regulation excludes HIV infection and AIDS. The disease must represent a significant threat to public health.

Further, if an inmate has escaped from custody, HIPAA does not restrict the use or disclosure of an inmate's medication information. In such situations, the correctional institution may use or disclose the inmate's personal medical information as long as that use or disclosure is consistent with applicable law and standards of ethics.

The inmate's medical record is considered confidential and may not be shared with unauthorized individuals or agencies without the inmate's written consent. Training will be extended to all staff upon orientation as to the importance of maintaining medical confidentiality.

CONFIDENTIALITY SPECIFIC TO HIV INFECTION AND AIDS

1. Any information and records, especially medical records that might identify an inmate as HIV infected, will be kept strictly confidential.
 - 1-a. The above reflects North Carolina Law. Federal Courts have recognized that inmates retain the right to privacy that protects against the disclosure of sensitive medical information.
2. Detention center medical staff, only under the following circumstances, may release the inmate's HIV status:
 - 2-a. Release is made to health care personnel who are providing care to this inmate.
 - 2-b. Release is made with inmate's written consent or the written consent of the inmate's guardian.
 - 2-c. Release is made pursuant to a subpoena or court order.
 - 2-d. Release is made in accordance with other applicable law or regulations.

NOTE: If an exposed officer learns from the detention center Physician or private Physician that an inmate is HIV infected, he or she must keep that information strictly confidential. The reason for telling the officer is to permit effective

treatment and counseling. It is a misdemeanor if the officer discloses this information to another officer.

One exception to the confidentiality law is noted in N.C.G.S. 153A-222, which allows inspectors with the detention center and detention branch to see an inmate's medical record unless the inmate objects in writing. Before inspectors may review, the inmate must be informed in writing of his right to object.

PRIVACY

All medical evaluations and services are to be performed in as much privacy, with respect to security issues, as possible. The discretion is with the Medical Director, Physician, or Nurse providing the service.

Security personnel may be present if the patient poses a probable risk to the safety of the medical staff or others. Instruction on maintaining confidentiality is given to security staff that observes or hears health encounters. When cell side triage is required, medical staff must take extra precautions as to promote private communication with the inmate.

HANDLING OF INTOXICATED INMATES

Upon completion of the screening process, patients indicating such uses must be immediately referred to the medical staff for further evaluation and treatment.

Detoxification will be carried out only under medical supervision and initiated by the medical staff with Physician overview on an individual care basis. All detainees found to be demonstrating the signs and symptoms of drug/alcohol withdrawal will be seen by the Medical Director and her treatment plan followed. Inmates experiencing severe, life threatening intoxication or withdrawal will be transferred by EMS to a licensed acute care facility, or the local emergency room for treatment. The detention center Administrator must receive authorization of this transfer.

Pregnant females who have drug/alcohol dependency will promptly be referred to the Medical Director for appropriate treatment methods. The Medical Director may have established treatment protocols.

Inmates who are on Methadone will be able to continue their treatment while in the detention facility. Medication should be continued for inmates under current physician guidance with medication for opioid use disorder.

Administration and compliance with the requirements of Part 2B of Article 10 of Chapter 153A of the General Statutes, Dignity for Women Incarcerated in Local Confinement Facilities will be met and followed.

TRAINING FOR OFFICERS

Training programs should be provided by a Detention Center Training Coordinator or through programs funded by the County or State (depending upon the facility resources). All training programs provided by SHP must be documented and the Detention Center Training Coordinator will keep an attendance roster.

Upon request by the Detention Center Administrator, SHP in a joint effort along with the local health department and other available entities will provide the following training:

First Aid	Recognizing	Chronic
	Conditions/	
Suicide Prevention		
	Recognizing Signs & Symptoms of	
Screening Techniques	Mental Illness	Infectious Diseases
Health Referrals Confidentiality	CPR	
(HIPAA)		
Medication Administration		

The Detention Facility Nurse should participate in the on-going training programs currently set-up through the facility, whenever available.

TRANSPORTING INMATES TO OUTSIDE SOURCES FOR MEDICAL CARE

The transportation officer will be notified by medical personnel when an inmate is scheduled for an appointment outside the Detention Center. Security staff will plan transportation. Medical staff will not inform the inmate of the date or time of the appointment. When emergency transportation is required, medical personnel will decide whether an ambulance or security van is required and coordinate appropriate transportation with the corrections administration and security.

MEDICAL CO-PAY

The medical staff is not to benefit in any way from the co-pay system. Only minimum and essential charges should be considered for those receiving care and treatment. The nurse who is triaging or treating the inmate is only to complete any forms to provide information so that an inmate's account can be charged. Whenever possible, Medicaid should be available to those already eligible and receiving Medicaid, and upon release from jail, re-installation of critical services and life-saving medications should continue.

CONTINUITY OF CARE

Upon an inmate's admission into the Detention Center, every effort must be made in obtaining information concerning previous and/or current treatment plans. Record Request Forms may be sent to the inmate's treating Physician for inclusion into inmate's current medical file at the Detention Center. The Medical Director must be made aware of the medical records upon arrival, for his/her review as well.

All medications must be verified before continuance. All verifications (or inability to verify) must be noted within the patient's chart. Once medications have been verified, the Medical Director may give a verbal order (if not on-site) to continue the medications until the next scheduled Physician sick call, based upon the inmate's compliance prior to incarceration and present condition. Identified long-term and/or serious chronic conditions must be referred to the Physician for referrals of follow-up clinic visits as needed.

All pregnant inmates will be placed on Prenatal Clinic for review by a local OB/GYN clinic or the local county health department. Those pregnant inmates exhibiting serious conditions may be referred to the hospital for assessment. All ordered tests and/or consults are completed in a timely manner.

The Medical Director must sign all outpatient service discharge summaries as evidence of review. If changes in treatment are necessary, the changes must be noted and clinical justification for an alternative treatment plan is noted.

HEALTH ASSESSMENT

All history and physical data will be obtained by medical staff and recorded on an Admission Data History and Physical Exam Form. The medical staff will review the Receiving Screening Form and confirm all information, as well as ask for any additional medical history information that may not have been noted upon

admission. The medical staff must make verification of previous history, and document such verification and/or non-verification.

Within 14 calendar days of arrival into the Detention Center, an inmate will receive a full health assessment by SHP medical staff. A recording of the inmate's current weight, height, blood pressure reading, temperature, and pulse rate will be noted on the Assessment Form. Female inmates will be given a pregnancy test if their situation deems possible pregnancy and /or upon request.

The medical staff, using the standard Health Assessment Form will perform a physical exam. Inmates with a chronic condition will be screened and questioned specifically about their condition. Chronic care inmates will be referred to the Physician's chronic care clinic for an initial assessment and treatment plan as well.

Other lab and/or diagnostic testing may be required based on information received from the Receiving Screening or Assessment Form. Physician's orders must be obtained for the testing.

An inmate, who has been re-admitted into the Detention Center and had a documented Health Assessment within the previous 12 months, need not be re-examined unless changes in the inmate's health have been noted upon admission.

An inmate has the right to refuse a Health Assessment. Please refer to the policy

- ***Right To Refuse Treatment.*** If an inmate refuses a TB test recommended because of a positive screening for TB, the inmate must be placed in isolation for precautionary measures, as TB is an infectious disease. Medical Staff will monitor the inmate until the MD can evaluate and determine placement of the inmate. Depending upon the reasons for the inmate's refusal, the Medical Director and/or mental health staff may be advised to speak with the inmate about his/her concerns. All history and physicals must be referred to the Medical Director for review and sign-off.

GRIEVANCE PROCEDURE

Upon receipt of an inmate's grievance, the nurse will review the information presented and speak with the inmate about the problem and possible resolution. All information about the conversation should be documented on the Grievance Form and filed within the inmate's medical record. All responses to inmate

grievances must be timely and based on principles of adequate and prudent medical care.

Detention Officers will provide Grievance Forms to inmates upon their request. The inmate will give the completed form to a Detention Officer who then gives the form to the medical staff for resolution.

An incident report may accompany a copy of the grievance if submitted to the Southern Health Partners' Corporate Office. If the Corporate Office needs to be involved in the resolution of a problem, communication with the nurse, as well as a review of the applicable records and/or other information will begin. The nurse should notify the Corporate Office of the need for involvement.

After the grievance has been resolved, the Detention Center Administrator should be notified as to any resolution.

If the inmate does not agree with the resolution, an appeal may be filed citing additional information. The Nurse and Detention Center Administrator will once again review this appeal grievance, with a copy forwarded to the Corporate Office for resolution. All appeals must be sent to the Corporate Office for review.

REPORT OF DEATH

If an inmate in the custody of the detention center dies, the medical examiner and the coroner shall be notified immediately, regardless of the physical location of the inmate at the time of death. Within five days after the day of the death, the Detention Center Administrator shall make a written report to the local or district health director and to the Secretary of Health and Human Services. The report shall be made on forms developed and distributed by the Department of Health and Human Services.

Russ May, Chair
Granville County Board of Commissioners

Date

Debra A. Weary
Clerk to the Board



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: Minutes

PURPOSE:

To approve minutes of the October 2, 2023 Regular Meeting.

RECOMMENDATION:

County Manager recommends approval.

ATTACHMENTS:

October 2, 2023 Draft Minutes

ACTION TAKEN:

GRANVILLE COUNTY BOARD OF COMMISSIONERS
OCTOBER 2, 2023
GRANVILLE EXPO AND CONVENTION CENTER
4185 US Highway 15 South, Oxford, North Carolina

PRESENT:

Chair Russ May
Vice Chair Timothy Karan
Commissioner Zelodis Jay
Commissioner Robert Williford
Commissioner Sue Hinman
Commissioner Tony W. Cozart
Commissioner Jimmy Gooch

County Manager Drew Cummings
Assistant County Manager Korena Weichel
County Attorney James C. Wrenn, Jr.

CALL TO ORDER

At 7:00 p.m. Chair Russ May called the meeting to order. Vice Chair Timothy Karan had the invocation and led the Pledge of Allegiance.

CONSENT AGENDA

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the consent agenda as follows:

A. Approved budget amendment #2 for fiscal year 2023-2024:

BUDGET AMENDMENT #2
October 2, 2023
Legal Document

Be it ordained, the FY 2023-2024 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND			
Expenditures	Increase	Decrease	Total
General Government			\$ 28,330
IT	28,300		
Human Resources	7,230		
General Services		(7,200)	
Public Safety			\$ 70,206
Sheriff's Department		(281,667)	
Detention Center		(35,500)	
Emergency Management	283,873		
911 Operations	124,800		
Animal Control		(21,300)	
Community Services			\$ 78,238
4-H Best		(1,600)	
Unwrappin The Gift		(800)	
County Library System		(1,750)	
Recreation & Community Services	10,000		
Jonesland Park Operation	5,135		
Planning		(400)	
Inspections		(19,331)	
Construction Projects	89,384		
Economic Development		(2,400)	

Human Services		\$ (6,799)
Social Services	(9,200)	
Oxford Senior Center	2,401	
Area Projects and Other Appropriations		\$ 489,638
Non-Departmental	91,000	
Fleet	398,638	
Total Expenditures		\$ 659,613
Revenues		
Interest & Operating Transfers In	19,500	
Restricted and Intergovernmental	290,000	
Appropriated Fund Balance	350,113	
Total Revenues		\$ 659,613
Revenues		
Interest & Operating Transfers In	19,500	
Restricted and Intergovernmental	290,000	
Appropriated Fund Balance	350,113	
Total Revenues		\$ 659,613
LANDFILL FUND		
Expenditures		Increase Decrease Total
Landfill Operations	70,500	
Total Expenditures		\$ 70,500
Revenues		
Appropriated Fund Balance	52,000	
Transfers	18,500	
Total Revenues		\$ 70,500
		FY24 Budget Amendment #2
E-911 FUND		
Expenditures		Increase Decrease Total
Software	15,000	
Implemental	(15,000)	
Total Expenditures		\$ -
Revenues		
Appropriated Fund Balance	0	
Total Revenues		\$ -
FIRE SERVICES		
Expenditures		Increase Decrease Total
Service Enhancement Funding	122,000	
Total Expenditures		\$ 122,000
Revenues		
Appropriated Fund Balance	122,000	
Total Revenues		\$ 122,000

FY24 BUDGET AMENDMENT #2
Detail [For Reference Only]

				Amendment	Balance after Amendment
General Government					
General Fund/Administration					
Revenues: Increase/ (Decrease)					
10	3839	896	Reimburse Grant Writer Creedmoor	\$40,000	\$40,000
10	3990	991	Appropriated Fund Balance	(\$40,000)	\$4,502,236

Description: Recognize funds due from interlocal agreement with City of Creedmoor for shared grant writer position.

Public Safety

General Fund/Sheriff

Expenditures: Increase/ (Decrease)

10	4310	321	Telephone	(\$29,500)	\$88,620
10	4122	399	IT Connectivity	\$29,500	\$158,750

Description: Transfer funding of MiFi services from Sheriff Office to IT department.

Community Service

General Fund/Recreation

Expenditures: Increase/ (Decrease)

10	6120	610	Master Plan Development	\$10,000	\$10,000
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Revenues: Increase/ (Decrease)

10	3990	991	Appropriated Fund Balance	\$10,000	\$4,512,236
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Description: Carry over funds for the remaining balance of McAdams Recreation Master Plan work contracted in FY 2023.

General Fund/Construction Projects

Expenditures: Increase/ (Decrease)

10	4330	605	Expo Center Generator - CBCG Grant	\$267,000	\$267,000
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Revenues: Increase

Revenues: Increase/ (Decrease)

10	3433	342	CBCG Grant - Expo Generator	\$250,000	\$250,000
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10	3990	991	Appropriated Fund Balance	\$17,000	\$4,529,236
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Description: To recognize Emergency Management's CBCG grant for generator installation at the Expo Center and related engineering services (\$17,000).

FY24 Budget Amendment #2

Reference Detail Page 2

				Amendment	Balance after Amendment
Inter-Functional					
General Fund/Fleet					
Expenditures: Increase/ (Decrease)					
10	4122	251	Gas Oil and Tires	(\$1,200)	\$200
10	4260	251	Gas Oil and Tires	(\$7,200)	\$800
10	4310	251	Gas Oil and Tires	(\$208,600)	\$71,400
10	4320	251	Gas Oil and Tires	(\$35,500)	\$4,500
10	4330	251	Gas Oil and Tires	(\$10,400)	\$2,600
10	4350	251	Gas Oil and Tires	(\$15,400)	\$2,450
10	4380	251	Gas Oil and Tires	(\$16,800)	\$2,200
10	4390	251	Gas Oil and Tires	(\$2,700)	\$300
10	4910	251	Gas Oil and Tires	(\$400)	(\$20)
10	4920	251	Gas Oil and Tires	(\$2,400)	\$100
10	5300	251	Gas Oil and Tires	(\$9,200)	\$1,300
10	5831	251	Gas Oil and Tires	(\$1,600)	(\$39)
10	5835	251	Gas Oil and Tires	(\$800)	\$0
10	5860	251	Gas Oil and Tires	(\$600)	\$0
10	6110	251	Gas Oil and Tires	(\$800)	\$94
10	6130	251	Gas Oil and Tires	(\$11,700)	\$2,300
10	4310	353	R & M -Vehicle	(\$43,567)	\$36,433
10	4330	353	R & M -Vehicle	(\$890)	\$310
10	4350	353	R & M -Vehicle	(\$3,931)	\$69
10	4380	353	R & M -Vehicle	(\$4,500)	\$0
10	6110	353	R & M -Vehicle	(\$950)	\$0
10	8550	251	Gas Oil and Tires	\$325,300	\$325,300
10	8550	251	Gas Oil and Tires	\$18,500	\$18,500
10	8550	353	R & M -Vehicle	\$53,838	\$53,838
10	8550	353	R & M -Vehicle	\$1,000	\$1,000
Revenues: Increase/ (Decrease)					
10	3991	960	Transfer from Landfill Fund	\$19,500	\$19,500

Description: Reallocating balance of Gas, Oil, & Tires and Vehicle Repair & Maintenance budgets from user departments to the General Fund Fleet department.

General Fund/Various Department

Expenditures: Increase/ (Decrease)

10	4125	262	Employee Recognition	\$7,230	\$32,230
10	4251	600	GVPH Water Damage Repair	\$22,453	\$22,453
10	4251	604	DSS Child Support Renovations -143	\$16,005	\$16,005
10	4251	806	2531 E Lyon Station Rd (DSS Butner	\$6,150	\$7,150
10	4251	912	118 Hwy 15, Stovall	\$9,750	\$10,500
10	4251	924	4615 Belltown Drive (GAP Park Comple	\$20,700	\$253,550
10	4251	944	4185 Hwy 15 South, Oxford (Expo)	\$14,326	\$141,826
10	6130	510	Capital Outlay	\$16,835	\$72,835
10	4330	510	Capital Outlay	\$16,173	\$21,673
10	4330	602	Supplemental Grant Exp	\$4,495	\$112,763
10	4330	603	Homeland Security Exercise Grant	\$7,495	\$7,495
10	4390	352	Repairs and Maintenance Equip	\$127,500	\$202,500
10	5860	233	Donations	\$3,001	\$3,101
10	8540	805	Payroll Services	\$91,000	\$151,000

Revenues: Increase/ (Decrease)

10	3990	991	Approp Fund Balance	\$363,113	\$363,113
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Description: Fund the "roll-over" of open PO's from previous fiscal year.

FY24 Budget Amendment #2

Reference Detail Page 3

				Amendment	Balance after Amendment
Other Funds					
Landfill Fund					
Expenditures: Increase/ (Decrease)					
60	4725	353	R&M - Vehicles	(\$1,000)	\$0
60	4725	251	Gas Oil and Tires	(\$9,000)	\$1,000
60	4729	251	Gas Oil and Tires	(\$6,800)	\$700
60	9800	010	Transfer to General Fund	\$16,800	\$16,800

Description : Reallocating balance of Gas, Oil & Tire and Vehicle Repair & Maintenance budgets from user departments to the General Fund Fleet department.

Landfill Fund

Expenditures: Increase/ (Decrease)

60	4725	599	Construction and Permitting	\$52,000	\$59,500
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Revenues: Increase/ (Decrease)

60	3991	991	Appropriated Fund Balance	\$52,000	\$344,029
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Description: To fund the "roll over" of open PO's from previous fiscal year.

E-911 Fund

Expenditures: Increase/ (Decrease)

27	4504	199	In-House Addressing	(\$15,000)	\$10,000
27	4501	357	Radio Software	\$15,000	\$40,000

Description : Transfer in-house addressing (no longer reimbursable) funds to Radio Software.

Fire & Rescue District Fund

81	4341	624	Service Enhancement Funding Allocatic	\$122,000	\$213,538
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Revenues: Increase/ (Decrease)

81	3991	991	Appropriated Fund Balance	\$122,000	\$122,000
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Description: To roll the service enhancement funding allocation over from the previous year.

B. Approved declaring the following vehicles as surplus to be sold via online auction or by Enterprise Fleet Management if they choose to accept:

VIN	Year	Department	Make/Model	Mileage	Condition
8576	2011	Fleet	Ford Fusion #1	65,784	Fair
8578	2011	Fleet	Ford Fusion #2	77,931	Fair – no engine problems
8577	2011	Senior Services	Ford Fusion	56,893	Runs rough from time to time
9336	2014	Fleet	CR-V	44,784	Fair

C. Approved the following tax refunds, releases and write-offs:

• Refunds	August 24, - September 20, 2023:	\$ 2,283.83
• Releases	August 24, - September 20, 2023:	\$ 117.21
• Write-offs (\$2 and less)	August 24, - September 20, 2023:	\$ 20.01

D. Notification of Granville County Household Hazardous Waste Collection Day:

A County sponsored household hazardous waste collection day will be held on Saturday, November 18, 2023 at the Granville County Expo Center from 8:00 am – 12 noon.

E. Approved minutes:

- May 15, 2023 Regular Meeting
- June 5, 2023 Regular Meeting

INTRODUCTIONS, RECOGNITIONS AND PRESENTATIONS

Chair May skipped item six, legislative and budget update, as they were awaiting a guest, and moved on to item 7, Cooperative Extension Presentation on Family and Consumer Sciences Program.

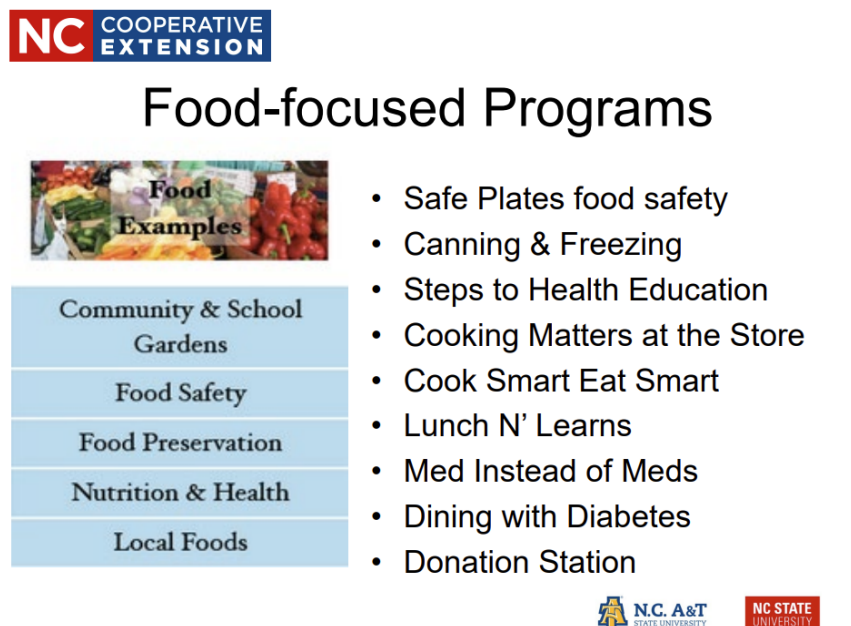
Cooperative Extension Presentation on Family and Consumer Sciences Program

NC Cooperative Extension Agent Jennifer Brown for Granville and Person counties updated the Board on educational efforts across the county. Ms. Brown said that as a Consumer Science Agent, her focus is food such as food safety, preservation, and nutrition as well as the correlations to overall health and wellness. She mentioned NC State University and NC A & T University curriculums and added that they use resources received through connections with cooperative extension offices across the states as well as trusted organizations such as the American Diabetes Association and the Center for Disease Control. She explained that four cross county agents are working across Person and Granville County Centers and that they work together to determine needs and provide programming. She mentioned the **Get Fit, Lose It** program which was funded by the Triangle North Healthcare Foundation to help people meet their health and fitness goals. She highlighted the donation station at the Stovall branch library, and how the program partnered with them in a way that helped local vendors financially but also donated food to local food pantries. She noted that booths are set up at various community fairs throughout the year. She recapped several workshops held at all three of the Senior Centers and talked about some of the accomplishments of the Cooperative Extension Volunteer Association. She mentioned inter-programming efforts and highlighted collaborations with the Sheriff’s Department, our local horticulture agent along with his master gardeners, and Cornwall Community Garden at the New Grassy Creek Missionary Baptist Church.

Commissioner Hinman stated she was honored to have been invited to the Cooperative Extension volunteer dinner the prior week and to learn of all the different programs. She thanked Ms. Brown for her efforts.

Chair May asked Ms. Brown to explain the Farm to Fridge program. She explained that a Lead for North Carolina AmeriCorps Fellow who interned in Granville County was able to get a grant to put refrigeration units in the Thornton Library in Oxford, Stovall Library, and Creedmoor Library and that there are hopes to expand it to the Berea Library as well. They worked with local farmers to collect produce that was made available to the public at the library at no charge as well as recipe cards. Chair May said that things like this help make Granville County special.

Comments were made from the following PowerPoint presentation:



Cross County Area Agent

Challenges

- Target Audiences
- Marketing
- County Needs
- Extra Reporting
- Scheduling issues
- Lack of contact with stakeholders & clients

Ways to Deal

- High Tech, High Touch
- New Funding streams
- Collaborations
- Just Say “No”
- Utilize more volunteers
- Stay Positive → Change is not all bad



Get Fit, Lose It program

- Funded by the Triangle North Healthcare Foundation
- Held challenges, workshops, and an online walking group
- 102 adults enrolled and 72 kids from 2 schools participated in a 9-week Steps to Health Nutrition program
- Improvements include weight loss, lowering of A1c, increase physical activity, drinking more water, etc.

One parent said "My son has tried to apply what he has learned in the Steps to Health program. He now likes milk and Greek yogurt. Thank you for helping kids become healthier!"



Donation Station Program



- Held at the new Stovall Farmers Market at the Library
- Set up a Donation Station booth throughout the summer
- Provided recipes, nutritional handouts, and giveaways to the market visitors
- Utilized trained volunteers

Collected \$170 and donated 155lbs of food to the Farm to Fridge refrigerated unit inside the Stovall Library





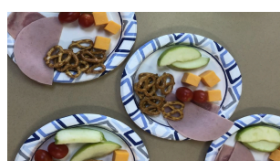
Community Health Fairs

Set up booths providing nutritional handouts, recipe cards, and giveaways at the following events

- Friendship Stew at New Grassy Creek Baptist Church
- COVID-19 Vaccination Clinic
- Women's Health Awareness Day
 - Juneteenth Festival
 - Hot Sauce Festival



Senior Center Workshops



A variety of workshops were held at all 3 of the Senior Center on the topics of mindfulness, meal planning, food budgeting, heart health, MyPlate, nutrition labels, healthy beverages, and different workshop series were offered such as a

- 8-week Take Control chronic disease management program
- 4-session Dining with Diabetes series

One participant of our Dining with Diabetes program was able to drop her A1c from 8.6 to 7.2.



Extension Volunteer Association

- Collected and distributed 2023 calendars for nursing home residents
- Made Valentine's cards for seniors
- Purchased items for Hope House
- Raised \$780 for our College Scholarship fund and awarded 2 college scholarships this year
- Distributed Meal Bags to the Senior Centers
- Sponsored 30 youth in the Backpack Buddies program
- Provided dictionaries to local schools





Inter-Programming Efforts

- We held a Canned Food Drive providing 25 families with meal bags. These bags were given to the Sheriffs Dept to distribute.
- The FCS Agent helped with a 4-H Lifeskills Summer workshop teaching kids basic cooking and knife skills, along with etiquette.
- Brought in \$1500 to help with the Cornwall Community Garden Initiative to purchase gardening equipment, plants, and a storage shed.



Questions?



Jennifer Brown - Extension Agent,
NC Cooperative Extension
Person & Granville County Centers

Follow us online @persongranvillefcs



FOOD for Thought



Legislative and Budget Update

Chair May asked Representative Frank Sossaman to provide a budget update from his perspective followed by Representative Matthew Winslow, and Senator Mary Wills Bode.

Representative Sossamon of the North Carolina General Assembly gave the following legislative and budget updates:

- The maximum number of ten projects was awarded.
 1. \$11.5 million for Vance-Granville Community College for an Advanced Manufacturing Center that is planned to be built at Triangle North Granville. He mentioned that the appropriation process was rigorous, and required doing a lot of homework, making personal appeals to make people aware of the need and importance, and scheduling meetings with chairmen and vice chairmen.
 2. \$10 million Kerr Lake Regional Water System.
 3. \$5 million for South Granville Water and Sewer Authority for infrastructure upgrades.
 4. \$3 million for Vance-Granville Community College for capital improvements.
 5. \$2.93 million for C.A. Dillion Youth Development Center.
 6. \$1 million for economic development site improvements at the Triangle North Business Park.
 7. \$500,000 for the Town of Butner for infrastructure study and downtown development.

8. \$250, 000 for City of Creedmoor for their City Hall renovation and Police Department expansion.
9. He noted that Granville County would be indirectly affected by \$5 million for Maria Parham Hospital to upgrade their old Emergency Room for secure beds for mental health patients. When police officers take mental health patients to a hospital, they have to stay with them until they are in a secure place or transport them to a secure place. With secure beds, they can take them to the hospital in a secure room and then they can leave and do their work. This will cut down on nurses and staff being assaulted because patients will be in secure facilities.
10. \$500,000 for a water line for the Henderson-Oxford Airport. They have well water, but not enough water if they were to have a major fire.

Representative Sossamon thanked the voters and said that he looks forward to continuing our work together in Granville County and that he stands ready to do whatever is possible to see growth, development of infrastructure, and more projects to advance our goals and objectives.

Chair May asked Representative Sossamon to talk about mental health forums and broadband. Representative Sossamon said he held a broadband forum in both Granville and Vance so that the public could be informed and educated and ask the experts from Raleigh. He announced that transportation forums will be held in October and noted that realtors would be invited as well. There will be mental health forums in November which will bring providers together to present the services they provide and help the public understand how to access those services. He listed more forum topics to come and a task force of local citizens that help him keep a pulse on the communities he serves.

Representative Matthew Winslow of the North Carolina General Assembly gave the following overall budget review. He said that our region brought in \$157 million in direct funding, and he noted that he did not believe that has ever been seen in our area, and he credited what good teamwork and cooperation can do. Between Franklin and Granville Counties, \$83 million was awarded of which \$39 million to Granville County. He said that he enjoyed working locally with elected officials who had made their priorities and expectations clear. He championed the budget efforts as a benefit of sound financing and accounting at the state level and said that in addition to the projects for this area they were able to do the following:

- Reduced taxes by \$1.5 billion across the state with growth toward a tax rate of 3.99% of income and zero for corporate taxes.
- Additional funds into the rainy-day fund which is now over \$5 billion and more than the statutory requirement.
- 7.4% raise for teachers, an additional \$2,866 for a local yearly stipend; 7% raise for principals and non-certified school staff; 9% raise for bus drivers; 7% raise for State Employees, and 4% cost of living bonus for State retirees.
- \$2.5 billion for the North Carolina transportation system; and \$2 billion for water and sewer improvements.
- \$1 billion for public school capital projects which was an increase (they've more than doubled the amount). This is only the second time in history that the General Assembly has provided capital financing for projects for schools.
- \$21 million for school supplies.
- \$620 million for behavioral mental health programs.
- \$70 million for school safety grants (doubled from the prior year) this is for LEOs (Law Enforcement Officers) and updates in schools to make them safer.
- \$29 million for services and housing of homeless veterans and victims of domestic violence, sexual assault; and human trafficking.
- \$14 million for broadband improvements at all 47 rural colleges.

- Investments in public safety such as \$2 million to update the state's crime lab and equipment.
- \$125,000 for a study to privatize the Department of Motor Vehicles (DMV).

Chair May asked Representative Winslow about LEO (Law Enforcement Officer) funding for schools every two years, specifically if that additional funding is available now for schools that have not been fully funded for SROs (School Resource Officers) or if they would have to wait another year. Representative Winslow responded that as soon as the budget is adopted and the funds become available, the Office of State and Budget Management will distribute those funds through DPI (Department of Public Instruction), and then the County would have the availability to apply for them. Chair May said that he would refer schools back to their office as it sounds like there will be additional funding available.

Commissioner Jay asked if we could do something about the upkeep and maintenance of the DMV building in Oxford. Representative Winslow said that DMVs do receive funds for capital improvements, upkeep, and maintenance and that he can check into it.

Senator Mary Wills Bode of the North Carolina General Assembly noted that DMV request should go to Representative Winslow. She said that a lot of information had been shared by Representative Sossamon and Representative Winslow such as funding for state employees, retirees, and health departments. She highlighted the following local Granville County projects that did not get funded in this budget:

- Regarding the school maintenance fund, Granville County had asked for \$15 million for school maintenance and infrastructure capital. However, as Representative Winslow mentioned, this budget advocates a significant amount to help meet those needs and costs. Historically in North Carolina, this had been the responsibility of the counties, and this budget does allocate a significant amount.
- The budget removed the opportunity scholarship cap and as a result, Granville County is projected to lose about 2% of its State funding for fiscal year 2026-2027 which amounts to approximately \$950,000.
- Regarding the New Commerce Drive extension, Granville County had asked for \$10 million. However, she said that she is hopeful that with the 20% increase in the base budget for DOT (Department of Transportation) allocations, Granville County can get a slice of that.

Commissioner Hinman said that she has been in her seat for seven years and this is the first time she has seen representatives come to tell us about the budget and that she is proud of the three of them. Commissioner Cozart and Willford both expressed their appreciation for the accessibility and efforts of all three representatives and Commissioner Gooch echoed the comments.

Commissioner Jay thanked the representatives and asked for clarification on the health department money. Senator Bode responded that it is about \$50,000 for each department across the state and that she could send them the line item in the budget.

Dr. Rachel Desmarais, President of Vance-Granville Community College (VGCC), then spoke about the advanced manufacturing program at VGCC. She began by saying they have been trying to envision and build an advanced manufacturing program in this area to support economic development for seven years. She gave her thanks to Representative Sossamon for filing the bill specifically for this to get us noticed and thanked Representative Winslow and Senator Bode as well. She emphasized the bipartisan support and thanked the County Commissions for their support as well. Dr. Desmarais explained that Granville County Economic Development, the Triangle North Park board, and the Kerr-Tar Council of Governments joined to set aside approximately 15 acres in the Triangle North Park for this project, and this Board of

Commissioners and the VGCC Board of Trustees allocated money. The Center is going to support industry training needs in the areas of industrial maintenance, mechatronics, electronics, welding, and fabrication. It will serve as an advanced manufacturing company recruitment benefit and support collaborative high school and college and career technical education partnerships. It will help us modernize the work they do and put an emphasis on trades. Diversity of employment and paths is important at VGCC. She emphasized that speed-to-work is of utmost importance for NC to remain number one in business. We must get people trained and realigned to the workforce we have. She said that 30% percent of VGCC students are from Granville County, next in line is Vance County with 22%. She concluded by saying that an investment of this magnitude will send a powerful message to current and future manufacturing stakeholders, that our region values the manufacturing sector, we support growth and innovation, and we believe in employee values.

Commissioner Hinman thanked Dr. Desmarais for sticking with this project.

Chair May said that it is a pleasure working with our delegation and emphasized the importance of engagement and contact interaction at the State level. He thanked Representative Sossamon, Representative Winslow, Senator Bode, Dr. Desmarais and all of those involved in making this project happen.

PUBLIC COMMENTS

Jon Carver, 6043 Stoney Creek Lane, Oxford, NC said that he was amazed that Representative Sossamon contacted him regarding their local airport authority and that they have not been contacted by any other representative since he was on the Oxford-Henderson Airport Authority Board. Representative Sossamon met with them, asked them about their needs, and listened. He said that he is a man of his word and a man of action. He thanked him for getting the \$500,000 appropriation for the water line out to the airport.

PUBLIC HEARINGS

After Holding Public Hearing, Board Approved Resolution to Submit an Application for the 5310 Transportation Grant – In-Town Oxford Fixed Route

Chair May said that the purpose of this item is to hold a public hearing on the NC DOT 5310 Transportation Grant application for funding during the 2024-2025 fiscal year.

Chair May declared the public hearing open and recognized Senior Director Kathy May for a brief overview.

Senior Services Director Kathy May provided the following information: They have been receiving the NC DOT 5310 grant each year since 2010. It is funded through federal and state funds, and the local 10% match is met through the ROAP (Rural Operating Assistance Program) that the county receives each year through DOT. The public hearing is for the 2024-2025 fiscal year. This grant allows the purchase of transportation service from KARTS to have a fixed bus route in the city limits of Oxford which makes 17 stops per hour. It begins at 8:00 am at the Granville County Senior Center and from there makes its way to nine (9) senior housing developments, two (2) grocery stores, two (2) pharmacies, our local hospital which has doctor's offices all around, the post office, and the Duke Primary Care Office. The idea behind a fixed bus route is for the individual to get on the van at a stop that is closest to them and then off at another stop that is within walking distance of where they want to go. This last fiscal year this service provided 9,614 one-way trips for our citizens. She said that the resolution in the agenda packet has been updated to reflect the current county manager's name.

Chair May asked if anyone would like to make comments to come forward.

Tyeisha Hewett, 123 Oak Road, Butner, NC, said that she would like to support Kathy May's request as the service would be very beneficial to relatives and people she is in contact with and assists daily.

Commissioner Williford said that he noticed that the buses often park across the street at the old Hardees and asked if that was an issue. Ms. May explained that that is an unrelated KARTS matter, not related to the fixed route. They park there when they are waiting for dispatch to send them to different areas so as not to take up the Senior Center parking spaces.

Chair May declared the public hearing closed and asked if the board needed any clarification on a motion. There were no questions.

Motioned by Commissioner Zelodis Jay, seconded by Commissioner Robert Williford, and unanimously carried, the Board approved the resolution to submit the application for the NC DOT 5310 Transportation Grant funding for fiscal year 2024-2025 in the amount of \$161,000 and the 10% match of \$16,100.

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

FY 2025 RESOLUTION

Section 5311 (including ADTAP), 5310, 5339, 5307, and applicable State funding, or a combination thereof.

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by Commissioner Zelodis Jay and seconded by Commissioner Robert Williford for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Capital Purchase of Service budget, Section 5310 program.

WHEREAS, Granville County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the County Manager of Granville County is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

Chair May said that he hopes to expand this for the citizens in southern Granville County and noted that one obstacle is that you must have at least 10,000 residents per city and that we are continuing to pursue other opportunities if possible.

FACILITY IMPROVEMENTS

Board Approved Granville Expo Center Audiovisual Upgrade Recommendation

IT Director Chris Brame said that the Information Technology department is seeking authorization to negotiate a service contract for the design and implementation of the Granville County Convention and Expo Center's next-generation audiovisual system. He provided the following background information.

In September 2023, the Information Technology Department issued a Request for Proposals (RFP) to design and implement next-generation audiovisual technology for the Expo Center.

The key scope requirements included:

- Upgrade the video system to support modern high-definition hardware connections and optimize video and text content.
- Upgrade the audio system to digital, allowing for one-button presets and HD audio quality within the auditorium and meeting room.
- Install a high-definition camera system to support recording and/or live streaming of public meetings.

The vendor proposals received by the deadline are listed below.

- Custom Light & Sound \$164,472
- BIS Digital \$181,252
- Sharp \$252,550

Mr. Brame said that he contacted vendor references and performed on-site visits to the City of Mebane (Sharp) and the NC General Assembly (Custom Light & Sound) to evaluate equipment and the quality of installation. Through this evaluation process, Custom Light & Sound was determined to be the preferred bidder that best fits the needs of Granville County. The Request for Proposal procedures used for this process are compliant with Section II of the Granville County Contract and Purchasing Policy and partial funding is available in fiscal year 2023-2024.

The Information Technology Director and County Manager recommend negotiations with Custom Light & Sound for a proposal to deliver modifications that best align with Granville County's goals for this project and approve authorizing the County Manager to finalize and execute the contract.

Chair May asked about partial funding and asked if we have funding available. Mr. Brame confirmed.

Commissioner Timothy Karan made a motion to approve the recommendation and it was seconded by Commissioner Robert Williford.

Chair May said that he wants the Board to understand that by committing to this we will be livestreaming our meeting for the public and there will be technological upgrades that modernize our building.

Commissioner Hinman said that she did not feel this was a necessity and that the money could be used for salaries for employees.

When Chair May called for a vote, the Board approved negotiations with Custom Light & Sound for a proposal to deliver modifications that best align with Granville County's goals for the audiovisual upgrade project at the Granville Convention and Expo Center and authorized the County Manager to finalize and execute the contract by a vote of 6-1. Commissioner Sue Hinman opposed the motion.

GRANT MATTERS

Board Approved Homeland Security Grant Program Opportunity

Emergency Management Director Jason Reavis asked the Board to consider accepting a Homeland Security Grant Program sub-recipient award in the amount of \$246,550.00, authorizing North Carolina Emergency Management to conduct activities on behalf of the County in accordance with the grant requirements. He provided the following background information. If accepted, the County would authorize the grant funds to be provided to the State of North Carolina (NC), Department of Public Safety. North Carolina Emergency Management (NCEM) will conduct Planning, make equipment purchases, train, and fund exercises throughout the State during the Period of Performance (9/1/2023 - 9/1/2026) in accordance with the grant guidelines.

Mr. Reavis said that this is the same grant as last year and would authorize the grant funds to be provided to the State of NC Department of Public Safety which Emergency Management falls under. He emphasized that this has been done in the past, and we have been able to receive funds back through the State of NC Emergency Management, and he mentioned the last shelter exercise as an example. He emphasized that as a sub-recipient, this project is completely managed by the State of North Carolina.

Chair May read the following recommendation. The Emergency Management Director recommends accepting the Homeland Security Grant Program award and authorizing the NC Division of Emergency Management to manage the grant and expend the funds in accordance with the grant guidelines.

Commissioner Tony Cozart said that we have done this in the past and he has not heard of any problems.

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved accepting the Homeland Security Grant Program award and authorizing the NC Division of Emergency Management to manage the grant and expend the funds in accordance with the grant guidelines.

Board Approved Engineering Services for the Stand-by Generator Grant – Granville County Conference and Expo Center

Development Services Director Scott Phillips said that this request considers awarding a fixed-price contract for engineering services needed for the CBCG (Capacity Building Competitive Grant) Generator award. He provided the following background information. This past June, Granville County was notified of an award of a Capacity Building Competitive Grant to install a 180kw standby generator and automatic power transfer switch for the Granville County Conference and Expo Center. The \$248,550.00 grant is non-matching; however, services needed to design the interconnectivity of the generator to the building's electrical service system and provide professional guidance in preparing a Request for Proposal to acquire the generator and supporting electrical infrastructure is not included in the grant award. He noted that attached to the request is a proposal from Kilian Engineering Inc. in the amount of \$17,500 for services indicated. He said that his request complies with Section V, Architectural, Engineering, and Surveying Services (NCGS 143-64.31), and Exemption (NCGS 143-64.32 / Fee not to exceed \$50,000) of the County's Contract and Purchasing Policy, and that the 2023-2024 fiscal year funding can accommodate this request.

Development Services Director Reavis recommended that the County first exempt itself from North Carolina General Statute (NCGS) 143-64.31 by utilizing the exemption indicated in NCGS 143-64.32 as the estimated professional fees is an amount less than \$50,000 and then award the fixed price engineering service contract to Kilian Engineering Inc. for an amount not to exceed \$17,500.

Commissioner Williford noted that the design services include electrical design, bid administration, and construction administration, and then asked if it will be natural gas. Emergency Manager Director Jason Reavis replied that diesel is the way to go with a generator of that size, and it would be able to run the facility for several days.

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Robert Williford, and unanimously carried, the Board approved exempting the County from the Mini-Brooks Act (NCGS 143-64.31) based on the contract amount being less than \$50,000, and awarding a fixed price engineering service contract to Kilian Engineering Inc., for an amount not to exceed \$17,500.

Chair May said that he wanted to state on the record that when we are looking at the new Senior Center in the northern part of the county, we would also be looking at a generator. Mr. Phillips confirmed that that is the case.

SHERIFF MATTERS

Sheriff Fountain gave the following updates before introducing two agenda items. He reported that after two years a suspect was taken into custody who killed someone and thanked staff for their work on the case. He reported that individuals doing security at all of the schools in Granville County. He said that last week the United States Marshals Service and the Bureau of Prisons conducted another jail inspection which again was very well received, and that the Sheriff's Department will continue to be allowed to house federal inmates. He explained that they are currently housing approximately 12 inmates and that the goal is 20. He emphasized that housing federal inmates will help generate more revenue for our county to pay off the debt for the facility. He thanked his staff for their accomplishments and mentioned a recent arrest at a Granville Central High School football game where an adult showed up with a semi-automatic shotgun, some drugs, and other items. He added that through their partnership with ALE (Alcohol Law Enforcement), they were able to take him into custody.

Board Approved Renewal of Consulting Contract – Robert Bailess

Sheriff Fountain said that this item is regarding the Robert Bailess consulting contract. He explained that Mr. Bailess was hired as a consultant a couple of years ago when the Sheriff's Office was looking at the asset forfeiture program and other operational issues. He said that Mr. Bailess has been a critical part of the Sheriff's Department in the asset forfeiture program, working with Internal Auditor Monique Heggie, Finance, Commissioners, the County Manager, and the County Attorney to ensure that we are going in the right direction. He explained that the request is for fiscal year 2023-2024, July through June 30th, in the amount of \$74,000, which is 1000 projected hours at \$74.00 per hour, of which \$60,000 is already in the contract. Closer to the end of the year, they will manage Mr. Bailess' budget and his hours to see whether they need to use any lapse salary or any other funding to accommodate the completion of his contract or manage his hours to keep them around 60. He will determine what decision needs to be made and bring that to the Board for consideration. He requested that the Board move forward with continuing to keep Mr. Robert Bailess and his consulting firm, Bailess Group LLC, as an asset to the Granville County Sheriff's Office.

Commissioner Hinman asked how long they expect to keep the consultant on board. Sheriff Fountain replied that he is now helping with the accreditation program, working with Chief

Lynette Clements. He added that we have a \$40,000 grant that will be utilized for the accreditation process. After accreditation, they will reevaluate the contract. He emphasized that he does not want to waste funds, and Commissioner Hinman concurred, saying that money could go to deputies. Sheriff Fountain agreed.

When asked by Commissioner Williford, Sheriff Fountain clarified that \$60,000 is already set aside and then he will monitor if there is another need for the \$14,000.

Commissioner Williford asked Sheriff Fountain to clarify that they are currently housing 12 federal inmates and that the goal is 20. Sheriff Fountain said that is correct. Commissioner Williford asked about the payment for beds for federal inmates. Sheriff Fountain explained that he is working on a contract to increase the rate per day for the pod that is designated for federal inmates. He highlighted that we are close to the Federal prison and said that he would like the Detention Center to be a hub for federal inmates. The Federal government would also pay for transportation at \$47 per hour, and that money goes back into the general fund.

Chair May asked about staffing for detention. Sheriff Fountain responded that detention is staffed at 86% and they are still hiring. When asked, Sheriff Fountain said that they have built their reputation on safety, sanitation, and security. He mentioned jailed inspections at the Granville County Detention Center by Halifax and Warren counties and a pending inspection by Durham County. He emphasized the importance of maintaining facilities and tied that point to accreditation. Chair May noted that staffing could take on federal inmates without any security, safety, or sanitation issues. Sheriff Fountain confirmed.

Chair May asked where we are with accreditation at this point. Sheriff Fountain explained that they terminated the contract with the person who was handling the accreditation for both the jail and law enforcement. He referred to \$40,000 in grant funds to be used toward the accreditation process, and County Manager Drew Cummings confirmed that those funds are from the GEMS grant for the Governor's Crime Commission. They will hire an outside person to handle the accreditation.

Chair May noted that there was funding for CALEA (Commission on Accreditation for Law Enforcement Agencies) in the most recent legislation that he believes would benefit the county, and asked County Manager Cummings if he was referring to that funding. Mr. Cummings explained that they were not referring to that funding, but he assumed we would investigate any available sources of funding to help with accreditation.

Chair May said that before the Board is the recommendation of the Sheriff to approve the contract to retain the services of Robert Bailess during this fiscal year 2023-2024 and the agreement had been looked at by the County. He read the following statement.

The Board is approving the contract that has been sufficiently reviewed by the County Manager and County Attorney and is compliant with the standard contractual requirements. Therefore, the contract can be executed. Funding is within the Sheriff's annual budget to cover the cost of the consultant service and is within the authority of the Sheriff for s funding such services.

Chair May explained that this would be approving a contract, but the funding is already present with the Sheriff to be spent based on his authority.

County Attorney Wrenn confirmed that we are voting on the procurement process as the monies are within the Sheriff's budget.

Motioned by Commissioner Zelodis Jay, seconded by Commissioner Robert Williford, and unanimously carried, the Board approved the contract with Robert Bailess, the Bailess Group, for consulting services for the Granville County Sheriff's Office for an amount not to exceed \$74,000 from the Sheriff's Office budget for July 1, 2023-June 30, 2024 and authorized the County Manager to execute the agreement.

Chair May thanked Sheriff Fountain and his office for the work they are doing.

Board Approved Purchase of Body Armor

Sheriff Fountain said that the next item was the purchase of body armor. He explained that they inventoried their body armor and noted the expiration dates of the vests. They reviewed a study that indicated that 76% of officers who were shot wearing body armor were shot in the torso. He recommended spending \$38,443 to outfit deputies with new body armor and tactical vests, of which \$12,917 will be reimbursed from the Leahy Bulletproof Vest Partnership Program. He asked for approval to spend \$38,443 to purchase bulletproof vests from Lawmen's, which he said is a reputable dealer throughout North Carolina, and restated that the \$12,917 will go back into their general fund balance. He explained that funding is in their treasury account asset forfeiture fund budget.

Chair May asked where the reimbursement goes, and Sheriff Fountain said that it goes back to the treasury asset forfeiture fund.

Motioned by Commissioner Tony W. Cozart, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved the purchase of protective equipment in the amount of \$38,443.83, utilizing U.S. Treasury asset forfeiture funds.

Chair May asked where the Sheriff's Department is regarding overall vests, specifically if we are approaching any other expiration dates. Sheriff Fountain confirmed that we are tracking expiration dates. Chair May asked if it was mandatory to wear a vest in the field, and the Sheriff confirmed, yes, that except for the investigators, everyone is issued a vest.

Sheriff Fountain said that they will be getting a check for \$120,000 from the Department of Revenue in the next 30 days. He explained that the funds are the result of a search warrant on Highway 96 on Mr. Dylan Huff who pled guilty to five felony counts of marijuana. The matter resulted in a \$320,00 tax bill of which they will get 33% that will replenish some of the money they spend.

Commissioner Williford asked how long a vest lasts. Sheriff Fountain explained that most vests last 5 years, but if you get metal plates you can extend their life. Most of the time you are looking at a 5-year window. Chair May confirmed that companies are not willing to stand by their products beyond the shelf life.

Sheriff Fountain explained the design specifications and utility of vests that would be purchased from Lawmen's.

Chair May invited the Sheriff back in December for a quarterly report on metrics.

APPOINTMENTS

Board Approved Appointment to Granville County Planning Board

Commissioner Cozart recommended Cynthia "Nadine" Green for the District 4 vacant seat.

Motioned by Commissioner Timothy Karan, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board appointed Cynthia “Nadine” Green (District 4) to the Granville County Planning Board.

Board Held Appointments to Parks, Greenways, and Recreation Committee

The Board held appointments to the Parks, Greenways, and Recreation Committee. Commissioner Williford encouraged citizens who may be interested in serving to apply.

Board Approved Appointment to Senior Services Advisory Committee

Motioned by Commissioner Robert Williford, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board appointed David T. Smith (District 2) to the Senior Services Advisory Committee to fill an unexpired term.

COUNTY MANAGER’S REPORT

County Manager’s Report

County Manager Drew Cummings did not have any items.

COUNTY ATTORNEY’S REPORT

County Attorney’s Report

County Attorney Wrenn said that he had both economic development and personnel matters for closed session.

During County Attorney’s Report, Board Approved Contracting with Mobile Communications America for Services for 911 Phone System

County Attorney Jim Wrenn said the contract with Mobile Communications of America for VESTA 911 system support was entered into several years ago but is on a non-automatic renewal basis. He said that under the previous policies, it was not brought before the Board on an annual basis. Emergency Communications Director Trent Brummitt brought this to the attention of the County Manager, and they reviewed it and agreed that it should be brought to the Board. This matter addresses necessary connectivity issues to run the 911 system and includes backup software and phone connectivity. He said, and Mr. Brummitt confirmed, that is something that we will be doing on the statewide contract starting next year. This is a continuation of an arrangement that has been in place for several years now at an annual cost is \$66,961.68 and this is something that is approved by the 911 board. All the funds are provided through 911 funding. He explained that it was brought before the board to meet the county purchasing and contracting requirements.

Emergency Communications Director Brummitt said that as Attorney Wrenn stated, next year we will move to a hosted system through the State and this contract will be going away as the state will pay for this directly.

Chair May asked to clarify if there is funding from the 911 fund. Attorney Wrenn replied that that is what he has been told.

Motioned by Commissioner Jimmy Gooch, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved contracting with Mobile Communications America for a phone maintenance contract for 24/7 maintenance and support of the 911 phone system in the amount of \$66,961.68 annually utilizing 911 funds.

BOARD PRESENTATIONS

Presentations by County Board Members

Commissioner Hinman thanked the Cooperative Extension for the invitation to the banquet the prior week and said she also attended the Kerr-Tar Council of Government (COG) annual banquet and noted it was nice to see the recipients of the various awards.

Commissioner Cozart acknowledged Ms. Tyiesha Hewett from Social Services and said that the Board knows that have had some challenges with staffing and as they approach dealing with additional Medicaid clients. He asked her to let her team know that the Board is counting on them, and they know that they will do well. He said that it was gratifying to hear nice comments about the appearance of our jail from the road and the facilities from another county.

Commissioner Karan said that the Cooperative Extension has a survey out via Facebook and on the Granville County website regarding farmer's markets. He explained that it is a short two-minute survey regarding food silos between producers and consumers and he encouraged people to fill it out. He said that Paul Westfall, the past executive director of Cooperative Extension who recently passed, was something to behold while he was here. Commissioner Cozart said that Mr. Westfall made it a point to spend time with his kids and grandkids and he was thankful that Mr. Westfall was given time to spend with them. Commissioner Jay added that Mr. Westfall had worked hard for the county up until he retired and that he was a great man who thought a lot of Granville County and represented us well at the state level.

Commissioner Gooch thanked our state representatives for all they have done for us in the legislature to bring home much-needed funding for the county. He thanked the County Manager for his listening series and said he looks forward to continuing with those sessions and to a lot of interaction with citizens in various parts of the county. He mentioned the Lord Granville Agricultural Heritage Association is having its event in Butner this upcoming Friday and Saturday, October 6th and 7th.

Commissioner Jay thanked everyone who attended the COG banquet the prior week and added that it made his heart feel good to see them all there supporting him in his role as outgoing chairman. He reported that he went to the funeral of former Extension Director Johnsie Cunningham's mother who was 99. He noted with the 5130 Transportation Grant funding that Vance, Warren, and Franklin are trying to get funds to do a route like the one in Oxford and like the one we hope to do in the southern end of the county. He mentioned KARTS has a new director, transports people to more places than just to and from medical facilities, and makes over 700 trips a day.

During Board Presentations, Update from Granville Health System CEO Adam McDonnell

Chair May invited Interim CEO Adam McConnell with Granville Health System to speak about how we are going to improve our EMS (Emergency Medical Services) and address BLS (Basic Life Support).

Interim CEO Adam McConnell said that it was discussed at their most recent Board of Trustees meeting how they are going to provide BLS transport for patients at the hospital and their skilled nursing facility. They are trying to resolve issues with wait times for patients who get discharged on Friday from the Emergency Department and must wait through Monday for transport. They put a budget together and set aside some capital dollars for the upcoming year. They are working on a pro forma cost analysis for the upcoming year and think that it is a doable plan and that they can find staff. It will take two staff members and a couple of vans, but they are hopeful it can be accomplished by the first of the year.

Chair May reminded the public that the Board had worked on the county's ambulance ordinance and was looking at a private ambulance firm. He said that the Board appreciates that the hospital has come forward with a BLS solution.

Mr. McConnell added that this transport service would be separate from their 911 services.

Board Presentations Continue

Chair May mentioned the upcoming Veterans Health Fair on October 7th at the Butner Armory. He emphasized that over the last three years, our representatives and lobbying efforts have assisted in obtaining over \$90 million coming into Granville County, which includes monies for SGWASA (South Granville Water and Sewer Authority) and GHS (Granville Health System). He explained that the Board is working on relationships with CAMPO (Capital Area Metropolitan Planning Organization) for roadways, particularly in southern Granville County. Planning Director Barry Baker and County Manager Cummings are working on getting the documentation prepared to present to CAMPO for a Highway 56 traffic study from Butner through Franklinton. He reported that he attended school truck day and that the kids enjoyed it. He reminded everyone that the National Night Out is Tuesday, October 3, 2023, in both Creedmoor and Butner. He thanked County Manager Cummings for his willingness to host the listening sessions. He said that he was glad that Creedmoor Mayor Bobby Wheeler was recognized as the municipal leader of the year at the Kerr Tar Regional Council of Government (COG) banquet the prior week. He thanked Commissioner Jay for serving as the Chair of the COG and said that it was a pleasure to see him lead the event. He emphasized that many of the Commissioners work on other boards to further the work of the county.

ANY OTHER MATTERS

There were no other matters.

CLOSED SESSION

Upon motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board went into closed session at 8:53 p.m. as allowed by N.C.G.S. 143-381.11(a) (3), (4) and (6) for attorney-client, economic development, and personnel matters.

RETURN TO OPEN SESSION

Upon motion by Commissioner Robert Williford, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board returned to open session.

ADJOURNMENT

Upon motion by Commissioner Robert Williford, seconded by Commissioner Sue Hinman, and unanimously carried, the Board adjourned at 10:56 p.m.

Respectfully submitted,
Debra A. Weary, NCMCC, CMC
Clerk to the Board

ATTEST:

Russ May, Chair

DRAFT



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: Election of Chairman and Vice Chairman

PURPOSE:

The Clerk will open the floor for nominations for a Chairperson of the Granville County Board of Commissioners.

After a Chairperson is elected, the new Chairperson will preside over the meeting and open the floor for nominations for a Vice Chairperson.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2024
Title: **Set Meeting Time, Place and Schedule for Calendar Year 2024**

PURPOSE:

To approve a meeting schedule for 2024 for the Granville County Board of Commissioners.

BACKGROUND:

The Board of Commissioners shall hold a regular meeting at least once a month, and may hold more frequent regular meetings. The Granville County Board of Commissioners meet in the Auditorium of the Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford, beginning at 7:00 p.m. in accordance with the proposed attached schedule for regular meetings. Budget workshops will be held in the Meeting Room of the Granville Expo and Convention Center with dates and times to be determined. The retreat location and time will be determined at a later date. The Board needs to approve the meeting schedule for 2024.

RECOMMENDATION:

County Manager recommends approval.

ATTACHMENTS:

Proposed Meeting Schedule

ACTION TAKEN:

Public Notice
Proposed Meeting Schedule for 2024
Granville County Board of Commissioners

Regular meetings begin at 7:00 p.m. and are held at the Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

January	2	Tuesday as Monday is holiday
January	16	Tuesday as Monday is holiday
February	5	
February	19	Retreat Day 1 @ Granville Expo Center
February	23	Retreat Day 2 - Location to be determined
March	4	
March	18	
April	1	
April	15	
May	6	
May	13-16	Budget Workshops as Needed
May	20	
June	3	
June	17	
July	1	
August	5	
September	3	Tuesday as Monday is holiday
October	7	
October	21	
November	4	
November	18	
December	2	

In accordance with NCGS § 143-318.12, notices will be published on any deviations from this schedule. The bulletin board located in the Granville County building at 141 Williamsboro Street, Oxford, North Carolina is the primary bulletin board for public notices for Granville County.

Debra A. Weary, Clerk



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: **Appointment of Members to Boards, Committees, and Liaison Assignments**

PURPOSE:

To make appointments to boards, committees, and liaison assignments for 2024.

BACKGROUND:

The 2023 list of boards, committees, and liaison assignments is attached. The Chair will review the boards, committees, and liaison assignments, consider assignments and changes, and bring back a recommendation for consideration at the next board meeting.

ATTACHMENTS:

List of Boards, Committees, and Liaison Assignments for 2023

ACTION TAKEN:

Boards/Committees/Liaison Assignments 2023

District 1 – Commissioner Zelodis Jay

- Board of Equalization and Review
- Digital Infrastructure Planning Committee
- District Health Board
- Emergency Services Committee
- Environmental Affairs Advisory Committee Liaison
- Granville Health System Board of Trustees
- K.A.R.T.S.
- Kerr-Tar Regional COG Board
- Planning Board Liaison
- Solid Waste Liaison
- Water/Sewer Matters Liaison

District 2 – Commissioner Rob Williford

- Audit Review Committee
- Board Of Equalization and Review
- Emergency Services Committee
- Finance Liaison
- Human Relations Commission
- Juvenile Crime Prevention Council
- Opioid Advisory Committee
- Oxford Downtown EDC Board
- Kerr-Tar Workforce Development Board/Private Industry Council
- Solid Waste Liaison

District 3 – Commissioner Sue Hinman

- Animal Control Advisory Committee Liaison
- Board of Equalization and Review
- DOT Issues
- Franklin-Vance-Warren Opportunity Inc.
- Library Board Liaison
- Parks, Greenways and Recreation Advisory Committee
- Social Services Board
- Staff Appreciation

District 4 – Commissioner Tony Cozart

- Board of Equalization and Review
- Franklin-Vance-Warren Opportunity Inc.
- Granville Health System Board of Trustees
- Human Relations Commission

- Public Safety Liaison
- School Administration Liaison
- Social Services Board
- Staff Appreciation

District 5 – Commissioner Russ May

- Board Of Equalization and Review
- CAMPO- Executive Board
- Granville Fire Commission
- Planning Board Liaison
- Public Safety Liaison
- Kerr Tar RPO- TAC (Rural Planning Organization-Transportation Advisory Committee)
- School Administration Liaison
- Upper Neuse River Basin Committee
- Vaya Region 4 Board of Directors
- Veteran Affairs Committee Liaison
- Economic Development Advisory Board

District 6 – Commissioner Tim Karan

- Board Of Equalization and Review
- Digital Infrastructure Planning Committee
- Emergency Services Committee
- Extension Leadership Advisory Council
- Granville Health System Board of Trustees
- Greenways Advisory Council
- Parks, Greenways, And Recreation Advisory Committee
- Opioid Advisory Committee
- SGWASA
- Triangle North Board

District 7 – Commissioner Jimmy Gooch

- Audit Review Committee
- Board of Equalization and Review
- CAMPO Executive Board, Alternate
- Granville Health System Board of Trustees, Ex-Officio
- Opioid Advisory Committee
- Senior Center Advisory Committee Liaison
- SGWASA
- Soil & Water Board Liaison
- Transportation Plan Work Group
- Water/Sewer Matters Liaison



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: **Approval of Bonds for County Officials for 2024**

PURPOSE:

State statute requires that certain public officials, especially those with broad access to local government funds, be bonded. Each year the Board needs to approve the bonds for County officials. The bonds for 2024 are as follows:

Finance Director	\$1,000,000
Tax Administrator	\$250,000
Sheriff	\$ 25,000
Register of Deeds	\$ 25,000

RECOMMENDATION:

County Manager recommends approval.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: Granville County Human Relations Commission Update

PURPOSE:

To update the Board on the Human Relations Commission (HRC).

BACKGROUND:

HRC Chair, Reverend John Gooch, will give an update on the HRC, including the HRC bylaws committee.

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: **Public Comments**

PURPOSE:

The Granville County Board of Commissioners is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government.

Public comments are limited to 3 minutes.

ACTION TAKEN:



Granville County Social Services

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Latoya Toussaint
Department: Social Services
Date: December 4, 2023
Title: Request for Additional DSS Positions to Cover Medicaid Expansion Workload

PURPOSE:

The purpose of this item is to discuss and approve the mid-year creation of seven new positions in the Granville County Department of Social Services to help support the expanded caseload caused by Medicaid Expansion across the State of North Carolina.

BACKGROUND:

The federal Medicaid program provides health insurance for those meeting certain age and income limitations. The State of North Carolina approved Medicaid Expansion earlier in 2023, eventually determining a December 1, 2023 “go-live” date. Expansion will extend eligibility for Medicaid to adults (ages 19-64) with incomes up to 138% of the Federal Poverty Level, thereby expanding both the age and income limits for the program. Whereas previously about 25% of Granville County residents have received health insurance through this program, Medicaid Expansion will cause that number to move upwards, perhaps resulting in close to one-third of the County’s population receiving their health insurance in this manner. At the same time, the Public Health Emergency (PHE), which has been in place since the COVID pandemic began in 2020, ended. The PHE’s end requires thousands of Medicaid recipients to reapply for eligibility. These two events, Medicaid expansion and the PHE’s end, will lead to a significant increase in the number of Medicaid applications submitted to Granville County and the number of applications to be reviewed annually, all of which must be completed accurately and within the required timeframes for Granville County to remain compliant with state and federal regulations.

After analyzing current and future workloads, DSS leadership and County administration recommend seven new positions to bolster the capacity of the Medicaid section of Granville County Social Services. The new positions will include four (4) Medicaid Eligibility Case Workers, one (1) Medicaid Supervisor, one (1) Trainer/Quality Assurance position, and one (1) Accountant position.

FUNDING LINE ITEM:

With state reimbursements, Granville County typically only pays for roughly one-third of DSS personnel expenses. The total, annualized, recurring cost for these positions is roughly \$525,000. Granville County has received sufficient one-time funds from the State of North Carolina to cover the partial-year costs that will be incurred in FY 2023-2024. Approximately one-third of the total cost of these positions (e.g. \$175,000 out of the \$525,000) would need to be built into future year budgets.

RECOMMENDATION:

The County Manager and DSS Director both recommend approval of these seven additional positions.

ATTACHMENTS:

FY 2023-2024 Summary of County Positions

NC Medicaid Flyer

NC Medicaid Newsletter

ACTION TAKEN:

Granville County
Summary of Authorized Full-Time and Part-Time Positions

	FY 19-20 Full-Time	FY 20-21 Full-Time	FY 21-22 Full-Time	FY22-23			FY23-24		
				Full-Time	Part-Time FTEs	Total	Full-Time	Part-Time FTEs	Total
Addressing/GIS	1	1	1	1		1	1		1
Administration	5	5	5	6 #		6	8 >		8
Animal Control	8	8	9 ^	10 #	1.8	11.8	10	1.8	11.8
Board of Elections	4	4	4	4	1.7	5.7	4	1.7	5.7
Cooperative Extension/4-H Best	2	2	2	2	3.7	5.7	2	3.7	5.7
Detention	37	43 *	49 ^	49		49	49		49
Economic Development	2	2	3	3		3	3		3
Emergency Communications - 911	18	18	20 ^	20		20	20		20
Emergency Management	4	4	4	4		4	5 >		5
Facility Maintenance	3	3	3	3	3.4	6.4	3	3.8	6.8
Finance	4	4	4	5 #		5	5 >		5
Forestry	0	0	0	0	0.7	0.7	0	0.7	0.7
Human Resources	2 <	2	2	2		2	3 >		3
Information Technology	4	4	4	4		4	5 >		5
Inspections	8	8	8	8		8	8		8
Internal Auditor	1	1	1	1		1	1		1
Library	13	13	13	13	5.3	18.3	13	4.0	17.0
Natural Resource Conservation	1	1	1	1	0.5	1.5	1	0.5	1.5
Parks & Grounds	4	4	5 ^	5	1.6	6.6	5	1.6	6.6
Planning	5	5	5	5		5	5		5
Register of Deeds	5	5	5	5		5	5		5
Senior Center	11	11	11	11	3.2	14.2	11	3.2	14.2
Sheriff	70	70	71 ^	72 #	1.1	73.1	72	1.1	73.1
Social Services	92	96 *	99 ^	99		99	101 >		101
Solid Waste	4	4	4	4	1.4	5.4	4	1.4	5.4
Tax Administration	10	10	10	10		10	11 >		11
Tourism	1	1	1	1		1	1		1
Veterans Services	1	2 *	2	2		2	2		2
TOTAL	320	331	346	350	24.4	374.4	358	23.4	381.4

Full-Time Positions Added by Fiscal Year

< FY 19-20 Human Resources (1 HR Specialist position).

* FY 20-21 Detention (6 DO due to new law enforcement center); Social Services (4 positions); Veterans Services (1 VST).

^ FY 21-22 Animal Control (1 animal control officer); Detention (1 PREA & 2 DO) + (1 Operations Sgt & 2 DO approved for January 2022); 911 (2 telecommunicators); Park & Grounds (1 venue & activities coordinator); Sheriff (1 sworn officer for animal control); Social Services (3 processing assistants).

FY 22-23 Administration (1 deputy clerk approved for January 2023); Animal Control (1 animal control officer); Finance (1 finance technician approved for January 2023); Sheriff Office (1 deputy).

> FY 23-24 Administration (1 grants officer & 1 management analyst); Emergency Management (1 deputy fire marshal); Finance (1 assistant finance director to replace FY23 approved finance technician position); Human Resources (1 recruitment specialist); Information Technology (1 server administrator); Social Services (1 program assistant V, 1 income maintenance II & 1 income maintenance III); Tax Administration (1 senior tax specialist).

More North Carolinians can get health care coverage through Medicaid.

Beginning on Dec. 1, 2023, NC Medicaid will cover people ages 19 through 64 years with higher incomes. You may be able to get health care coverage through Medicaid even if you didn't qualify before.

Medicaid pays for doctor visits, yearly check-ups, emergency care, mental health and more – at little or no cost to you.

NC Medicaid covers most health services, including:

- **primary care** so you can go to a doctor for a check-up or when you are not feeling well
- **hospital services** when you need to stay overnight (inpatient) or when you can go home the same day (outpatient)
- **maternity and postpartum care** if you are pregnant and after giving birth
- **vision and hearing services**
- **prescription drug benefits** to pay for your medicines
- **behavioral health**
- **preventive and wellness services**
- **dental and oral health services**
- **medical-related devices and other therapies**

How to apply for Medicaid:



ePASS
epass.nc.gov



Paper application
ncgov.servicenow.com



In person at your local DSS office
ncdhhs.gov/localDSS



Call DSS office
ncdhhs.gov/localDSS



Most people will be able to get health care coverage through Medicaid if they meet the criteria below. If you were eligible before, you still are.

- **You live in North Carolina**
- **Age 19 through 64**
- **You are a citizen** (some non-U.S. citizens can also get health coverage through Medicaid)
- **If your household income** fits within the chart below:

Household Size	Annual Income
Single Adults	\$20,120 or less
Family of 2	\$27,214 or less
Family of 3	\$34,307 or less
Family of 4	\$41,400 or less
Family of 5	\$48,493 or less
Family of 6	\$55,586 or less

Learn more at:

Medicaid.ncdhhs.gov

NC Department of Health and Human Services
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NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES

Más habitantes de Carolina del Norte pueden obtener cobertura médica a través de Medicaid.

A partir del 1 de diciembre de 2023, NC Medicaid cubrirá a las personas de 19 a 64 años que tienen ingresos más altos de lo que se permitía antes. Es posible que puedas obtener cobertura médica de Medicaid incluso si no calificaste antes.

Medicaid paga las visitas al médico, los chequeos médicos de rutina anuales, la atención de emergencia, servicios de salud mental y más, a bajo costo o sin costo para ti.

Medicaid cubre la mayoría de los servicios de salud, incluyendo:

- **atención primaria** para que vayas al médico para un chequeo de rutina o cuando no te sientas bien
- **servicios hospitalarios** cuando necesitas pasar la noche en el hospital (paciente hospitalizado) o cuando puedes irte a casa el mismo día (paciente ambulatorio)
- **atención de maternidad y posparto** si estás embarazada y después de dar a luz
- **servicios de visión y audición**
- **beneficios para pagar tus medicamentos recetados**
- **salud del comportamiento**
- **servicios preventivos y de bienestar**
- **servicios de salud dental y bucal**
- **dispositivos médicos y otras terapias**

Cómo solicitar Medicaid:



ePASS
epass.nc.gov



Solicitud impresa (en papel)
ncgov.servicenow.services.com



En persona, en tu oficina local del Departamento de Servicios Sociales (DSS)
ncdhhs.gov/localDSS



Llamando a tu oficina local del DSS
ncdhhs.gov/localDSS



La mayoría de personas podrán obtener cobertura médica a través de Medicaid si cumplen con los criterios a continuación. Y si eras elegible antes, todavía lo eres.

- **Vivir en Carolina del Norte**
- **Tener entre 19 y 64 años**
- **Ser ciudadano** (algunas personas que no son ciudadanos estadounidenses también pueden obtener cobertura médica a través de Medicaid)
- Y si los **ingresos de tu hogar** están dentro del cuadro a continuación:

Tamaño del hogar	Ingreso Anual
Adultos solteros	\$20,120 o menos
Familia de 2 personas	\$27,214 o menos
Familia de 3 personas	\$34,307 o menos
Familia de 4 personas	\$41,400 o menos
Familia de 5 personas	\$48,493 o menos
Familia de 6 personas	\$55,586 o menos

Obtén más información:

Medicaid.ncdhhs.gov/InfoDeExpansion

Departamento de Salud y Servicios Humanos de Carolina del Norte • [NCDHHS.gov](https://ncdhhs.gov)
NCDHHS es un proveedor y empleador que ofrece oportunidad igual a todos. • 10/2023



DEPARTAMENTO DE
SALUD Y SERVICIOS
HUMANOS DE
CAROLINA DEL NORTE



More people can get health care coverage through Medicaid.

Beginning Dec. 1, 2023, more people can get health coverage through Medicaid. Medicaid will cover people ages 19 through 64 years with higher incomes. North Carolinians may be able to get health care insurance through Medicaid even if they didn't qualify before.

Medicaid pays for doctor visits, yearly check-ups, emergency care, mental health services and more – at little or no cost to beneficiaries.

Most people will be able to get health care coverage through Medicaid if they meet the criteria below. If you were eligible before, you still are. To learn more, go to medicaid.ncdhhs.gov.

- Live in North Carolina
- Age 19 through 64
- Are a citizen. Some non-U.S. citizens can get health care coverage through Medicaid. To learn more, go to medicaid.ncdhhs.gov.
- Have a household income that is below 138% of the federal poverty level. That's about \$20,000 for a single adult or about \$34,000 for a family of three.

People can apply for Medicaid online at epass.nc.gov. They can also submit a paper application or apply in person at their local Department of Social Services (DSS). Applications may take up to 45 days to process. Incomplete applications may take longer. To help the process go faster, people can:

- **Apply online at ePASS and provide all the information requested.** If the application is incomplete, it may take longer to process. DSS will need to follow up with the applicant.
- **Keep contact information up-to-date in ePASS, to receive all important information about Medicaid benefits.**
 - **Sign up for an enhanced ePASS account** to keep their information updated without having to contact the local DSS office.

To learn more, visit Medicaid.ncdhhs.gov.

Más personas pueden obtener cobertura médica a través de Medicaid.

A partir del 1 de diciembre de 2023, más personas podrán obtener cobertura médica a través de Medicaid. Medicaid cubrirá a personas de 19 a 64 años con ingresos más altos de lo que se permitía antes. Es posible que personas de Carolina del Norte puedan obtener cobertura médica a través de Medicaid incluso si no calificaron antes.

Medicaid paga las visitas al médico, los chequeos médicos de rutina anuales, la atención de emergencia, servicios de salud mental y más, a bajo costo o sin costo para ti.

La mayoría de personas podrán obtener cobertura médica a través de Medicaid si cumplen con los criterios a continuación. Y si eras elegible antes, todavía lo eres. Para obtener más información, visita [Medicaid.ncdhhs.gov/InfoDeExpansion](https://www.Medicaid.ncdhhs.gov/InfoDeExpansion).

- Vivir en Carolina del Norte
- Tener entre 19 y 64 años
- Ser ciudadano. Algunas personas que no son ciudadanos estadounidenses son elegibles para obtener cobertura médica a través de Medicaid. Para más información, visita [Medicaid.ncdhhs.gov/InfoDeExpansion](https://www.Medicaid.ncdhhs.gov/InfoDeExpansion).
- Tener un ingreso familiar que esté por debajo del 138% del nivel federal de pobreza. Eso es alrededor de \$20,000 para un adulto soltero o alrededor de \$34,000 para una familia de tres personas.

Las personas pueden solicitar Medicaid en línea en epass.nc.gov. También pueden enviar una solicitud impresa o completar una solicitud en persona en la oficina local del Departamento de Servicios Sociales (DSS). Las solicitudes pueden tardar hasta 45 días en ser procesadas. Las solicitudes incompletas pueden demorar más. Para ayudar a que el proceso sea más rápido, las personas pueden:

- **Completar la solicitud en línea en ePASS y proporcionar toda la información que piden.** Si la solicitud está incompleta, puede llevar más tiempo procesarla. La oficina local del DSS se comunicará con el solicitante.
- **Mantener actualizada su información de contacto en ePASS, para recibir toda la información importante sobre los beneficios de Medicaid.**
 - **Registrarse para obtener una cuenta de ePASS** mejorada para mantener su información actualizada sin tener que comunicarse con la oficina local de DSS.

Para aprender más, visita [Medicaid.ncdhhs.gov/InfoDeExpansion](https://www.Medicaid.ncdhhs.gov/InfoDeExpansion).



Granville County Development Services

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Scott Phillips, Director
Department: Development Services
Date: December 4, 2023
Title: **Approval of Contract for Pump Station Site Maintenance - Triangle North Granville Industrial Park**

PURPOSE:

This request considers awarding a fixed-price service contract for site maintenance at the Triangle North Granville Wastewater Pumping Station.

BACKGROUND:

The wastewater pump station, constructed approximately 23 years ago, is needing site maintenance to remove small trees and accumulated debris from outside and within the perimeter chain-link fencing. The requested work will re-establish a 10-foot cleared buffer around the station and will remove the root debris and grass matting from the interior wet-well pumping area.

The following pricing was obtained in accordance with the published Request for Proposals.

▪ E. Christian and Son	\$13,912.50
▪ Land Scaping, Inc.	\$16,200.00
▪ Press Yelder Grading	\$16,544.00
▪ Carrington's Clearing and Grading	\$18,795.00

Additional work necessary to make the station operational will be performed in 2024.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

This request complies Section II, Informal Bids (NCGS 143-131)

FUNDING LINE ITEM:

The Triangle North Granville Project Ordinance funding can accommodate this funding request.

RECOMMENDATION:

The Development Service Director recommends awarding the fixed-price service contract to E. Christian and Son for an amount not to exceed \$13,912.50 unless authorized by change order.

ATTACHMENTS:

Pump Station Site Maintenance - Triangle North Granville Industrial Park
RFP for Lift Station Site Maintenance (1)
E CHRISTIAN AND SON PROPOSAL

ACTION TAKEN:



REQUEST FOR PROPOSALS

LIFT STATION SITE MAINTENANCE

TRIANGLE NORTH GRANVILLE INDUSTRIAL AND BUSINESS PARK

OXFORD, NC

Purpose and Introduction

The purpose of this request is for the Granville County to receive fixed-price price proposals from qualified firms capable of providing the County with services, as noted within this document, for the wastewater Lift Station located at the Triangle North Granville Industrial and Business Park.

Project Area Description

The Triangle North Granville Industrial and Business Park is located off Tabbs Creek Road in Oxford, North Carolina, and consists of 527 acres of undeveloped property.

Phase I of the Park, containing approximately 145 acres, was developed in the early 2000s and includes approximately 1,600 LF of asphalt paved access road, 6,100 LF of gravity sewer, 4,700 LF of sewer force main, and a 1,000 GPM wastewater lift station.

Scope of Services

To accommodate maintenance services that are planned for 2024, the County is requesting pricing for *site maintenance* needed for the Wastewater Lift Station compound. The services needed are indicate as follows:

1. Clearing of trees and underbrush surrounding the compound: Create a 10-foot cleared area outside of the existing chain-link fence. Remove all stumps and root debris. All debris to be removed off-site. Provide light grading to insure drainage. Seed and mulch the disturbed area.
2. Remove all stumps, roots, and other vegetation from inside the fenced area of the lift station compound: Contractor to use care while working around the existing facilities. Remove all stumps and roots and dispose off-site, fill holes with compacted ABC stone. Scarify the existing stone base to remove grass mat and provide 2" to 3" of clean washed stone over the entire area.

Price Submittal Deadline

Fixed-price bid submittals are required no later than **5:00 PM on Monday, November 13, 2023.**

Bid submittals can be issued via. email at the below contact email address, or hand delivered to 122 Williamsboro Street, Oxford, NC.

Contact Person

To schedule a site review, or if there are questions regarding this request please contact:

Scott Phillips, Granville County Development Services Director

PO Box 877, Oxford, NC 27565

Scott.phillips@granvillecounty.org

[\(919\) 603-1425](tel:9196031425)

Insurances Required

Granville County requires the following insurances:

Commercial Comprehensive Liability Insurance: Limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Commercial Automobile Liability: Limits of not less than \$1,000,000 per accident for bodily injury and property damage applicable to any vehicle used during the performance of services, including coverage for owned, hired, and non-owned vehicles.

Workers' Compensation Insurance: Limits for coverage A; Statutory for State of North Carolina, and coverage B; Employers Liability \$500,000 each accident / disease each employee / disease policy limit.

The awarded applicant must file with the County Certificates of Insurance prior to commencement of work evidencing the County as the certificate holder and as additionally insured.

All insurance companies must be authorized to do business in North Carolina and have an AM Best rating of "A-/VII" or better; or have reasonable equivalent financial strength to the satisfaction of Granville County's Finance Department. If any required insurance policy expires during the term of this Agreement, Proposer must provide a certificate of insurance to the Granville County Finance Department as evidence of policy renewal prior to such policy expiration. Proposer shall be responsible for providing the Granville County Finance Department with 30-day notice of insurance policy cancellation or non-renewal during the term of this Agreement and for three years subsequent for any claims made coverage.

ESTIMATE

2321

Date:	11/13/23
Owner:	The County of Granville North Carolina Attn: Scott Phillips Scott.phillips@granvillecounty.org
Site:	Triangle North Granville Industrial & Business Park

Project:	Lift Station Site Maintenance
Scope:	- Clearing & Debris Removal - Grading - Landscaping
GOALS ✓ Provide the scope of services for Site Maintenance at the wastewater Lift Station at Triangle North Granville Industrial and Business Park.	



79

Service	Description	Cost
CLEARING	- Approx. 3350 sq. ft.. of proposed land clearing, 10' wide along the Lift Station's perimeter fence is included. For machine accessibility purposes, 15' in disturbed area width may be reached periodically. If its necessary for machinery function it will be included, no other exceptions. - Debris loading included for 3 loads	\$ 1,952.50
GRADING	- Approx. 87 BCY of estimated unsuitable material proposed for stripping and removal - Unsuitable Soil loading included for 5 loads - After Clearing & Stripping is completed, the disturbed areas will be Rough Graded. Providing a proper base to be inspected, as well as preparing the disturbed areas for potential weather threats occurring prior to the project finish date. - As needed, Install & Compact ABC material in any existing holes located inside the fenced area. Repairing any Low-Grade or existing Soft/Unsuitable Base areas, is not included in this contract. - Install an approx. 3" layer of #57 Stone, inside the fenced area. - Fine Grade the perimeter to ensure drainage is directed away from the lift station, while subsequently providing ease of access. Any additional Soil & Erosion Control or Drainage Systems is not included. - Fine Grade the fenced area to provide an drain effective, uniform finish	\$ 2,948.00
LANDSCAPING	- Provide a Root & Debris Free finish proceeding Fine-Grading - Sow the outside Perimeter by installing seed & straw	\$ 960.00
HAULING	- Debris Disposal Load Limit: 3 - Unsuitable Disposal Load Limit: 5 - Aggregate Load Limit: 5	\$ 1,800.00

SUBTOTAL: \$ 7,660.50

Material	Dimensions/Description	Quantity	Cost
Debris Disposal	Approx. 50 cu. yds of mixed debris (trees & underbrush)	27.5 Ton	\$ 1,134.00
Unsuitable Disposal	Approx. 113.1 LCY estimated for unsuitable Topsoil mixed with organic matter. 79.17 load factored cu. yds required for disposal.	64 Ton	\$ 2,688.00
ABC	Base Material Aggregate	10 Ton	\$ 217.50
NC #57	Clean, Washed Stone Aggregate	63 Ton	\$ 1,732.50
Seed	Professional Landscapers Mix to promote growth quickly, per 50lbs bag	1	\$ 182.50
Straw	Wheat Straw Bales sold individually, used for establishing moisture retention and radiation protection for installed grass seed.	35	\$ 297.50

SUBTOTAL: \$ 6,252.00

This Contract Agreement is between E. Christian & Son of NC, Inc. and the Owner. Both parties shall understand and agree to the Terms & Conditions of this contract. A documented request for planning, preparation, permitting, or proceeding with scheduling for any portion of this project, established by the Owner, shall be considered and classified as a signed Contract Agreement.

Eugene W Christian JR.

PRESIDENT

ESTIMATE TOTAL		\$ 13,912.50
DEPOSIT	50%	REQUIRED FOR SCHEDULING.
PAYMENT TERMS	10% OF BAL. DUE FRIDAY, EACH WORKING WEEK.	
	Projects less than 14 days: WILL REQUIRE THE DEPOSIT AND REMAINING BAL. PAYMENT, ONLY.	
	ALL REMAINING BAL. DUE ON COMPLETION DATE!	



Pump Station Site Maintenance Development Services

December 4, 2023

1



Site Maintenance Needs for Pump Station

- Removal of trees to create a 10-foot clear buffer and perimeter chain-link fencing



Pump Station Site Maintenance – Development Services – 12/4/2023

2



Site Maintenance Needs for Pump Station

- Removal of roots and accumulated grass matting inside fenced area; replace with of 3" stone base



Pump Station Site Maintenance – Development Services – 12/4/2023

3



Questions?

4



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: **Kerr Tar Regional Council of Government Advisory Council on Aging**

PURPOSE:

To make appointments/reappointments to the Kerr-Tar Regional Council of Governments Advisory Council on Aging

BACKGROUND:

The Kerr-Tar Advisory Council on Aging shall have responsibility for assistance in developing an innovative plan for the delivery of services to all older persons in the project area. The Council shall provide expertise, make policy recommendations, continue to update knowledge of needs and gaps in service to older adults, and maintain liaison and communication lines with older adults, participating agencies and the general population of the project area. There are three (3) members from each of the five (5) counties in Region K.

The terms of Ethel Anderson (District 1) and Gary Kanady (District 6) expire in December.

Others serving: Sue Bryant District 2

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: Granville Health System Board of Trustees

PURPOSE:

To make appointments/reappointments to the Granville Health System Board of Trustees.

BACKGROUND:

The purpose of the Granville Health System Board of Trustees shall be to determine hospital policies with relation to community needs; to see that proper professional standards are maintained; to coordinate professional interest of the hospital with administrative, financial and community needs; to direct the Chief Executive Officer of the hospital in carrying out policies; and to provide adequate financing and control of expenditures.

The terms of Zelodis Jay (District 1), Tony W. Cozart (District 4) and Timothy Karan (District 6) expire December 31, 2023.

Others serving:	James Lumpkins	District 2
	David T. Smith	District 2
	Jim Blaine	District 5 appointed by District 3
	Dawn Omokunde	District 4
	Robert V. "Bobby" Wheeler	District 5
	Dr. Shane Hodge	Granville Surgical Associates
	Jimmy Gooch	Ex-Officio
	Dr. Joseph C. Zola	Chief of Staff, Ex-Officio
	Adam McConnell	CEO, Ex-Officio

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Drew Cummings
Department: Administration
Date: December 4, 2023
Title: Resolution Supporting Granville County Public Schools Grant Application

PURPOSE:

The purpose of this item is to approve a resolution to be submitted along with a grant application being submitted by Granville County Public Schools to the state's Needs-Based Public School Capital Fund Grant program.

BACKGROUND:

Effective in the current FY 23-24 school year, Granville County Public Schools (GCPS) moved the students at GC Hawley Middle School to a new facility, the former Creedmoor Elementary School site. GCPS is again submitting a grant proposal to the state for a new middle school on the original site, this time for the maximum \$52 million in funding. A local match of 5% (of any funds awarded) is required, which would indicate a maximum Granville County match of \$2.6 million. GCPS and Granville County have agreed in principle for any County match funds to be focused on the creation of recreational / athletic amenities which, while primarily for use by Hawley and other GCPS students, would also be open to public use at times when not in use by the schools.

Grant applications are due in early January and GCPS expects to hear back about this grant within the first quarter of 2024.

FUNDING LINE ITEM:

There is no funding associated with this item. Were the grant to be approved, the County's contribution to the project would likely come from a mix of sources, including money set aside in Assigned Fund Balance for recreational amenities in the southern part of the County as well as additional General Fund monies.

RECOMMENDATION:

The County Manager recommends approval of the attached resolution.

ATTACHMENTS:

Resolution Supporting Hawley Grant Application

ACTION TAKEN:



JOINT RESOLUTION SUPPORTING AN APPLICATION FOR THE NEEDS-BASED PUBLIC SCHOOL CAPITAL FUND GRANT

WHEREAS, the North Carolina Department of Public Instruction (NCDPI) is offering a Needs-Based Public School Capital Fund Grant; and

WHEREAS, the 532 students currently enrolled in GC Hawley Middle School are temporarily housed at the former site of the Creedmoor Elementary School campus, which was not designed for middle school instruction, nor does it have sufficient facilities for athletics and other special educational programming; and

WHEREAS, the vast majority of the former GC Hawley Middle School facility is in need of demolition or renovation; and

WHEREAS, there is sufficient space at the former GC Hawley Middle School campus to add additional community recreational facilities; and

WHEREAS, Granville County Public Schools is eligible to apply for up to fifty-two million dollars (\$52,000,000) to be used toward a Middle School project; and

WHEREAS, a local match of 5% of any grant funds awarded to Granville County Public Schools is required in order to apply for this Needs-Based Grant; and

WHEREAS, funds, if awarded, from this Needs-Based Grant will be used for new construction and renovation to the former GC Hawley Middle School.

THEREFORE, be it resolved that Granville County Public Schools will apply for the Needs-Based Capital Fund Grant in the amount of fifty-two million dollars (\$52,000,000), with any funds awarded to be used toward renovations to GC Hawley Middle School, and that Granville County Commissioners agree to match 5% of any amount awarded to Granville County Public Schools from the Needs-Based Capital Fund Grant.

Adopted by the Granville County Board of Education this ____ day of _____, 2023

Adopted by the Granville County Board of County Commissioners this ____ day of _____, 2023

Mrs. Glenda Williams, Chairwoman
Granville County Public Schools
Board of Education

Chair of Granville County Board of
Commissioners



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: **Approval of Compensation Increase for Granville County Jury Commission**

PURPOSE:

To consider an increase in compensation for the Granville County Jury Commission.

BACKGROUND:

Per North Carolina General Statute 9, a jury commission is made up of a panel of three citizens who serve as jury commissioners, which are appointed positions. The senior resident superior court judge, elected clerk of superior court, and board of county commissioners each appoint one member to serve on the jury commission. The appointees must be qualified voters in the county where they will serve. The commissioners serve a two-year term although they may be re-appointed to an unlimited number of terms. It is the ultimate decision of the official that appointed the commissioner to re-appoint that jury commissioner once his or her term expires.

The jury commissioners have three duties:

- Approve the automated procedures used by the computer in the preparation of the master jury list and those procedures used by the county to randomly select jurors.
- Determine the number of jurors that will comprise the master jury list that will be used by the county to summon jurors for either a one or two year period (depending on the county's practice). [In Granville County we comprise a master jury list every two years].
- Compile the master jury list by removing disqualified persons from the list.

The compensation of the jury commission is fixed by the Board of County Commissioners and shall be paid from the general fund. Since 2017, the commission members have been paid \$300 per year. They generally meet at least five times and their meetings constitute most of the day. Clerk of Court Yancey Washington is requesting an increase to \$500.

FUNDING LINE ITEM:

10-4160-124

RECOMMENDATION:

The County Manager recommends approval of the requested increase.

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Terry Hobgood, Public Information Officer
Department: Administration
Date: December 4, 2023
Title: **Approval of Website Content Management System**

PURPOSE:

To consider approval of a proposal from Civic Plus to host and provide a content management system for the Granville County website (www.granvillecounty.org) and to complete a full redesign and deployment of the county website.

BACKGROUND:

For the past seven years, Granville County has utilized Wordpress to manage the county's website following a full redesign in 2016. Though this was a drastic improvement over the existing platform, the needs of the county and the expectations of our citizens, staff, and elected officials have created a need to utilize a proven website platform that will be more user-friendly, easier to navigate, and encourage increased citizen engagement in local government affairs.

County Administration has spent months researching and evaluating content management platforms that specialize in providing this service to local governments. Very few vendors are able to provide a secure hosting environment, technical support and training, a suite of engagement tools including e-notifications to subscribers, customizable subpages that will incorporate county and departmental branding needs, employee intranet (secure private repository for employee documents and communications), secure online form submission, along with a pleasant and intuitive user experience. After extensive meetings with vendors, County Administration has selected Civic Plus as the preferred vendor who can best meet these needs and we have negotiated the attached proposal for services.

Once the county attorney has finalized the contract language and the county manager has executed the agreement, staff will begin work with Civic Plus to transfer content and documents from the existing platform to Civic Plus, create a new website architecture, and customize an attractive and user-friendly homepage and department sub-pages to welcome users that wish to access information and services via the county's website platform. Full implementation is estimated to take approximately nine to twelve months once all agreements have been executed.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

This purchase complies with the Granville County purchasing policy and the Local Assistance and Tribal Consistency Fund (LATCF) guidelines regarding service contracts.

FUNDING LINE ITEM:

Partial funding (\$60,000) is available in the LATCF project ordinance. Additional funding is available in the FY 23-24 budget under line item 10-8540-151.

RECOMMENDATION

The Public Information Officer recommends approving the proposal from Civic Plus at a first-year cost of \$62,7234.50 for website hosting and content management services in conjunction with a full redesign of the Granville County website (www.granvillecouny.org) and recurring annual service fees beginning in year two at \$22,464.30. The Public Information Officer further recommends that the Board of Commissioners authorize the County Manager to execute the proposal and service agreement once finalized by the County Attorney.

ATTACHMENTS:

Civic Plus Proposal for Services
Civic Plus Draft Master Services Agreement

ACTION TAKEN:



GSA CivicPlus Statement of Work

Labor Category	GSA Hourly Rate with IFF	Hours	Total Cost
Website Consultant	\$149.01	16	\$2,384.16
Project Manager	\$135.86	60	\$8,151.60
Network Consultant	\$135.86	0	\$0.00
Wireless Network Technician	\$135.86	0	\$0.00
Programmer	\$131.48	92	\$12,096.16
Graphic Designer	\$109.57	148	\$16,216.36
Writer	\$109.57	0	\$0.00
Server and Network Technician	\$109.57	86	\$9,423.02
Trainer	\$109.57	18	\$1,972.26
PC Technician	\$89.41	0	\$0.00
Content Developer	\$80.64	224	\$18,063.36
Subtotal			\$68,306.92
Discount			(\$5,572.42)
Total Fees Year 1			\$62,734.50

Project Implementation and Deployment

- CivicEngage Central First Year Annual
 - Hosting & Security
 - 1x SSL Management – CP Provided
 - DNS and Domain Hosting
 - Ultimate Implementation – CivicEngage Central
 - 48 Month Redesign Ultimate
 - 200x Content Development Pages
 - 6x New Customer System Training (3 hour blocks)
 - 1x Agendas & Minutes Migration – PDF – 100 Meetings
 - 2 Day Virtual Alignment Consulting (Recommend group 8 or less)
 - 4x Ultimate Department Header
 - Platinum Hosting & Security
- \$62,734.50

Total Initial Term Fees **\$62,734.50**

Renewal Term Annual Services

\$22,464.30

1. Performance and payment under this Statement of Work ("SOW") by and between Granville County, North Carolina ("Customer") and CivicPlus ("CivicPlus") shall be subject to the terms & conditions of the Agreement by and between the General Services Administration and CivicPlus and the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff>.
2. This SOW shall remain in effect beginning at signing and continuing for 1 year. This SOW may be renewed for an additional 1-year Renewal Term upon mutual agreement of the Parties.
3. The Total Initial Term Fees will be invoiced upon signing.



GSA Statement of Work for Granville County, NC

GSA Contract GS-35F-0124U

4. Renewal Term Annual Services shall be invoiced on the first day of each Renewal Term. Annual services, including but not limited to hosting, support and maintenance services, shall be subject to a 3% annual increase beginning in Year 3 of service. fee.



GSA Statement of Work for Granville County, NC
GSA Contract GS-35F-0124U

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this SOW.

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

CivicPlus Master Services Agreement

This Master Services Agreement (this “Agreement”) governs all Statements of Work (“SOW”) entered into by and between CivicPlus, LLC (“CivicPlus”) and the customer entity identified on the SOW (“Customer”). This Agreement governs the use and provision of any Services purchased by Customer, as described in any signed SOW, and the effective date of this Agreement shall commence on the date of signature of the SOW (“Effective Date”). If a SOW has not been executed, then the Effective Date shall be determined as the start date of implementation of any software solution by CivicPlus for Customer. CivicPlus and Customer referred to herein individually as “Party” and jointly as “Parties”.

Recitals

I. WHEREAS, CivicPlus is engaged in the business of developing and providing access to proprietary community engagement and government content, workflow, and general management software solutions, platforms and associated services (the “Services”); and

II. WHEREAS, Customer wishes to engage CivicPlus for the procurement of the Services and/or receive a license subscription for the ongoing use of the Services, as set forth in the SOW;

NOW, THEREFORE, Customer and CivicPlus agree as follows:

Agreement

Term & Termination

1. This Agreement shall commence on the Effective Date and shall remain in full force and effect for as long as any SOW is in effect between CivicPlus and Customer, or Services are being provided by CivicPlus to Customer, unless terminated in accordance with this §1 or as otherwise provided in this Agreement (the “Term”). Either Party may terminate this Agreement or any SOW as set forth in such SOW, or at its discretion, effective immediately upon written notice to the other Party, if the other Party materially breaches any provision of this Agreement and does not substantially cure the breach within thirty (30) days after receiving notice of such breach. A delinquent Customer account remaining past due for longer than 90 days is a material breach by Customer and is grounds for CivicPlus termination. CivicPlus reserves the right to withhold, remove and/or discard Customer Data without notice for any breach, including, without limitation, Customer’s non-payment. Upon termination for Customer’s breach, Customer’s right to access or use Customer Data immediately ceases, and CivicPlus shall have no obligation to maintain or forward any Customer Data.

2. Upon termination of this Agreement or any SOW for any reason, (a) the licenses granted for such relevant SOW by §11 below will terminate and Customer shall cease all use of the CivicPlus Property and Services associated with the terminated SOW and (b) any amounts owed to CivicPlus for work performed prior to termination shall immediately become due in full and payable. If Customer has paid in advance for the Services, and this Agreement terminates due to material breach of this Agreement by CivicPlus, CivicPlus shall refund Customer a prorated amount of any amount already paid. Upon termination by Customer for convenience or due to material breach by Customer, in addition to any remedy

provided in this Agreement or provided in law or equity, CivicPlus shall be entitled to retain any amounts already paid. Sections 7, 8, 10, 14, 15, 18, 32 -34, 40, and 42 will survive any expiration or termination of this Agreement.

3. At any time during the Term, CivicPlus may, immediately upon notice to Customer, suspend Customer and any of its Users access to any Service due to a threat to the technical security or technical integrity of the Services.

Invoicing & Payment Terms

4. Customer will pay the amounts owed to CivicPlus for the development and implementation of the Customer's Services, as defined in the SOW ("Project Development"), subscription and licensing, and annual hosting, support and maintenance services ("Annual Recurring Services") in accordance with the payment schedule set forth on the applicable SOW. Invoices shall be sent electronically to the individual/entity designated in the SOW's contact sheet that is required to be filled out and submitted by Customer (the "Contact Sheet"). Customer shall provide accurate, current and complete information of Customer's legal business name, address, email address, and phone number in the Contact Sheet upon submission of a signed SOW. Customer will maintain and promptly update the Contact Sheet information if it should change. Upon Customer's request, CivicPlus will mail hard-copy invoices for a \$5.00 convenience fee to be added to the mailed invoice.

5. Each SOW will state the amount of days from date of invoice payment is due. Unless otherwise limited by law, a finance charge of 1.5 percent (%) per month or the maximum rate permitted by applicable law, whichever is less, will be added to past due accounts from due date until paid. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s). If the Customer's account exceeds 60 days past due, support will be discontinued until the Customer's account is made current. If the Customer's account exceeds 90 days past due, CivicPlus may suspend in progress Project Development and Annual Recurring Services will be discontinued, and the Customer will no longer have access to the Services until the Customer's account is made current. Customer will be given 15 days' notice prior to discontinuation of Services for non-payment.

6. During the performance of Project Development, if Customer requests a change that requires repeated efforts to previously approved work product and such change causes CivicPlus to incur additional expenses (i.e. airline change fees, resource hours, consultant fees, Customer does not show up for scheduled meetings or trainings), Customer agrees to reimburse CivicPlus for such additional expenses. CivicPlus shall notify Customer prior to incurring such expenses and shall only incur those expenses which are approved by Customer.

Ownership & Content Responsibility

7. Upon full and complete payment of amounts owed for Project Development under the applicable SOW, Customer will own any website graphic designs, Services content, module content, importable/exportable data, and archived information ("Customer Content") created by CivicPlus on behalf of Customer pursuant to this Agreement. "Customer Content" also includes, without limitation, any elements of text, graphics, images, photos, audio, video, designs, artworks, logos, trademarks, services marks, and other materials or content which Customer provides to CivicPlus for processing, transmission, storage, or inputs into any website, software or module in connection with any Services. Customer Content excludes any content in the public domain and any content owned or licensed by CivicPlus, whether in connection with providing Services or otherwise.

8. Upon completion of the Project Development, Customer will take over the management and control of the Services and Customer will assume full responsibility for Customer Content maintenance and administration. Customer, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and

intellectual property ownership or right to use of all Customer Content. Customer hereby grants CivicPlus a worldwide, non-exclusive right and license to reproduce, distribute and display the Customer Content as necessary to provide the Services. Customer represents and warrants that Customer owns all Customer Content or that Customer has permission from the rightful owner to use each of the elements of Customer Content and that Customer has all rights necessary for CivicPlus to use the Customer Content in connection with providing the Services. Customer agrees that CivicPlus shall not be responsible or liable for the content of messages created by Customer or by Customer's Users or end-users who access Service. Notwithstanding the foregoing, CivicPlus retains the right, but not the obligation, to remove any Customer Content that is libelous, harassing, abusive, fraudulent, defamatory, excessively profane, obscene, abusive, hate related, violent, harmful to minors, that advocates racial or ethnic intolerance, intended to advocate or advance computer hacking or cracking, or other material, products or services that violate or encourage conduct that would violate any laws or third-party rights.

9. At any time during the term of the applicable SOW, Customer will have the ability to download the Customer Content and export the data that is processed through the Services ("Customer Data"). Customer may request CivicPlus to perform the export of Customer Data and provide the Customer Data to Customer in a commonly used format, at any time, for a fee to be quoted at time of request and approved by Customer. Upon termination of the applicable SOW for any reason, whether or not Customer has retrieved or requested the Customer Data, CivicPlus reserves the right to permanently and definitively delete the Customer Content and Customer Data held in the Services thirty (30) days following termination of the applicable SOW. During the thirty (30) day period following termination of the SOW, regardless of the reason for its termination, Customer will not have access to the Services.

10. Intellectual Property in the software or other original works created by or licensed to CivicPlus, including all software source code, documents, and materials used in performing the Services ("CivicPlus Property") will remain the property of CivicPlus. CivicPlus Property specifically excludes Customer Content. Customer shall not (i) license, sublicense, sell, resell, reproduce, transfer, assign, distribute or otherwise commercially exploit or make available to any third party any CivicPlus Property in any way, except as specifically provided in the applicable SOW; (ii) adapt, alter, modify or make derivative works based upon any CivicPlus Property; (iii) create internet "links" to the CivicPlus Property software or "frame" or "mirror" any CivicPlus Property administrative access on any other server or wireless or internet-based device that may allow third party entities, other than Customer, to use the Services; (iv) reverse engineer, decompile, disassemble or otherwise attempt to obtain the software source code to all or any portion of the Services; (v) make any attempt to gain unauthorized access to the Services and/or any of CivicPlus' systems or networks; or (vi) access any CivicPlus Property in order to: (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of any CivicPlus Property, or (c) copy any ideas, features, functions or graphics of any CivicPlus Property. The CivicPlus name, the CivicPlus logo, and the product and module names associated with any CivicPlus Property are trademarks of CivicPlus, and no right or license is granted to use them outside of the licenses set forth in this Agreement.

11. Provided Customer complies with the terms and conditions herein, the relevant SOW, and license restrictions set forth in §10, CivicPlus hereby grants Customer a limited, nontransferable, nonexclusive, non-assignable license to access and use the CivicPlus Property associated with any valid and effective SOW, for the term of the respective SOW. The license set forth herein, shall only apply to the extent that Customer is using the Services for legitimate business use as intended by the purpose of the Services and not for the purpose of comparing the Services to a competitor or similar product of CivicPlus. Customer hereby warrants and affirms its purpose in accessing or otherwise using the Services is for their intended purpose only and understands and agrees that any other use shall be considered fraud.

12. All CivicPlus helpful information and user's guides for the Services ("Documentation") are maintained and updated electronically by CivicPlus and can be accessed through the CivicPlus "Help Center". CivicPlus does not provide paper copies of its Documentation. Customer and its Users are granted a limited license to access Documentation as needed. Customer shall not copy, download, distribute, or make derivatives of the Documentation.

13. Customer acknowledges that CivicPlus may continually develop, alter, deliver, and provide to the Customer ongoing

innovation to the Services, in the form of new features and functionalities. CivicPlus reserves the right to modify the Services from time to time. Any modifications or improvements to the Services listed on the SOW will be provided to the Customer at no additional charge. In the event that CivicPlus creates new products or significant enhancements to the Services (“New Services”), and Customer desires these New Services, then Customer will have to pay CivicPlus the appropriate fee for the access to and use of the New Services. CivicPlus shall use its reasonable best efforts to provide workarounds in the event any modification to the Services causes Customer to lose substantial functionality of the Services.

14. CivicPlus in its sole discretion, may utilize all comments and suggestions, whether written or oral, furnished by Customer to CivicPlus in connection with its access to and use of the Services (all reports, comments and suggestions provided by Customer hereunder constitute, collectively, the “Feedback”). Customer hereby grants to CivicPlus a worldwide, non-exclusive, irrevocable, perpetual, royalty-free right and license to incorporate the Feedback in the CivicPlus products and services.

Indemnification

15. CivicPlus will defend at its expense or settle any third-party claim against Customer alleging that the Services provided under this Agreement infringe intellectual property rights. CivicPlus will pay infringement claim defense costs, CivicPlus–negotiated settlement amounts, and damages finally awarded by a court. CivicPlus has no obligation for any claim of infringement arising from Customer's use of the Services for purposes not contemplated by this Agreement. CivicPlus's indemnification obligations under this Section 15 are conditioned upon the Customer (i) promptly notifying the CivicPlus of any claim in writing; (ii) cooperating with CivicPlus in the defense of the claim; and (iii) granting CivicPlus sole control of the defense or settlement of the claim. The indemnification obligations of CivicPlus herein shall not apply to any claims of intellectual property infringement related to Client Content.

Responsibilities of the Parties

16. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier, licensor or other third-party service provider whose facilities or services are used in furnishing any portion of the Service received by the Customer.

17. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Customer or any entity employed/contracted on the Customer's behalf. During Project Development, Customer will be responsive and cooperative with CivicPlus to ensure the Project Development is completed in a timely manner.

18. Customer agrees that it is solely responsible for the end-user's personal data that Customer decides to solicit, collect, store, or otherwise use in connection with any Service provided by CivicPlus. Customer understands and agrees that CivicPlus provides certain solutions with increased security measures for the solicitation and storage of any sensitive data, and it is Customer's responsibility to determine whether the data it solicits and collects should be stored in such solutions. Customer understands and agrees that CivicPlus does not have knowledge or control over what type of data Customer solicits therefore CivicPlus has no responsibility for the use or storage of end-users' personal data in connection with the Services or the consequences of the solicitation, collection, storage, or other use by Customer or by any third party of any personal data. Customer has the sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Customer shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's intellectual property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.

19. Customer is responsible for all activity that occurs under Customer's accounts by or on behalf of Customer. Customer agrees to (a) be solely responsible for all designated and authorized individuals chosen by Customer ("User") activity, which must be in accordance with this Agreement and the CivicPlus Terms of Use; (b) be solely responsible for Customer Data; (c) obtain and maintain during the term all necessary consents, agreements and approvals from end-users, individuals or any other third parties for all actual or intended uses of information, data or other content Customer will use in connection with the Services; (d) use commercially reasonable efforts to prevent unauthorized access to, or use of, any User's log-in information and the Services, and notify CivicPlus promptly of any known unauthorized access or use of the foregoing; (e) use commercially reasonable efforts to prevent unauthorized access to or use of the Services and CivicPlus Property and shall promptly notify CivicPlus of any unauthorized access or use of the Services and/or CivicPlus Property and any loss or theft or unauthorized use of any n User's password or username and/or personal information; and (f) use the Services only in accordance with applicable laws and regulations.

20. The Parties shall comply with all applicable local, state, and federal laws, treaties, regulations, and conventions in connection with its use and provision of any of the Services or CivicPlus Property.

21. CivicPlus shall not be responsible for any act or omission of any third-party vendor or service provider that Customer has selected to integrate any of its Services with.

22. Customer understands that CivicPlus must fastidiously allocate resources across all of its customers and specifically reserves necessary resources for Customer's Project Development. If any professional services, such as consulting or training, purchased by Customer are not used during the Project Development phase solely due to the inaction or unresponsiveness of Customer, then these services shall expire 30 days after completion of Project Development. The Customer may re-schedule any unused professional services during this 30-day period as mutually agreed upon by the Parties. Any professional services that have not been used or rescheduled shall be marked as complete and closed upon the expiration of the 30-day period.

Data Security

23. CivicPlus shall, at all times, comply with the terms and conditions of its [Privacy Policy](#). CivicPlus will maintain commercially reasonable administrative, physical, and technical safeguards designed to protect the security and confidentiality of Customer Data. CivicPlus will not modify Customer Data or disclose Customer Data, except (a) in order to provide the Services; (b) to prevent or address service or technical problems in connection with support matters; (c) as specifically directed or expressly permitted in writing by Customer, (d) in compliance with our [Privacy Policy](#); or (f) if compelled by law. Notwithstanding the foregoing, CivicPlus reserves the right to delete, suspend, or block known malicious accounts without Customer authorization. Customer understands that CivicPlus has no obligation to provide the Services or maintain the Customer Data, information or other material if Customer's accounts are past due and unpaid as set forth in this Agreement.

24. Customer acknowledges and agrees that CivicPlus utilizes third-party service providers to host and provide the Services and store Customer Data and the protection of such data will be in accordance with such third party's safeguards for the protection and the security and confidentiality of Customer's Data. Notwithstanding anything to the contrary, CivicPlus shall have the right to collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and CivicPlus will be free (during and after the term hereof) to use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other CivicPlus offerings.

25. CivicPlus may offer Customer the ability to use third-party applications in combination with the Services. Any such third-party application will be subject to acceptance by Customer. In connection with any such third-party application

agreed to by Customer, Customer acknowledges and agrees that CivicPlus may allow the third-party providers access to Customer Data as required for the interoperation of such third-party application with the Services. The use of a third-party application with the Services may also require Customer to agree to a separate agreement or terms and conditions with the provider of the third-party application, which will govern Customer's use of such third-party application.

26. In the event of a security breach due to the sole negligence, malicious actions, omissions, or misconduct of CivicPlus, CivicPlus, as the data custodian, will comply with all remediation efforts as required by applicable federal and state law.

CivicPlus Support

27. CivicPlus will use commercially reasonable efforts to perform the Services in a manner consistent with applicable industry standards, including maintaining Services availability 24 hours a day, 7 days a week with 99.9% uptime. Customer will have 24/7 access to the online CivicPlus Help Center ([civicplus.help](https://www.civicplus.help/hc/en-us/requests/new)) to review use articles, software best practices, receive maintenance release notes, as well as submit and monitor omni-channel support tickets and access solution specific support contact methods (<https://www.civicplus.help/hc/en-us/requests/new>).

28. CivicPlus provides live support engineers based in the domestic United States to respond to basic questions concerning use and configuration, to diagnose software code-related errors, and proactively identify potential systems issues. CivicPlus support engineers serve a preliminary function in the agile development process and escalate defects to software developers or architects for remediation. For security purposes, CivicPlus support engineers are not permitted to modify user accounts, and permissions nor distribute access outside of accounts established by means of a support interaction for testing. Customer delegated Users may receive tutorials and guidance on account modifications but will perform the action themselves.

29. CivicPlus support hours span between the hours of 7 am to 7 pm CST, but may vary by product. Customer may access the CivicPlus Help Center ([civicplus.help](https://www.civicplus.help)) to obtain each product's support hours. After hours support is available by toll-free phone call only. Non-emergency support requested outside of support hours will be subject to additional fees, such fees will be quoted to Customer at the time of the request and will be subject to Customer acceptance and invoiced the next business day following the non-emergency support. CivicPlus shall have the sole discretion to determine in good faith whether support requests qualify as an emergency, exceed reasonable use or are outside the scope of services outlined in any SOW.

30. If a reported problem cannot be solved during the first support interaction, Customer will be provided a ticket number that will be used as communication method throughout ticket escalation until a solution is provided. Support service does not include support for errors caused by third party products or applications for which CivicPlus is not responsible.

Marketing

31. Customer hereby authorizes CivicPlus to include CivicPlus's name and logo inconspicuously within the Client's instance of the Services. Customer may publicly refer to itself as a customer of the CivicPlus Services, including on Customer's website and in sales presentations. Notwithstanding the foregoing, each Party hereby grants the other a limited, worldwide, license to use the other's logo in conformance with such Party's trademark usage guidelines and solely for the purposes of providing the Services. In no event will either Party issue a press release publicly announcing this relationship without the approval of the other Party, such approval not to be unreasonably withheld.

Limitation of Liability

32. CivicPlus' liability arising out of or related to this Agreement, or any associated SOW, will not exceed the amounts paid by Customer for the Annual Recurring Services in the year prior to such claim of liability.

33. In no event will CivicPlus be liable to Customer for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement.

34. The liabilities limited by Section 32 and 33 apply: (a) to liability for negligence; (b) regardless of the form of action, whether in contract, tort, strict product liability, or otherwise; (c) even if Customer is advised in advance of the possibility of the damages in question and even if such damages were foreseeable; and (d) even if Customer's remedies fail of their essential purposes. If applicable law limits the application of the provisions of this Limitation of Liability section, CivicPlus' liability will be limited to the maximum extent permissible.

Warranties and Disclaimer

35. Each person signing the SOW, or otherwise agreeing to the terms of this Agreement, represents and warrants that he or she is duly authorized and has legal capacity to execute and bind the respective Party to the terms and conditions of the SOW and this Agreement. Each Party represents and warrants to the other that the execution and delivery of the SOW and the performance of such Party's obligations thereunder have been duly authorized and that this Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms. Customer represents and warrants that Customer has not provided any false information to gain access to the Service and that Customer's billing information provided on the Contact Sheet is correct; and it has all necessary rights in the Customer Content to permit Customer's use of the Service and to grant the licenses contained in this Agreement without infringing the intellectual property or other rights of any third parties, violating any applicable laws, or violating the terms of any license or agreement to which it is bound.

36. CivicPlus warrants that the Services will perform substantially in accordance with documentation and marketing proposals, and free of any material defect. CivicPlus warrants to the Customer that, upon notice given to CivicPlus of any defect in design or fault or improper workmanship, CivicPlus will remedy any such defect. CivicPlus makes no warranty regarding, and will have no responsibility for, any claim arising out of: (i) a modification of the Services made by anyone other than CivicPlus, even in a situation where CivicPlus approves of such modification in writing; or (ii) use of the Services in combination with a third-party service, web hosting service, or server not authorized by CivicPlus.

37. The Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by CivicPlus or by third-party providers, or because of other causes beyond CivicPlus's reasonable control, but CivicPlus shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, SERVICE PROVIDER DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT FOR THE EXPRESS WARRANTIES IN THIS AGREEMENT, THE SERVICES ARE PROVIDED "AS IS AND CIVICPLUS HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR ARISING FROM A PRIOR COURSE OF DEALING.

38. EACH PROVISION OF THIS AGREEMENT THAT PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES, OR EXCLUSION OF DAMAGES IS TO ALLOCATE THE RISKS OF THIS AGREEMENT BETWEEN THE PARTIES. THIS ALLOCATION IS REFLECTED IN THE PRICING OFFERED BY CIVICPLUS TO CUSTOMER AND IS AN ESSENTIAL ELEMENT OF THE BASIS OF THE BARGAIN BETWEEN

THE PARTIES. EACH OF THESE PROVISIONS IS SEVERABLE AND INDEPENDENT OF ALL OTHER PROVISIONS OF THIS AGREEMENT.

Force Majeure

39. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, pandemic, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of public enemy, internet service provider failure or delay, third party application failure, denial of service attack, or other cause of similar or dissimilar nature beyond its control.

Taxes

40. The amounts owed for the Services exclude, and Customer will be responsible for, all sales, use, excise, withholding and any other similar taxes, duties and charges of any kind imposed by any federal, state or local governmental entity in connection with the Services (excluding taxes based solely on CivicPlus's income). If the Customer is tax-exempt, the Customer must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and the fees owed by Customer under this Agreement will not be taxed. If such exemption certificate is challenged or held invalid by a taxing authority then Customer agrees to pay for all resulting fines, penalties and expenses.

Other Documents

41. This Agreement, including all exhibits, amendments, and addenda hereto and all SOWs, constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement or any SOW will be effective unless in writing and signed by each Party. However, to the extent of any conflict or inconsistency between the provision in the body of this Agreement and any exhibit, amendment, or addenda hereto or any SOW, the terms of such exhibit, amendment, addenda or SOW will prevail. Notwithstanding any language to the contrary therein, no terms or conditions stated in a Customer purchase order or other order documentation (excluding SOWs) will be incorporated into or form any part of this Agreement, all such terms or conditions will be null and void, unless such term is to refer and agree to this Agreement.

Interlocal Purchasing Consent/ Cooperative Purchasing

42. With the prior approval of CivicPlus, which may be withheld for any or no reason within CivicPlus's sole discretion, this Agreement and any SOW may be extended to any public entity in Customer's home-state to purchase at the SOW prices and specifications in accordance with the terms stated herein.

43. To the extent permitted by law, the terms of this Agreement and set forth in one or more SOW(s) may be extended for use by other local government entities upon execution of a separate agreement, SOW, or other duly signed writing by and between CivicPlus and such entity, setting forth all of the terms and conditions for such use, including applicable fees and billing terms.

Miscellaneous Provisions

44. The invalidity or unenforceability, in whole or in part, of any provision of this Agreement shall not void, affect the validity or enforceability of any other provision of this Agreement.
45. The Parties negotiated this Agreement with the opportunity to receive the aid of counsel and, accordingly, intend this Agreement to be construed fairly, according to its terms, in plain English, without constructive presumptions against the drafting Party. The headings of Sections of this Agreement are for convenience and are not to be used in interpreting this Agreement. As used in this Agreement, the word “including” means “including but not limited to.”
46. The Parties will use reasonable, good faith efforts to resolve any dispute between them in good faith prior to initiating legal action.
47. This Agreement and any SOW, to the extent signed and delivered by means of a facsimile machine or electronic mail, shall be treated in all manner and respects as an original agreement or instrument and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person. The Parties agree that an electronic signature is the legal equivalent of its manual signature on this Agreement and any SOW. The Parties agree that no certification authority or other third party verification is necessary to validate its electronic signature and that the lack of such certification of third party verification will not in any way affect the enforceability of the Parties’ electronic signature or any resulting agreement between CivicPlus and Customer.
48. Due to the rapidly changing nature of software as a service and digital communications, CivicPlus may unilaterally update this Agreement from time to time. In the event CivicPlus believes such change is a material alteration of the terms herein, CivicPlus will provide Customer with written notice describing such change via email or through its website. Customer’s continued use of the Services following such updates constitutes Customer’s acceptance of the same. In the event Customer rejects the update to the terms herein, Customer must notify CivicPlus of its objection within ten (10) days receipt of notice of such update.



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: **Approval of Agenda Management Software**

PURPOSE:

To consider upgrading the agenda management software with CivicPlus to provide a more efficient and streamlined process.

BACKGROUND:

Since April 2018, Granville County has used Agenda.NET software to prepare meeting agendas and for meeting management. The current agenda management software is not web-based so at times it is difficult to work on the system remotely or in departments that are on a dedicated server. This has caused extra work for Administration staff to input or edit agenda items.

Staff analyzed methods to provide a more streamlined and efficient process for agenda management from vendors that will meet the county's needs. The Clerk and Public Information Officer reviewed online demonstrations with two vendors. CivicPlus will allow unlimited users and unlimited boards and committees to use the software platform and will provide a more efficient platform for agenda management for Granville County. CivicPlus is currently being used for our code of ordinances, Granville County Convention and Expo rental, and is also the recommended vendor for the website upgrade.

There are additional costs associated with this software from the current software, but ease of use, a more efficient process for staff, as well as the option for other boards and committees to use the software, will provide additional benefits from the purchase.

COMPLIANCE WITH CONTRACT & PURCHASING POLICY:

Bids have been obtained for software that meets the County's current needs.

FUNDING LINE ITEM:

10-4122-385 – Software licensing

RECOMMENDATION:

The Clerk recommends contracting with CivicPlus for CivicClerk agenda management software implementation and training in the amount of \$14,266.50 for the first year and annual recurring services starting year two in the amount of \$14,178.15, and authorizing the County Manager and County Attorney to finalize and execute the contract.

ATTACHMENTS:

Quote

ACTION TAKEN:

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-40470-1

3/23/2023 10:50 AM

12/31/2023

Client:

Granville County NC - CivicClerk

Bill To:

Granville County NC - CivicClerk

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Chris McCann		chris.mccann@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	CivicClerk Annual Fee	CivicClerk Annual Fee - Agenda and Minutes Management	Renewable	USD 6,006.00
1.00	CivicClerk Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable	USD -3,003.00
1.00	CivicClerk Media Implementation	CivicClerk Media Implementation Fee	One-time	USD 1,050.00
1.00	CivicClerk Media Annual Fee	Unlimited storage, unlimited users, up to 3 concurrent streams	Renewable	USD 7,497.00
1.00	CivicClerk Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable	USD -3,748.50
1.00	Agenda & Meeting Management Select Premium Implementation Package	Premium Implementation Package – Up to # of Boards		USD 0.00
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	One-time	USD 2,220.00
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	One-time	USD 420.00
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	One-time	USD 480.00
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time	USD 720.00

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	CivicClerk Historical File Import (up to 7,500 files – PDF / MP3 / MP4)	CivicClerk Historical File Import (up to 7,500 files – PDF / MP3 / MP4)	One-time	USD 2,625.00

List Price - Year 1 Total	USD 21,018.00
Total Investment - Initial Term	USD 14,266.50
Annual Recurring Services - Year 2	USD 14,178.15

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: **County Manager's Report**

PURPOSE:

Any matters as needed by the County Manager.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: **County Attorney's Report**

Any items as needed by the County Attorney.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: **Presentations by County Board Members**

PURPOSE:

Board members will make comments, give reports, and make announcements.

- Commissioner Zelodis Jay
- Commissioner Rob Williford
- Commissioner Sue Hinman
- Commissioner Tony W. Cozart
- Commissioner Russ May
- Commissioner Timothy Karan
- Commissioner Jimmy Gooch

ACTION TAKEN:



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: December 4, 2023
Title: **Any Other Matters**

PURPOSE:

To consider any other matters as needed.

ACTION TAKEN: