

Agenda

Granville County Board of Commissioners

April 5, 2021

AGENDA
GRANVILLE COUNTY BOARD OF COMMISSIONERS



Monday, April 5, 2021

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

Consent Agenda

1. Contingency Summary (p. 3)
2. Minutes (p. 5)
3. Creation of Forfeiture/DOJ Checking Account (p. 15)
4. Register of Deeds Release as Recommended by the Register of Deeds (p. 16)
5. Proclamation Recognizing Multiple Sclerosis Awareness (p. 21)
6. National County Government Month Proclamation (p. 23)
7. Resolution of Support of the KLWRS Project (p. 25)

Public Comments

8. Public Comments (p. 27)

Purchasing

9. Furnishings for Belle Street Project (p. 28)

Appointments

10. Granville County Fire Department Needs Subcommittee (p. 53)
11. Orange Street Community Center (p. 55)
12. Veterans Affairs Committee (p. 56)

County Manager's Report

13. Discuss Timing of GAP Phase III Dedication (p. 57)
14. 5-Year Strategic Plan (p. 58)
15. Veterans Service Technician (VST) (p.99)

County Attorney's Report

- 16. County Attorney's Report (p. 113)

Presentations by County Board Members

- 17. Presentations by County Board Members (p. 114)

Any Other Matters

- 18. Any Other Matters (p. 115)

Closed Session

- 19. Closed Session as Allowed by G.S. 143-318.11(a)(3) - Attorney-Client Matter (p. 116)
- 20. Closed Session as allowed by G.S. 143-318.11(a)(6) – Personnel (p. 117)
- 21. Closed Session as allowed by G.S. 143-318.11(a)(5)- Property Acquisition (p. 118)



Granville County Finance

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: March 31, 2021

Title: Contingency Summary

RECOMMENDATION:

Finance Director recommends approval of the Contingency Summary.

ATTACHMENTS:

Contingency Summary – 4-5-21

ACTION TAKEN:

Summary of Contingency and Use of Fund Balance

Contingency Summary For FY 2020-2021 Budget April 5, 2021

Use of Contingency Summary - General Fund

General Contingency (10-9910-991):

Date	Description/Action	Adjustment Amount	Balance
7/1/2020	Budget Ordinance		\$ 180,000
9/8/2020	Third party consulting for Sheriff's department	\$ (100,000)	\$ 80,000
9/8/2020	Midway USA Foundation grant from 4-H Best to Cooperative Extension	\$ (450)	\$ 79,550
9/8/2020	Additional part-time help needed during Presidential elections	\$ (5,800)	\$ 73,750
10/5/2020	Annual E-911 maintenance contract with Motorola	\$ (51,740)	\$ 22,010
12/7/2020	Lease office space at 104 Belle Street	\$ (11,250)	\$ 10,760
12/7/2020	Fund increase bank fees	\$ (9,200)	\$ 1,560

Environmental Disaster Contingency (10-9910-993):

Date	Description/Action	Adjustment Amount	Balance
7/1/2020	Budget Ordinance		\$ 10,000

School Bond D/S Contingency (10-9910-994):

Date	Description/Action	Adjustment Amount	Balance
7/1/2020	Budget Ordinance		\$ 100,000
10/5/2020	Fund repairs of the boiler at Stovall Shaw Elementary School.	\$ 100,000	\$ -

Use of Fund Balance Summary - General Fund*

Date	Description/Action	Adjustment Amount	Balance
7/1/2020	Budget Ordinance		\$ 2,955,337
9/8/2020	Carry over of Cadinal Innovations grant from FY 2020	\$ 12,500	\$ 2,967,837
9/8/2020	Carry over remaining funds from Human Relations Commissin from FY 2020	\$ 4,947	\$ 2,972,784
9/8/2020	Fund one month's FY 18 window loan payment not previously requested by GH:	\$ 11,073	\$ 2,983,857
9/8/2020	Carry over fund for E-911 communations radio tower from FY 2020	\$ 90,000	\$ 3,073,857
9/8/2020	TANF funds received in June 2020 to be applied to FY 2021 Adoption incentiv	\$ 13,637	\$ 3,087,494
9/8/2020	Carry over radio grant to fire districts from FY 2020	\$ 33,000	\$ 3,120,494
9/8/2020	Carry over order to Victory Supply for inmate clothing that was created in FY 2	\$ 2,476	\$ 3,122,970
9/8/2020	Carry over funds for DSS vehicle purchase from FY 2020	\$ 25,000	\$ 3,147,970
9/8/2020	FY 2021 match portion of JCPC - Positive Actions	\$ 3,937	\$ 3,151,907
9/8/2020	Transfer first phase of CRF funding received in General Fund in FY 2020	\$ 796,963	\$ 3,948,870
10/5/2020	receipt of the Election Administration Assistance Fund grant	\$ (39,000)	\$ 3,909,870
11/2/2020	Rennovatins to GHS offices that will be leased by GV Health Department	\$ 1,078,400	\$ 4,988,270
11/2/2020	Lease payment to GHS for offices leased by GV Health Department	\$ 209,700	\$ 5,197,970
11/2/2020	Receipt of the supplemental CARES Act funds for COVID-related election exp	\$ (26,500)	\$ 5,171,470
12/7/2020	Fund water/sewer evaluation design and permitting for Triangle North.	\$ 117,000	\$ 5,288,470
12/7/2020	Correct JCPC program balances	\$ (17,122)	\$ 5,271,348
12/7/2020	IT Expenditures (Office 365, Courthouse fiber, server installation)	\$ 105,000	\$ 5,376,348
12/7/2020	Funding of COTT System fees for FY 2021.	\$ 16,000	\$ 5,392,348
12/7/2020	Carry forward FY 2020 balance of Local Emerg. Mgmt Program Funds	\$ 71,548	\$ 5,463,896
12/7/2020	Utility expense for the Law Enforcement Center	\$ 72,000	\$ 5,535,896
12/7/2020	Utility expense for the Law Enforcement Center	\$ 18,500	\$ 5,554,396
1/19/2021	Board of Elections - Sanitizing poll facilities	\$ 50,000	\$ 5,604,396
1/19/2021	Board of Elections - additional election and poll workers	\$ 60,000	\$ 5,664,396
3/15/2021	Fund custodial positions for VGCC	\$ 3,594	\$ 5,667,990
3/15/2021	Additional Building Rent for temporary Senior Center - South facility	\$ 15,000	\$ 5,682,990
3/15/2021	Maintenance Contract for Motorola Solutions radio equipment	\$ 25,000	\$ 5,707,990
3/15/2021	Costs associated with refiancing Series 2010A RZEDB bonds	\$ 55,673	\$ 5,763,663



Granville County

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: April 1, 2021

Title: Minutes

PURPOSE:

To approve minutes of the February 1, 2021 Regular Meeting.

RECOMMENDATION:

Approval

ATTACHMENTS:

February 1, 2021 Regular Meeting

ACTION TAKEN:

OXFORD, NORTH CAROLINA
February 1, 2021

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, February 1, 2021 at 7:00 p.m. via Zoom conference call in order to adhere to the COVID-19 restrictions.

Present via Zoom were:

Chair: Sue Hinman

Commissioners: Tony W. Cozart Jimmy Gooch
Zelodis Jay Timothy Karan
Russ May David T. Smith

County Manager: Michael S. Felts

Assistant County Manager: Korena Weichel

County Attorney: James C. Wrenn, Jr.

MEETING CALLED TO ORDER

Chair Sue Hinman called the meeting to order at 7:00 p.m. She then recognized Commissioner David T. Smith for the invocation and Pledge of Allegiance. At this time, Clerk to the Board, Debra A. Weary, did a roll call. Chair Hinman reminded Board members to identify themselves when speaking or making motions and also announced that votes would be done by a roll call by the Clerk.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the consent agenda as follows:

- (A) Approved the Summary of Contingency and Use of Fund Balance report that showed the following balances:

General Contingency Balance	\$ 1,560
School Bond D/S Contingency	\$ 100,000
Environmental Disaster Contingency	\$ 10,000
General Fund Appropriated Fund Balance	\$ 5,664,396

- (B) Approved Minutes of the November 16, 2020 and December 7, 2020 Regular Meetings.

AFTER HEARING PRESENTATION ON HOUSEHOLD WASTE COLLECTION EVENT, BOARD APPROVED FUNDING FOR ADDITIONAL EVENT IN THE SPRING

Teresa Baker, Recycle and Sustainability Coordinator, reported that Granville County has had successful household waste collection events for eight years. She thanked Commissioner Gooch for his help at the event. She reported that at the Fall 2020 event, a

record total of 32,750 pounds of paint and chemicals were collected and that they ran out of capacity. She noted that paint and chemicals are usually just collected in the Fall at no charge to the County by Veolia. She urged the Board to consider adding the collection of paint and chemicals to the event this Spring as citizens have been cleaning due to the pandemic. These items are banned from the landfill and should be disposed of properly. She noted that some of the hazardous waste is diverted to the North Carolina Department of Agriculture Pesticides Division, the Granville County Sheriff's Office and other recycling places.

County Manager Felts referred the Board to page 43 of the agenda packet that stated cost projections based on the November 2019 and 2020 events are \$17,368 and \$28,824 respectfully.

Mrs. Baker thanked Veolia for their continued donation of services to Granville County. When asked she said she would need approval by April and noted that a limit on the number of paint cans may need to be determined or a fee charged over a certain number of paint cans. She noted that this event is for households and not businesses.

After questions and clarification, the Board took action about the collection event and funding.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay and unanimously carried, the Board approved authorizing Teresa Baker, Recycle and Sustainability Coordinator, to work with the County Manager on an additional household hazardous waste collection event in the Spring with funding up to \$30,000 from the solid waste fund.

DURING PUBLIC COMMENTS, ONE SPOKE ABOUT MEDICAID TRANSFORMATION

Pamela Perry, 4309 Emperor Boulevard, Durham, NC, made the following comments and presented a copy to the Clerk:

Medicaid Transformation will begin on July 1, 2021. The Medicaid Transformation plan will transition most of NC Medicaid's services for adults and children into a managed care model. Medicaid beneficiaries will select or be assigned to one of five Prepaid Health Plans (PHP), through which they will access health care services from a network of providers. The North Carolina Department of Health and Human Services will pay the PHPs a set rate for each beneficiary that elects into or is assigned to the PHP, and the PHPs will manage beneficiary health care, provide transportation, care management and health education, and provide additional value-added services.

Carolina Complete Health will operate as a Prepaid Health Plan in the 41 counties that make up Medicaid Transformation regions 3, 4, and 5, including

Granville County. Carolina Complete Health is a joint venture between the North Carolina Medical Society, the North Carolina Community Health Center Association, and Centene Corporation.

Ms. Perry said that a webinar was held last week with local Health Departments regarding this information and that Lisa Harrison, Health Director of Granville Vance Public Health, participated. County Manager Felts requested that Ms. Perry send the link for the webinar to the Clerk.

BOARD TOOK ACTION REGARDING INFRASTRUCTURE AT TRIANGLE NORTH GRANVILLE

Chair Hinman said the next item was to consider approval to obtain NCDEQ (North Carolina Department of Environmental Quality) permits.

County Manager Felts explained that during fiscal year 2019-2020 Granville County began an agreement with McGill and Associates for evaluation and design of the utilities needed for Triangle North. Listed below are the elements involved with the agreement and a brief status report for each:

- Services needed to evaluate the park's water supply needs and to design the water supply infrastructure necessary for the park's buildout, and to provide bidding and construction documents for the installation.

Status: The evaluation and waterline design have been completed. The designed system consist of a 12" diameter water line connecting at the intersection of US 158 East and Tabbs Creek Road and routing within the right of way of Tabbs Creek Road and the Triangle North spine road. The design accommodates Phase I of Triangle North with designed capacities needed to extend the system into Phase II. The utility extension conforms to NCDEQ and the City of Oxford's requirements and has an engineering cost estimate for construction at \$1,500,000.00.

The second phase of this element is to obtain the necessary permits needed for construction. Approval is required from NCDEQ and once permitted has an active life of two years. The permit holder can request an extension of the expiration date if work has not begun within the allowed time. In addition to the NCDEQ permit, an encroachment agreement is required along Tabbs Creek Road as well as an Erosion Control permit. He noted that the recommendation is to obtain the NCDEQ water extension permit and necessary North Carolina Department of Transportation (NCDOT) encroachment agreement but holding application for the Erosion Control permit until we are closer to a construction start date.

- Evaluate the existing gravity sewer, pump station and force main, and provide bidding and construction documents for any issues that require update or correction.

Status: The field evaluations are substantially complete. The investigation included the electrical, control and operating systems for the pump station; the condition of the mechanical piping, pumps, and valves; and the general condition of the wet well. A visual inspection has been performed of the gravity system and the manholes were cleaned of debris. A flow test and visual inspection of the force main was also performed.

He noted that included in the agenda and attached to this report is a Field Report issued from McGill and Associates that reviews their initial findings, the final report of the conditions and recommended corrections is forthcoming. No action is required at this time.

- Planning for Phase II of the Triangle North Park

Status: McGill and Associates have produced a conceptual subdivision plan but no other work on this phase has been produced. No action is required at this time.

Status Summary: As indicated above, the waterline design is ready for permitting. Recommendation is to proceed with the NCDEQ permitting and begin the process of determining potential funding sources needed for the construction. The evaluation and recommendations for the pump station, gravity system and force main should be completed within the next 60 days. At this point, work is being held for the planning phase until the water and sewer work has been complete. He noted that funds exist within our fiscal year 2020-2021 Budget for Triangle North Improvements.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved directing McGill and Associates to acquire the necessary NCDEQ permits for proposed water supply infrastructure at Triangle North Granville.

BOARD APPROVED DESIGN SERVICES FOR SOUTH BRANCH SATELLITE OFFICE FOR THE DEPARTMENT OF SOCIAL SERVICES

Chair Hinman said the next item was to award Design Services Agreement for interior alteration for a South Branch Satellite Office for Granville County Social Services.

County Manager Felts explained that lease space has been located in Butner for the expansion of Granville County Department of Social Services. The space, consisting of two units within the Dutch Village Shopping Center, contains a total of 9,600 square feet and has the capacity to contain approximately 25-30 offices, client interview rooms, a training room,

and a public lobby. This request is to award a Design Services Agreement to Stephen Baxter Architect, PLLC for the necessary space planning needs, and to produce the construction bid documents needed for the space alterations and permitting requirements. He noted that this project was unbudgeted in the fiscal year 2020-21 annual budget, however, it could be funded with existing funds within the budget.

County Manager Felts noted that the design services would not be initiated until the lease agreement is agreed upon. When asked about COVID funding for the project, Mr. Felts said there was not any COVID funding available but there may be some subsidy funding.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved the following in regards to Design Services for a South Branch Satellite Office for Granville County Social Services in the Dutch Village commercial area:

- Exempting the County from the Mini-Brooks Act (North Carolina General Statute 143-64.32 /written exemption of particular contracts), requiring Request for Qualification based selection for professional services based on (a) the contract value is less than the mandatory threshold of \$50,000.00, and (b) The work has a time sensitive schedule due to the lease cost of the space.
- Awarding a fixed price design service agreement to Stephen Baxter Architect in the amount of \$28,800.00.

BOARD RENEWED RECYCLING COORDIANATOR MEMORANDING OF UNDERSTANDING

Chair Hinman said the next item was a review of the Recycling Coordinator Position and to consider renewal of the Memorandum of Understanding (MOU) with the School System.

County Manager Felts said that following a report from the Granville County Environmental Affairs Committee to the Granville County Board of Commissioners in June 2010, the Commissioners discussed their desire to hire a Recycling Coordinator to work with the schools. Granville County has participated with the School System each year since fiscal year 2010-2011. The County has contributed \$13,500 annually since fiscal year 2012-2013.

A draft Memorandum of Understanding (MOU), consistent with prior year MOUs, was included in the agenda requesting the level of County support to continue at \$13,500. The MOU is intended to:

1. Increase recycling efforts within the schools and community
2. Decrease waste handling costs among schools and local governments
3. To promote local job growth

County Manager Felts noted that this partnership has been very successful. He stated that in a review of contracts, it was discovered that the County and School System did not have a MOU in place for the 2020-2021 fiscal year and that a copy of the 2020-2021 Memorandum of Understanding between Granville County and the School System was included in the agenda.

Commissioner Zelodis Jay made a motion to continue the program and approved the MOU for fiscal year 2020-2021. Commissioner Jimmy Gooch seconded it.

Commissioner Cozart commended Mrs. Baker for the programs at the schools to engage students in recycling efforts.

Commissioner Smith echoed his comments and said that funding of the program is money well spent and that he hopes that educating students will help improve our road conditions in the future.

When Chair Hinman called for a vote on the motion it passed unanimously to continue the recycling partnership with Granville County Public Schools and to renew the Recycling Coordinator Memorandum of Understanding (MOU) for fiscal year 2020-2021 in the amount of \$13,500.

BOARD MADE REAPPOINTMENTS TO THE OXFORD ZONING BOARD OF ADJUSTMENT

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Leonard Overton (District 2) and Steve Pruitt (District 2) to the Oxford Zoning Board of Adjustment as Extra-Territorial Members.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Russ May, and unanimously carried, the Board reappointed LuAnne Elliott Gilligan (District 3) and Annie Nesbitt (District 3) to the Oxford Zoning Board of Adjustment as Extra-Territorial Members.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Russ May, and unanimously carried, the Board reappointed Harold Satterwhite (District 4) to the Oxford Zoning Board of Adjustment as an Extra-Territorial Member.

COUNTY MANAGER'S REPORT

County Manager Felts reported that there will be two announcements during *Any Other Matters*.

BOARD PRESENTATIONS

Commissioner May reported that he along with Commissioner Karan, Attorney Wrenn, County Manager Felts, Scott Schroyer and others met with a member of Senator Thom Tillis' office regarding funding opportunities from proposed infrastructure bills. He said they hope to assist and bring resources to the South Granville Water and Sewer Authority (SGWASA) to minimize impact and concerns with grants or low interest loans.

Commissioner Gooch thanked Commissioner May for setting up the meeting with Senator Tillis' office regarding funding opportunities. He said SGWASA is now in position for funding if a bill passes. He said he hopes the connection with Senator Tillis' office will help with other projects in Granville County.

Commissioner Karan reported from the Parks, Recreation and Greenways Advisory Committee that he and Commissioner Hinman serve on, that the Tar River Land Conservancy (TRLIC) is launching three new projects: Horseshoe Road Conservation Area, Robertson Creek Nature Preserve and Roberts Chapel Conservation Area. TRLIC is also working another project that is an extension of Ledge Creek known as Picture Branch Nature Preserve. He said that Black Ox, a local manufacturer of tire sealant for bicycle tires, is approaching Triangle North Granville regarding a partnership for a mountain bike trail on unusable space. He said that he wanted to reignite a fire regarding a recreation site in the southern Granville area in the Woodland Church/Graham Sherron area that was identified by the Fire Services for an additional fire station. He said the Fire Services Committee was dissolved and the Emergency Services Committee was created and now the Emergency Services Committee is now looking to create a Fire Services Sub-Committee. He said he wanted to talk about it at the retreat or an upcoming meeting and noted that Commissioner May would like to serve on the Fire Services Sub-Committee.

Commissioner Jay echoed comments from Commissioner Karan regarding a satellite fire station in the southern Granville area. He reported that the Solid Waste Committee met and talked about issues at the NC Highway 56 Convenience Site. He said they continue to look for an additional convenience site location in that area and asked Commissioners Karan and May to be on the lookout for a possible site.

Commissioner Smith said Commissioner Karan and Jay had already mentioned the Emergency Services Committee and the fire services issues that are a challenge. He then commended Granville Health System and the volunteers for their efforts to vaccinate our citizens.

Commissioner Cozart echoed Commissioner Smith's comments about the vaccine efforts by Granville Health System and noted that he has had many calls commending the hospital on their efficient clinics. He reported that he found out that Cardinal Innovations has a program that provides temporary housing opportunities, as well as Franklin-Vance-Warren Opportunity.

Chair Hinman thanked everyone for their thoughts and prayers after her recent fall. She then thanked Teresa Baker and Scott Phillips for their continued efforts and hard work.

MEETING ANNOUNCEMENTS MADE DURING ANY OTHER MATTERS

County Manager Felts read the following announcements for inclusion in the minutes:

Special Meeting Notice:

Please take notice that the Granville County Board of Commissioners will hold a special meeting on Wednesday, February 10, 2021 beginning at 3:30 p.m. at the Granville County Expo and Convention Center located at 4185 US Highway 15 South, Oxford, NC 27565. Due to COVID and holding virtual meetings, Granville County has not held a closed session to update new commissioners on various items. The meeting will consist entirely of a closed session pursuant to General Statute §143-318.11(a)(3), (4) and (5): to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations; and to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Granville County Board of Commissioners Change of Retreat Meeting Dates

Due to COVID 19 Vaccine Clinics at the Expo Center, the retreat dates of the Granville County Board of Commissioners will be changed from Thursday and Friday, February 18th and 19th to Wednesday and Thursday, February 17th and 18th. The meeting on Wednesday, February 17th will begin at 5:45 p.m. and on Thursday, February 18th will begin at 9:00 a.m. and will be held at the Granville Expo and Convention Center located at 4185 Highway 15 South, Oxford. Due to the continued COVID-19 State of Emergency, the boardroom will be closed to the public and the meeting will be held via Zoom conference call.

He stated that Zoom links will be available for both days and sent to the sunshine lists.

COMMISSIONERS ADJOURN

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board adjourned at 8:07 p.m.

Respectfully submitted,
Debra A. Weary, NCCCC, MMC
Clerk to the Board

APPROVED BY:

Sue Hinman, Chair



Granville County Finance

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: March 16, 2021

Title: Creation of Forfeiture/DoJ bank account

PURPOSE:

To set up a bank account dedicated to tracking Federal Equitable Sharing forfeiture funds designated as belonging to the Department of Justice.

BACKGROUND:

During FY 2020, an audit was performed by the US Treasury Department of Equitable Sharing forfeiture funds distributed to the Granville County Sheriff's Office. A result of the audit was a recommendation that forfeiture funds received from Treasury department be more clearly separated from those received from the Department of Justice, and that both funds be accounted for by the County Finance Department (Jan 6, 2020 Board Action). Through FY 2020, the Sheriff's Office had deposited forfeiture funds from both agencies into one checking account at Union Bank. In an effort to segregate and more easily account for each agency's funds, a dollar amount from the checking account was calculated as belonging to DoJ. This amount (\$135,308.30) was withdrawn out of the existing account and deposited into a separate FORFEITURE / DEPARTMENT OF JUSTICE checking account. Both the DoJ and Treasury department forfeiture accounts will be accounted for in separate funds within the General Ledger.

RECOMMENDATION:

Approval of the establishment of the Granville County Sheriff's Office Forfeiture / Department of Justice Checking account.

ACTION TAKEN:



Granville County Register of Deeds

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Register of Deeds
Date: March 31, 2021

Title: Register of Deeds Release as Recommended by the Register of Deeds

PURPOSE:

To approve a Register of Deeds refund.

BACKGROUND:

A deed was recorded in Granville County that should be recorded in Wake County.

FUNDING:

10-3240-110	\$161.20
10-3240-113	\$148.80

RECOMMENDATION:

Register of Deeds recommends approval.

ATTACHMENTS:

Letter Requesting Refund of Revenue Stamps 02232021
Register of Deeds Refund Release 02122021

ACTION TAKEN:

**WARREN
SHACKLEFORD
THOMAS**

ATTORNEYS P.L.L.C.

**JAMES S. WARREN
R. KEITH SHACKLEFORD
KIMBERLY P. THOMAS**

Office 919.556.3134
Fax 919.556.1718

P.O. Box 1187
343 South White Street
Wake Forest, NC 27588

www.wakeforestattorneys.com

February 23, 2021

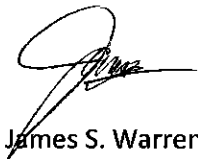
Granville County Register of Deeds
P.O. Box 427
Oxford, NC 27565

Dear Sir or Madam:

Attached is a copy of a deed recorded in Book 1822, Page 665. This deed concerns property in Wake County. It was my mistake that this deed was recorded in the wrong county.

We request a refund of the revenue stamps of \$310.00. If you need further information on this, please contact me.

Sincerely,



James S. Warren

JSW/js

Enclosure

Type: CONSOLIDATED REAL PROPERTY
Recorded: 2/12/2021 9:59:45 AM
Fee Amt: \$336.00 Page 1 of 2
Revenue Tax: \$310.00
Granville County, NC
Kathy M. Taylor Reg of Deeds

BK 1822 PG 665 - 666

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: 310.00

Delinquent taxes, if any, shall be paid by the
Closing attorney to the tax collector upon
disbursement of the losing proceeds.

Parcel Identifier No. 1813355077 Verified by _____ County on the _____ day of _____, 20____

By _____

Mail/Box to _____

This instrument was prepared by Grantor - Robert Wayne Bailey

Brief description for the Index: 1808 Lyra Place, Wake Forest NC 27587

THIS DEED made this 15th day of January, 2021 by and between Grantor and Grantee.

GRANTOR

Churchill Associates,
A North Carolina General Partnership
10931 Strickland Rd, Suite 111
Raleigh NC 27615

GRANTEE

MG Homes, LLC
3986 Hope Valley Drive
Wake Forest NC 27587

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledge, has and by these presents does gran, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of _____ Township of New Light County of Wake North Carolina and more particularly described as follows:

LOT 3 B 4 8 at The Pines at Crescent Ridge, as the same on a map thereof recorded in Book of Maps 2020, page 00204, Wake County Registry.

The property hereinafter described was acquired by Grantor by instrument recorded in Book 017152 page 02509

A map showing the above described property is recorded in Plat Book BM2020 page 00204

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in 17152 fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

Subject to covenants and utility easements of record.

Submitted electronically by "Warren, Shackleford & Thomas, P.L.L.C."
in compliance with North Carolina statutes governing recordable documents
and the terms of the submitter agreement with the Granville County Register of Deeds.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written,
Churchills Associates

Entity Name _____
By Robert Wayne Bailey _____
Title Managing Partner _____
By _____
Title _____
By _____
Title _____

CHURCHILL ASSOCIATES, a NC Gen. Part. (SEAL)
By: Robert Wayne Bailey (SEAL)
Managing Partner

State of North – County of _____
I, the undersigned Notary Public of the County and State aforesaid, certify that _____
personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein
expressed. Witness my hand and Notarial stamp or seal this _____ day of _____ 20____
My Commission Expires: _____
Notary Public

State of North – County of Wake
I, the undersigned Notary Public of the County and State aforesaid, certify that Robert Wayne Bailey
personally appeared before me this day and acknowledged that s/he is the Managing Partner of Churchill Associates a
North Carolina ~~general partnership~~ corporation/ limited liability company/limited liability company/general
partnership/limited partnership (strike through inapplicable), and that by authority duly given and as the act of such entity, s/he signed
the foregoing instrument in its name on it behalf as its act and deed. Witness my hand and Notarial stamp or seal this 18 day of
January, 20 24
My Commission Expires: 11/24/2024
THERESA RAFALIK
NOTARY PUBLIC
WAKE COUNTY, NC
My Commission Expires 11-24-2024
Theresa Rafalik
Notary Public

State of North Carolina – County of _____
I, the undersigned Notary Public of the County and State aforesaid, certify that _____

Witness my hand and Notarial stamp or seal this _____ day of _____ 20____
My Commission Expires: _____
Notary Public

The foregoing Certificate(s) of _____
Is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page
shown on the first page hereof.
Register of Deeds for _____ County
By: _____ Deputy/Assistant – Register of Deeds.

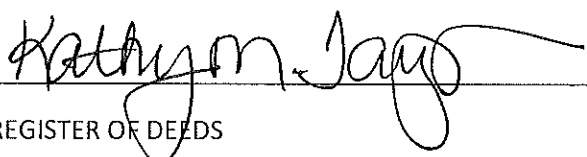
REGISTER OF DEEDS REFUND RELEASE

DATE	NAME	AMOUNT	REASON
RECORDED: FEBRUARY 12, 2021	WARREN SHACKLEFORD THOMAS, ATTYS.	\$410.00 REVENUE STAMPS	DEED RECORDED IN WRONG COUNTY.

REFUND FROM:

10-3240-110 \$161.20

10-3240-113 \$148.80



REGISTER OF DEEDS
GRANVILLE COUNTY



Granville County Administration

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Patrice Wilkerson
Department: Administration
Date: March 31, 2021

Title: Proclamation Recognizing Multiple Sclerosis Awareness

PURPOSE:

To approve the Proclamation Recognizing Multiple Sclerosis Awareness.

BACKGROUND:

March is Multiple Sclerosis Awareness Month. There will be a MS walk in Oxford on April 10th from 10 a.m. – 2 p.m. on the corner of Belle Street and Williamsboro Street. The Mighty Steppers (Oxford area) for MS have been walking for over 20 years in support of multiple sclerosis.

RECOMMENDATION:

Approve Proclamation Recognizing Multiple Sclerosis Awareness.

ATTACHMENTS:

Proclamation Recognizing Multiple Sclerosis Awareness

ACTION TAKEN:

SUE HINMAN
Chairman
District 3

TONY W. COZART
Vice-Chair
District 4

ZELODIS JAY
Commissioner
District 1

DAVID T. SMITH
Commissioner
District 2



RUSS MAY
Commissioner
District 5

TIMOTHY KARAN
Commissioner
District 6

JIMMY GOOCH
Commissioner
District 7

BOARD OF COMMISSIONERS

141 Williamsboro Street
Oxford, NC 27565

Proclamation Recognizing Multiple Sclerosis Awareness

WHEREAS, multiple sclerosis (MS) is a neurological disease of the central nervous system, affecting nearly 1 million people in the United States alone; and

WHEREAS, multiple sclerosis generally strikes people in the prime of life, between ages 20 through 50, and the cause and course of the often debilitating symptoms of MS remain unknown and no cure currently exists; and

WHEREAS, the National Multiple Sclerosis Society has been committed **for 75 years to a world free of MS**, heightening public knowledge about and insight into the disease; and

WHEREAS, together we have transformed what it means to live with MS and provided global leadership to help achieve our vision of a world free of MS; and

WHEREAS, since 1946 the National Multiple Sclerosis Society has been a driving force of MS research, relentlessly pursuing prevention, treatments and a cure, and has invested more than \$1 billion in groundbreaking research; and

WHEREAS, funds raised through the National Multiple Sclerosis Society fuel research on pathways to MS cures and invest in the MS research workforce at the best medical centers, universities and other institutions throughout the U.S. and abroad, leading to many breakthroughs in the treatment of MS; and

WHEREAS, stopping MS in its tracks, restoring what has been lost, and ending MS forever is the mission of the National Multiple Sclerosis Society and one that all Americans and North Carolinians should support; and

WHEREAS, the Granville County Board of Commissioners recognizes the importance of finding the cause and cure of MS and expresses its appreciation for the dedication that the National Multiple Sclerosis Society – Greater Carolinas Chapter has shown toward creating a world free of MS;

NOW, THEREFORE, BE IT PROCLAIMED, that the Granville County Board of Commissioners, encourage all Granville County citizens to learn more about multiple sclerosis and what they can do to support individuals with MS and their families.

This the 5th day of April 2021.

Attest:

Debra A. Weary
Clerk to the Board

Sue Hinman
Chairman
Granville County Board of Commissioners



Granville County

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: April 1, 2021

Title: National County Government Month Proclamation

PURPOSE:

To adopt the National County Government Month – April 2021 Proclamation.

BACKGROUND:

April is National County Government Month. Since 1991 the National Association of Counties (NACo) has encouraged counties across the country to raise public awareness and understanding about the roles and responsibilities of counties.

RECOMMENDATION:

Approval

ATTACHMENTS:

National County Government Month - April 2021 Proclamation

ACTION TAKEN:

SUE HINMAN
Chairman
District 3

TONY W. COZART
Vice-Chair
District 4

ZELODIS JAY
Commissioner
District 1

DAVID T. SMITH
Commissioner
District 2



RUSS MAY
Commissioner
District 5

TIMOTHY KARAN
Commissioner
District 6

JIMMY GOOCH
Commissioner
District 7

BOARD OF COMMISSIONERS

141 Williamsboro Street
Oxford, NC 27565

National County Government Month - April 2021

"Counties Matter"

WHEREAS, the nation's 3,069 counties, parishes and boroughs serving more than 300 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties provide public health services, administer justice, keep communities safe, foster economic opportunities and much more; and

WHEREAS, Granville County and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

WHEREAS, under the leadership of National Association of Counties President Gary Moore, NACo is demonstrating how "Counties Matter," especially in supporting residents and businesses during the coronavirus pandemic; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

WHEREAS, Granville County continues to strive to raise public awareness and understanding about the roles and responsibilities of counties; and

NOW, THEREFORE, BE IT RESOLVED THAT THE GRANVILLE COUNTY BOARD OF COMMISSIONERS, do hereby proclaim April 2021 as National County Government Month and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

This the 5th day of April 2021.

Attest:

Debra A. Weary
Clerk to the Board

Sue Hinman
Chair
Granville County Board of Commissioners



Granville County Administration

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: April 1, 2021

Title: Resolution of Support of the KLWRS Project

PURPOSE:

To consider approval of the attached resolution supporting the renovation and expansion of the Kerr Lake Regional Water Treatment Plant

BACKGROUND:

The City of Oxford is seeking funding through the Community Project Funding Program that is critical to assist the Kerr Lake Regional Water System in filling the remaining gap in needed funds to commence and complete this essential regional infrastructure project. They are seeking the County's support for this project.

ATTACHMENTS:

Resolution in Support of KLRWS Project

ACTION TAKEN:

SUE HINMAN
Chairman
District 3

TONY W. COZART
Vice-Chair
District 4

ZELODIS JAY
Commissioner
District 1

DAVID T. SMITH
Commissioner
District 2



RUSS MAY
Commissioner
District 5

TIMOTHY KARAN
Commissioner
District 6

JIMMY GOOCH
Commissioner
District 7

BOARD OF COMMISSIONERS

141 Williamsboro Street
Oxford, NC 27565

A RESOLUTION OF THE GRANVILLE COUNTY BOARD OF COMMISSIONERS SUPPORTING THE RENOVATION AND EXPANSION OF THE KERR LAKE REGIONAL WATER TREATMENT PLANT

WHEREAS, the United States Congress may award Federal grants to assist in the financing of essential public infrastructure projects; and

WHEREAS, the City of Oxford, along with its partners, the City of Henderson and the County of Warren, intends to update and expand the Kerr Lake Regional Water Treatment Plant; and

WHEREAS, the City of Oxford, the City of Henderson and the County of Warren are investing in the future of this region of the State of North Carolina through the provision of potable water by expanding the Kerr Lake Regional Water Treatment Plant by doubling the capacity to 20 million gallons per day; and

WHEREAS, the Kerr Lake Regional Water Treatment Plant also provides water to the County of Franklin and the Town of Stovall; and

WHEREAS, investing in this rural regional infrastructure project is essential to the Kerr Lake Regional Water System Partners and their customers to maintain and expand economic competitiveness and opportunity and quality of life for all who reside in this region; and

WHEREAS, the funding provided by the United States Congress via the Community Project Funding Program is critical to assist the Kerr Lake Regional Water System in filling the remaining gap in needed funds to commence and complete this essential regional infrastructure project.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Granville County Board of Commissioners on this the 5th day of April, 2021, that the Granville County Board of Commissioners does hereby fully support the Kerr Lake Regional Water System Water Treatment Plant Renovation and Expansion Project.

Approved in open session on this the 5th day of April, 2021.

Attest:

Debra A. Weary
Clerk to the Board

Sue Hinman
Chair
Granville County Board of Commissioners



Granville County

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 29, 2021

Title: Public Comments

Public Comments are limited to 3 minutes.

ACTION TAKEN:



Granville County Administration

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Korena Weichel
Department: Administration
Date: March 29, 2021

Title: Furnishings for Belle Street Project

PURPOSE:

To consider approval of furniture purchase for County leased office space at 104 Belle Street, Oxford.

BACKGROUND:

At the November 16, 2020 County Board of Commissioners meeting, the Board authorized the County Manager to execute a lease for office space at 104 Belle Street, Oxford.

In preparation for County service relocation to the renovated office space, Administration is requesting to purchase office furniture from Storr Office Environments under State Contract (STC 420A) in the amount of \$28,242.57 along with an additional contingency of approximately \$4,000 to cover purchase of a few additional pieces which are not under State Contract (project total not to exceed \$32,250).

Informal bid requirements under NC General Statute §143-131 apply to purchases of apparatus, supplies, materials, or equipment involving the expenditure of \$30,000 or more but less than the limits prescribed by formal bidding requirements. Under the General Statute, counties are permitted to be a party to State Term Contracts, which are bid in accordance with formal bidding guidelines. As such, items purchased through State Contract meet the County's requirement to obtain competitive quotes and do not require additional bids.

Illustrations of the floor plan and a rendering of the moderate value range office furniture under consideration are attached to this memo along with the quote. More detail is available in the Administration Office upon request. The quote includes furnishings for eight offices, two conference rooms, and copy room workspace. Remaining pieces to be identified are furnishings for the lobby area and break room as we are still investigating lower cost options for these items.

With a lead time of 4-6 weeks and an anticipated move date sometime after the first of May, we are requesting budgetary authorization to approve a “not to exceed” amount for this project in order to facilitate placing the furniture order and ensuring a timely delivery.

FUNDING:

The County Manager recommends a one-time use of Fund Balance from the General Fund for this purchase.

RECOMMENDATION:

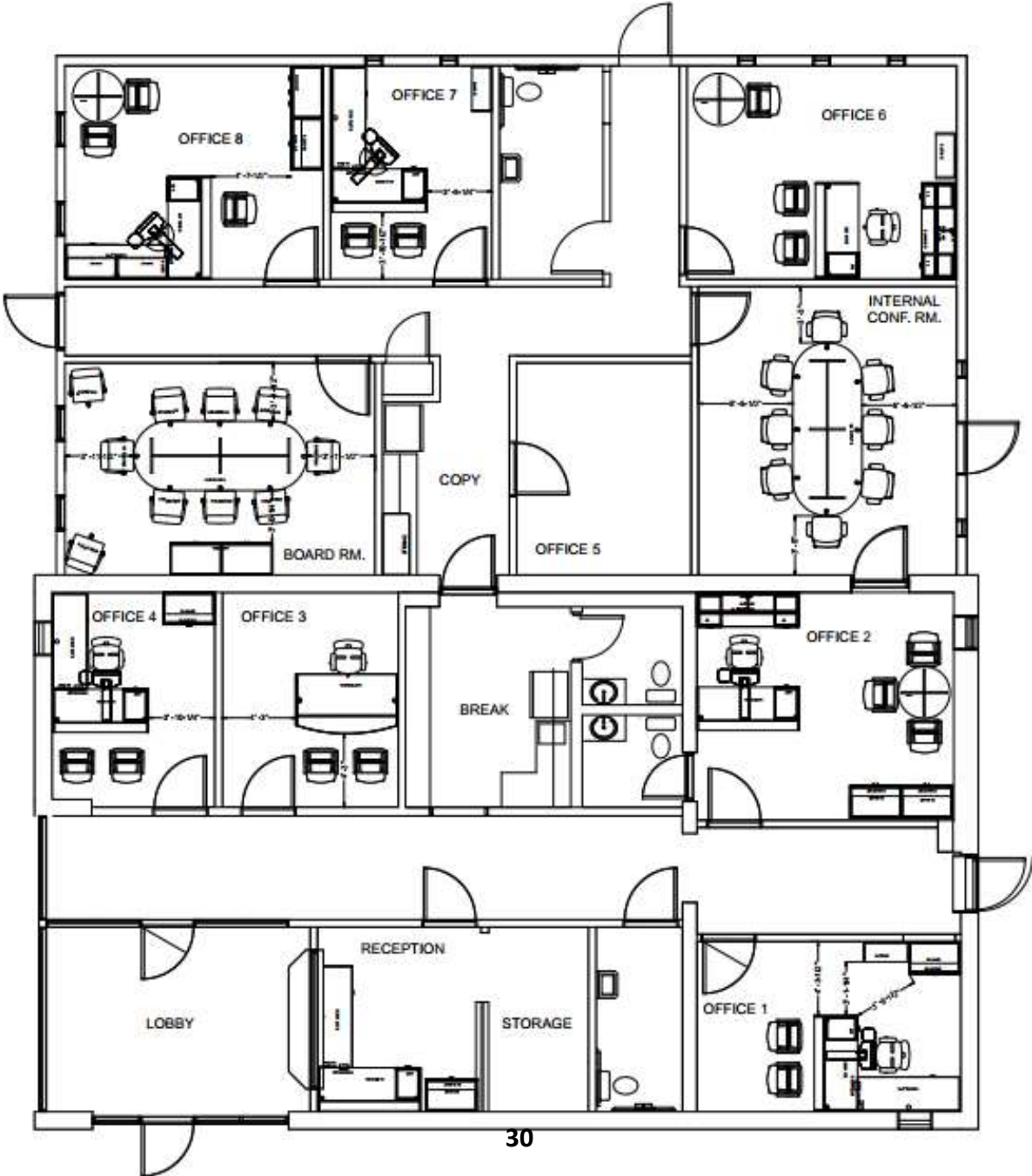
County Administration recommends awarding the State Contract quote to Storr Office Environments and authorizing a contingency amount to finish furnishings at the Belle Street location for a combined total not to exceed \$32,250.

ATTACHMENTS:

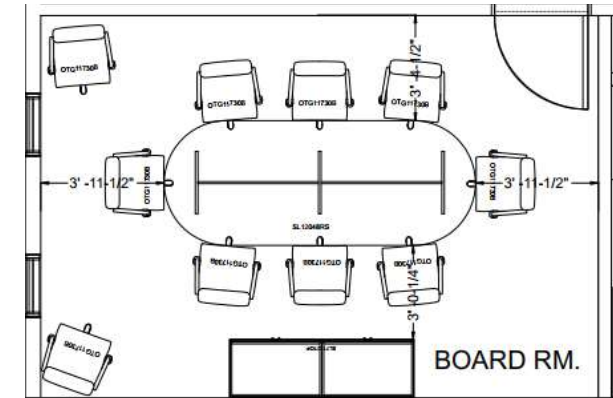
Belle Street Furnishings Floor Plan
Belle Street Furnishings Sample Renderings
Belle Street Furnishings Quote 151762

ACTION TAKEN:

FLOOR PLAN



CONFERENCE TYPICAL



Notes:

Offices To Go | Racetrack Conference Table and Storage

Qty: 1	Slab Base	Qty: 2
120"W x 48"D x 29.5"H		36"W x 22"D x 29.5"H
No Power/Data		With Lock
		With Common top

Offices To Go | Luxhide Conference Seating

Qty: 8	Soft Casters
Upholstered Seat/Back	Chrome Plated Base
Fixed Height Arms	

OFFICE 1

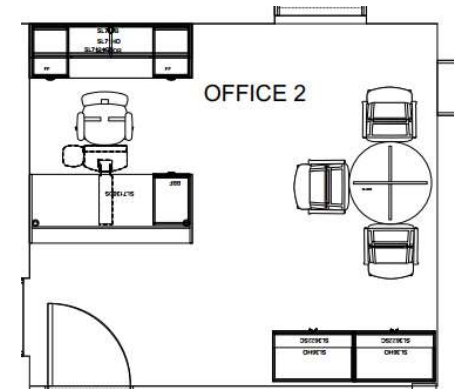


Notes:

Offices To Go | Desk & Storage

Desk/Primary Surface	Return/Secondary Surface	Pedestal	Lateral File	Tabletop Bookcase
66"W x 30"D x 29.5"H	71"W x 24"D x 29.5"H	Qty: 1	Qty: 3	Qty: 2
Grommet	Left Hand	16"W x 22"D x 19"H	36"W x 22"D x 29.5"H	36"W x 22"D x 29.5"H
Corner Keyboard Tray	Grommet	Box/File	2 Drawers	
		Stationary	Lock	
		Lock		

OFFICE 2



Notes:

Offices To Go | Desk & Storage

Desk/Primary Surface	Return/Secondary Surface	Pedestal	Pedestal	Storage Cabinet	Tabletop Bookcase
71"W x 30"D x 29.5"H	71"W x 24"D x 29.5"H	Qty:1	Qty:2	Qty:2	Qty:2
Grommet	Hutch	15"W x 22"D x 27"H	15"W x 22"D x 27"H	36"W x 22"D 29.5"H	36"W x 15"D x 36"H
Articulating Arm Keyboard	71"W x 15"D x 36"H	Box/Box/File	File/File	2 Cabinets	
Tray	Doors	Stationary	Stationary	Lock	
	Black Tackboard	Lock	Lock		

Quote To

VIVIAN WRIGHT
COUNTY OF GRANVILLE
141 WILLIAMSBORO STREET
Oxford NC 27565

Ship To

Korena Weichel
COUNTY OF GRANVILLE
104 Belle Street
Oxford NC 27565

Phone +1 (919) 603-1302

VIVIAN.WRIGHT@GRANVILLECOUNTY.ORG

9384_Granville Admin Bldg

Phone +1 (919) 603-1366

korena.weichel@granvillecounty.org

Description	Quantity	Unit Price	Extended Price
Conf. Rms.			
1 OTG11730B - Luxhide Uph. w/ Mock Leather Trim, High Back,Single Position Tilt Lock w/ Tilt Tension Adj.,Fixed Height Arms (Polished Alum),Pneu Seat Height Adj., Chrome Plated Steel Base, Dual Wheel Carpet Casters, OTG LUXHIDE Luxhide + Fabric Seating Textiles: ~STOB: Black Luxhide Upholstery w/ Mock Leather Trim (Stock Black) ~: Black Luxhide Upholstery w/ Mock Leather Trim (Stock Black) OFFICES TO Tag For Conf. Rms. OTG11730B	16	291.20	4,659.20
2 SL12048RS - Conference Table-Racetrack Table/Slab Base (Top is standard in 2 pieces) - 120"w x 48"d x 29.5"h (1-3/8 top), OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Conf. Rms. SL12048RS	2	455.84	911.68
3 SL3622SC - Storage Cabinet W/Lock - 36"w x 22"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany	3	234.64	703.92

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

www.storr.com

Phone: 919-313-3700
Fax: 919-313-3701

Description		Quantity	Unit Price	Extended Price
3	OFFICES TO Tag For Conf. Rms. SL3622SC			
Sub Total				6,274.80
4.75% State Tax,2% Granville County Tx				423.55
Total				6,698.35
Copy				
4	LATERAL FILE - SKU:KNLF3D36PM Preowned Knoll 3 Drawer Lateral File, 36"W x 18"D x 39"H, Flush Pull, Laminate Top, Locking PAINT Platinum Metallic White LOCK Chrome STORR USED Tag For Copy	1	195.00	195.00
Sub Total				195.00
4.75% State Tax,2% Granville County Tx				13.16
Total				208.16
Office 1				
5	AA903 - Drawer Slide Keyboard Tray ESI ERGONO Tag For Office 1 AA903	1	106.67	106.67
6	205 - @NCE 205 - Mesh Mid-Back, Simple Synchro Control, Two Way Adjustable Arm Celle Chair with removable seat cushion 9-5 SEATIN	1	216.20	216.20
7	GUEST CHAIR - Preowned OTG Guest Chair, Mesh Back, Upholstered Seat, Fixed Arms, 4 Leg Base, Glides FRAME Black MESH Black UPHOLSTERY Black STORR USED Tag For Office 1	2	89.00	178.00
8	OTGM393 - Flat bracket, Used to Ensure Alignment of Neighboring Worksurfaces, OTG LAMINATE SUPERIOR	1	22.40	22.40

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

ACCEPTED BY _____ TITLE **35** DATE _____

Description		Quantity	Unit Price	Extended Price
8	OFFICES TO Tag For Office 1			
9	SL12G - Short end panel, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 1 SL12G	1	28.00	28.00
10	SL22BBF - Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 1 BBF	1	201.60	201.60
11	SL3622LF - 2 Drawer Lateral File W/Lock (Fully Assembled) - 36"w x 22"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 1 SL3622LF	3	321.44	964.32
12	SL36HO - 36"w x 15"d x 36"h, Table Top Bookcase, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 1 SL36HO	2	162.96	325.92
13	SL6630DS - Rectangular Desk Shell - 66"w x 30"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO	1	185.36	185.36

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

Description		Quantity	Unit Price	Extended Price
13	Tag For Office 1 SL6630DS			
14	SL7124CS - Credenza Shell - 71"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 1 SL7124CS	1	185.36	185.36
Sub Total				2,413.83
4.75% State Tax,2% Granville County Tx				162.93
Total				2,576.76
Office 2				
15	AA903 - Drawer Slide Keyboard Tray ESI ERGONO Tag For Office 2 SOLUTION-ULTRA	1	106.67	106.67
16	GUEST CHAIR - Preowned OTG Guest Chair, Mesh Back, Upholstered Seat, Fixed Arms, 4 Leg Base, Glides FRAME Black MESH Black UPHOLSTERY Black STORR USED Tag For Office 2	3	89.00	267.00
17	SL22BBF - Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 2 BBF	1	201.60	201.60
18	SL22FF - File/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany	2	201.60	403.20

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

www.storr.com

Phone: 919-313-3700
Fax: 919-313-3701

Description		Quantity	Unit Price	Extended Price
18	OFFICES TO Tag For Office 2 FF			
19	SL3622SC - Storage Cabinet W/Lock - 36"w x 22"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 2 SL3622SC	2	234.64	469.28
20	SL36HO - 36"w x 15"d x 36"h, Table Top Bookcase, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 2 SL36HO	2	162.96	325.92
21	SL7124CS - Credenza Shell - 71"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 2 SL7124CS	1	185.36	185.36
22	SL7130DS - Rectangular Desk Shell, 71"w x 30"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 2 SL7130DS	1	198.80	198.80
23	SL71HO - Open Hutch, 71"w x 15"d x 36"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO	1	221.20	221.20

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

ACCEPTED BY _____ TITLE **38** DATE _____

www.storr.com

Phone: 919-313-3700
Fax: 919-313-3701

Description		Quantity	Unit Price	Extended Price
23	Tag For Office 2 SL71HO			
24	SL71LDR - Laminate Hutch Doors , Fits SL71HO, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 2 SL71LDR	1	56.00	56.00
25	SL71TB - Tackboard - Black Fabric - 68-1/4 x 17-1/4, OTG LAMINATE SUPERIOR OFFICES TO Tag For Office 2 SL71TB	1	65.52	65.52
Sub Total				2,500.55
4.75% State Tax,2% Granville County Tx				168.79
Total				2,669.34
Office 3				
26	GUEST CHAIR - Preowned OTG Guest Chair, Mesh Back, Upholstered Seat, Fixed Arms, 4 Leg Base, Glides FRAME Black MESH Black UPHOLSTERY Black STORR USED Tag For Office 3	2	89.00	178.00
27	SL7141BDS - Bow Front Desk Shell - 71"w x 36/42"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 3 SL7141BDS	1	222.88	222.88
28	SL22BBF - Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes	1	201.60	201.60

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

ACCEPTED BY _____ TITLE **39** DATE _____

Description		Quantity	Unit Price	Extended Price
28	AML: 1-American Mahogany OFFICES TO			
Sub Total				602.48
4.75% State Tax,2% Granville County Tx				40.67
Total				643.15
Office 4				
29	AA903 - Drawer Slide Keyboard Tray ESI ERGONO Tag For Office 4 SOLUTION-ULTRA	1	106.67	106.67
30	GUEST CHAIR - Preowned OTG Guest Chair, Mesh Back, Upholstered Seat, Fixed Arms, 4 Leg Base, Glides FRAME Black MESH Black UPHOLSTERY Black STORR USED Tag For Office 4	2	89.00	178.00
31	OTGM393 - Flat bracket, Used to Ensure Alignment of Neighboring Worksurfaces, OTG LAMINATE SUPERIOR OFFICES TO Tag For Office 4	1	22.40	22.40
32	SL12G - Short end panel, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 4 SL12G	1	28.00	28.00
33	SL22BBF - Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 4 BBF	1	201.60	201.60
34	SL3622LF - 2 Drawer Lateral File W/Lock (Fully Assembled) - 36"w x	2	321.44	642.88

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

www.storr.com

Phone: 919-313-3700
Fax: 919-313-3701

Description		Quantity	Unit Price	Extended Price
34	22"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 4 SL3622LF			
35	SL36HO - 36"w x 15"d x 36"h, Table Top Bookcase, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 4 SL36HO	1	162.96	162.96
36	SL6624CS - Credenza Shell - 66"w x 24"d x 29.5"h,, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 4 SL6624CS	1	173.04	173.04
37	SL6630DS - Rectangular Desk Shell - 66"w x 30"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 4 SL6630DS	1	185.36	185.36
Sub Total				1,700.91
4.75% State Tax,2% Granville County Tx				114.81
Total				1,815.72
Office 6				
38	205 - @NCE 205 - Mesh Mid-Back, Simple Synchro Control, Two Way Adjustable Arm Celle Chair with removable seat cushion 9-5 SEATIN	1	216.20	216.20

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

ACCEPTED BY _____ TITLE **41** _____ DATE _____

www.storr.com

Phone: 919-313-3700
Fax: 919-313-3701

Description		Quantity	Unit Price	Extended Price
39	GUEST CHAIR - Preowned OTG Guest Chair, Mesh Back, Upholstered Seat, Fixed Arms, 4 Leg Base, Glides FRAME Black MESH Black UPHOLSTERY Black STORR USED Tag For Office 6	3	89.00	267.00
40	SL22BBF - Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 6 BBF	1	201.60	201.60
41	SL22FF - File/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 6 FF	2	201.60	403.20
42	SL36R - 36" round table, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 6 SL36R	1	123.20	123.20
43	SL6624CS - Credenza Shell - 66"w x 24"d x 29.5"h,, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 6 SL6624CS	1	173.04	173.04

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

ACCEPTED BY _____ TITLE **42** _____ DATE _____

www.storr.com

Phone: 919-313-3700
Fax: 919-313-3701

Description		Quantity	Unit Price	Extended Price
44	SL6630DS - Rectangular Desk Shell - 66"w x 30"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 6 SL6630DS	1	185.36	185.36
45	SL66HO - Open Hutch, 66"w x 15"d x 36"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 6 SL66HO	1	214.48	214.48
46	SL66LDR - Laminate Hutch Doors, Fits SL60HO, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 6 SL66LDR	1	53.76	53.76
47	SL66TB - Tackboard - Black Fabric - 64 x 17-1/4H, OTG LAMINATE SUPERIOR OFFICES TO Tag For Office 6 SL66TB	1	62.16	62.16
48	SL71BC - 4 Shelf Bookcase - One Fixed Shelf, Three Adjustable Shelves - 32"w x 14"d x 71"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 6 SL71BC	1	222.88	222.88
Sub Total				2,122.88
4.75% State Tax, 2% Granville County Tx				143.29
Total				2,266.17
Office 7				

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

ACCEPTED BY _____ TITLE **43** DATE _____

Description		Quantity	Unit Price	Extended Price
49	AA903 - Drawer Slide Keyboard Tray ESI ERGONO Tag For Office 7 AA903	1	106.67	106.67
50	ACCD90-21 - Corner Diagonal 21"w ESI ERGONO Tag For Office 7 ACCD90-21	1	107.73	107.73
51	GUEST CHAIR - Preowned OTG Guest Chair, Mesh Back, Upholstered Seat, Fixed Arms, 4 Leg Base, Glides FRAME Black MESH Black UPHOLSTERY Black STORR USED Tag For Office 7	2	89.00	178.00
52	OTGM393 - Flat bracket, Used to Ensure Alignment of Neighboring Worksurfaces, OTG LAMINATE SUPERIOR OFFICES TO Tag For Office 7	1	22.40	22.40
53	SL12G - Short end panel, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 7 SL12G	1	28.00	28.00
54	SL22BBF - Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 7 BBF	1	201.60	201.60
55	SL3622LF - 2 Drawer Lateral File W/Lock (Fully Assembled) - 36"w x 22"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes	1	321.44	321.44

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

Description		Quantity	Unit Price	Extended Price
55	AML: 1-American Mahogany OFFICES TO Tag For Office 7 SL3622LF			
56	SL48BC - 2 Shelf Bookcase - Two Adjustable Shelves - 32"w x 14"d x 48"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 7 SL48BC	1	151.76	151.76
57	SL6630DS - Rectangular Desk Shell - 66"w x 30"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 7 SL6630DS	1	185.36	185.36
58	SL7124CS - Credenza Shell - 71"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 7 SL7124CS	1	185.36	185.36
Sub Total				1,488.32
4.75% State Tax, 2% Granville County Tx				100.46
Total				1,588.78
Office 8				
59	ACCD90-21 - Corner Diagonal 21"w ESI ERGONO Tag For Office 8 ACCD90-21	1	107.73	107.73
60	SOLUTION-ULTRA - AA360 Articulating Arm w/ PL217 Switch-n-Click Platform ESI ERGONO	1	268.80	268.80

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

ACCEPTED BY _____ TITLE **45** _____ DATE _____

Description		Quantity	Unit Price	Extended Price
60	Tag For Office 8 SOLUTION-ULTRA			
61	GUEST CHAIR - Preowned OTG Guest Chair, Mesh Back, Upholstered Seat, Fixed Arms, 4 Leg Base, Glides FRAME Black MESH Black UPHOLSTERY Black STORR USED Tag For Office 8	3	89.00	267.00
62	OTGM393 - Flat bracket, Used to Ensure Alignment of Neighboring Worksurfaces, OTG LAMINATE SUPERIOR OFFICES TO Tag For Office 8	1	22.40	22.40
63	SL12G - Short end panel, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 8 SL12G	1	28.00	28.00
64	SL22BBF - Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 8 BBF	1	201.60	201.60
65	SL3622LF - 2 Drawer Lateral File W/Lock (Fully Assembled) - 36"w x 22"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 8 SL3622LF	2	321.44	642.88
66	SL3622MSF - Mixed Storage Unit W/Lock - (Fully Assembled) 36"w x 22"d x 29.5"H, OTG LAMINATE SUPERIOR Superior Laminate Finishes:	1	314.72	314.72

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

Description		Quantity	Unit Price	Extended Price
66	~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 8 SL3622MSF			
67	SL36HO - 36"w x 15"d x 36"h, Table Top Bookcase, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 8 SL36HO	1	162.96	162.96
68	SL36R - 36" round table, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 8 SL36R	1	123.20	123.20
69	SL36WC - Wall mounted cabinet, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 8 SL36WC	2	143.36	286.72
70	SL7124CS - Credenza Shell - 71"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Office 8 SL7124CS	1	185.36	185.36
71	SL7130DS - Rectangular Desk Shell, 71"w x 30"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany	1	198.80	198.80

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

Description		Quantity	Unit Price	Extended Price
71	OFFICES TO Tag For Office 8 SL7130DS			
Sub Total				2,810.17
4.75% State Tax, 2% Granville County Tx				189.69
Total				2,999.86
Reception				
72	AA903 - Drawer Slide Keyboard Tray ESI ERGONO Tag For Reception SOLUTION-ULTRA	1	106.67	106.67
73	OTGM393 - Flat bracket, Used to Ensure Alignment of Neighboring Worksurfaces, OTG LAMINATE SUPERIOR OFFICES TO Tag For Reception	1	22.40	22.40
74	SL12G - Short end panel, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Reception SL12G	1	28.00	28.00
75	SL22BBF - Box/Box/File Pedestal W/Lock (Fully Assembled) - 22"d x 15"w x 27"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Reception BBF	1	201.60	201.60
76	SL3622LF - 2 Drawer Lateral File W/Lock (Fully Assembled) - 36"w x 22"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Reception SL3622LF	2	321.44	642.88
77	SL36HO - 36"w x 15"d x 36"h, Table Top Bookcase, OTG LAMINATE SUPERIOR	1	162.96	162.96

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

Description		Quantity	Unit Price	Extended Price
77	Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Reception SL36HO			
78	SL7124CS - Credenza Shell - 71"w x 24"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Reception SL7124CS	1	185.36	185.36
79	205 - @NCE 205 - Mesh Mid-Back, Simple Synchro Control, Two Way Adjustable Arm Celle chair with removable seat cushion 9-5 SEATIN	1	216.20	216.20
80	SL7130DS - Rectangular Desk Shell, 71"w x 30"d x 29.5"h, OTG LAMINATE SUPERIOR Superior Laminate Finishes: ~OTGL: Superior Laminate Finishes AML: 1-American Mahogany OFFICES TO Tag For Reception SL7130DS	1	198.80	198.80
Sub Total				1,764.87
4.75% State Tax,2% Granville County Tx				119.13
Total				1,884.00
81	Design - Design Services for Project. STORR Tag For zdesign	16	90.00	1,440.00

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

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Phone: 919-313-3700
Fax: 919-313-3701

Description		Quantity	Unit Price	Extended Price
82	LABOR QUOTE TO RECEIVE, DELIVER AND INSTALL	1	4,928.76	4,928.76
(8) Global Offices to Go Offices. 4 offices will need to have an end panel removed & replaced with a half leg on the credenza shell. These office will also need to have the lateral file installed without the top on it, so that it fits under the credenza shell. (2) Global Offices to Go conference tables, (8) Global Offices to Go conference chairs, (8) Think chairs, (17) guest chairs, (5) task chairs & (1) 3-drawer lateral file. LABOR QUOTE ASSUMES A SINGLE PHASE DURING REGULAR BUSINESS HOURS (MON - FRI, 8AM TO 5PM), CLEAR SPACE, ACCESS TO LOADING DOCK AND ELEVATOR, NO STAIR CARRY, & STOCKING PERMITS OBTAINED PRIOR TO INSTALL IF REQUIRE ALL POWER AND DATA CONNECTIONS ARE BY OTHERS. (LABOR)				
Quotation Totals				
Sub Total				28,242.57
4.75% State Tax,2% Granville County Tx				1,906.37
Grand Total				30,148.94

End of Quotation

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

ACCEPTED BY _____ TITLE **50** _____ DATE _____

Finish Summary

Product Type	Finish Group Description	Finish Description	Finish
	Luxhide + Fabric Seating Textiles	Black Luxhide Upholstery w/ Mock Leather Trim (Stock Black)	No Image Available
	Superior Laminate Finishes	1-American Mahogany	No Image Available

*Select Images are provided as a preliminary color and type representation and should not be used for final color and product selection.
Due to individual computer/monitor/printer settings: color, texture, pattern, size and feature rendering may vary from the actual sample.
For accuracy, order and view an actual sample.*

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

www.storr.com

Phone: 919-313-3700
Fax: 919-313-3701

Storr Office Environments, Inc. Standard Terms and Conditions

QUOTATIONS AND ORDERS

TERM: All prices are quoted FOB shipping point and are guaranteed for thirty (30) days from date of quotation.

ACCEPTANCE: All orders require a hard copy or electronic purchase order or approved quotation with an authorized signature and date of acceptance. Customer must sign final validation documentation (including drawings).

MODIFICATIONS: Any modifications to an approved and acknowledged order are subject to the Seller's ability to conform and the manufacturer's approval. Changes must be made via a revised purchase order, change order or signed and dated revised quotation.

CUSTOMER REQUIRED DATE: A mutually agreeable (between Buyer and Seller) delivery date is required for each order and will be used as the customer required date.

DEPOSITS: A deposit of fifty percent (50%) is required on all orders \$10,000 and over from customers with approved credit. A deposit of one hundred percent (100%) is required on all orders from customers without approved credit.

INVOICING Initial _____

TIMING: Furniture with related installation and other services will be invoiced after delivery of the product to the job site. Direct shipments from the manufacturer will be invoiced upon shipment from the manufacturer. Services not related to purchase of product, may be invoiced in phases or after the services are substantially completed, as determined by the Seller. Seller reserves and retains the right in its sole discretion, to make and invoice for partial shipments of merchandise and/or provision of services.

PAYMENT TERMS: For furniture and related installation and other services, balance is due in full Net 10 days from date of invoice. Buyer agrees not to withhold payment on any invoice because of partial delivery or open punch list items. A reasonable hold back of up to ten percent (10%) of the invoice amount is allowed if there are open items.

FREIGHT: Unless otherwise noted, all applicable freight charges are not included in the price quotation and will be invoiced as a separate line item.

TAXES: Unless otherwise noted, any applicable sales, use, excise, or any other taxes are not included in the price quotation and will be invoiced as a separate line item. Buyer agrees to pay any and all applicable taxes. If Buyer possesses a tax exempt status, a certificate of tax exemption is to be provided prior to order placement. Buyer is responsible for self-assessment of any and all applicable taxes due to jurisdictions outside of the State.

DELAYS: If Buyer is unable to receive product at the job site on the mutually agreed upon customer required date, product will be deemed delivered and will be invoiced as if delivered. Standard payment terms will apply. Buyer may withhold ten percent (10%) of the invoice amount until actual delivery of product to the job site.

SERVICE CHARGE: A service charge of 1.5% per month will be assessed on all unpaid balances after 30 days from invoice date and after any judgment date. Buyer agrees to pay for all costs of collection including, but not limited to, reasonable attorney's fees and costs incurred by seller to collect past due balances.

CREDIT CARD PURCHASES: A 2% handling charge will be applied to all credit card purchases that exceed five thousand dollars (\$5,000) and the payment is being made on or before the delivery date. All credit card payments made after date of invoice will have a 3% handling charge applied when the payment is processed.

OTHER CHARGES

CHANGES/CANCELLATIONS: Buyer will pay all additional charges from the manufacturer for order changes. Express Ship Orders cannot be changed or cancelled. All product is custom manufactured to customer specifications and, therefore, cannot be returned. Cancellations: 20% min. charge if Manufacturer approves and 90% if Manufacturer does not approve the return. Changes after order entry: \$50/line. The quoted price allows for no changes in the design/specification. Further design changes will be billed at the standard hourly rate.

STORAGE: Storage is charged at one percent (1%) of the order value per month, minimum \$50.00 per month. If job site is not available and direct ship product is redirected to our warehouse, a storage charge will be applied from the first day product arrives in our warehouse. Product received in our warehouse for non-direct ship orders will be charged storage beginning on the eleventh (11th) day after the product has been received in our warehouse.

EXTRA HANDLING IF SITE NOT READY: If job site is not available on mutually agreed upon customer required date, charges will be assessed to the Buyer for additional handling or redirecting of product at rate of three percent (3%) of the order value.

EXTRA HANDLING DUE TO SITE CONDITIONS: Charges will be assessed to the Buyer for excessive handling, storage and transportation incurred because of site conditions, activity of other trades, or other reasons not specifically identified in the price quotation at a standard hourly rate or actual charges if performed by a third party.

OVERTIME: Unless otherwise stated, delivery and installation will be made during Seller's normal business hours (between 8:00 AM and 5:00 PM Monday – Friday, excluding holidays). Any additional labor costs resulting from overtime work performed at Buyer's request will be paid by the Buyer.

DELIVERY AND INSTALLATION

SELLER'S RESPONSIBILITIES: Other than for drop shipments, Seller will receive, inspect, stage, deliver, and install Buyer's goods. All furnishings will be clean and put into good working order. Cartoning and packing materials will be removed and premises left in good order. When applicable, Seller may direct shipments directly to the job site.

FREIGHT CLAIMS: Claims for product damaged in transit will be processed by Seller and damaged product will be repaired or replaced to the reasonable satisfaction of Buyer only for product purchased, delivered and installed.

DROP SHIPMENTS: In case of drop shipments where product is delivered without installation, Buyer will receive, inspect and install ordered goods. Buyer is also responsible for filing necessary freight claims in the event of damage.

USED PRODUCT: The buyer recognizes that used product comes in an "as is" condition. Although the Seller will do its best to provide a functional and aesthetically pleasing product, the Buyer understands the product will have normal wear and tear (e.g. dents, scratches, dirt) and carries no warranty.

CONDITION OF JOB SITE: Job site will be clean and clear of all obstructions prior to installation. Buyer will provide adequate facilities and space for unloading, staging, moving, handling, and storing of product at the job site. Additional charges will apply if the conditions prevent the seller from completing the work efficiently.

JOB SITE SERVICES: Buyer will furnish electrical current, heating, lighting, and elevator service at job site without charge to Seller. If any of these are not provided, Buyer will be responsible for additional charges.

PROTECTION OF DELIVERED GOODS: Buyer is responsible for security and safekeeping product after delivery at job site.

RISK OF LOSS: Upon delivery of product to Buyer's site, or into storage negotiated by Buyer if job site is not ready on mutually agreed upon date, Buyer assumes all risk of loss of delivered/stored product and shall not be released from any obligations under this agreement due to product's loss, damage or disrepair following delivery/storage.

ELECTRICAL CONNECTION: The Buyer will be responsible for making any electrical connections between the building and the furniture.

PHONE/DATA: The Buyer will be responsible for supplying hardware and installation of phone/data lines and connections.

ADDITIONAL TERMS

LEASING: The Buyer and Seller agree that this sale is not contingent on the Buyer obtaining financing or leasing. The Buyer is responsible for securing financing or leasing.

WARRANTIES: Seller makes no warranties of product sold hereunder whatsoever, including any warranty of merchantability or warranty that the furniture is fit for any particular purpose. Seller may act as Buyer's agent in the event of claims of defective materials or workmanship that may be made within the warranty period stated by the manufacturer, supplier or fabricator. The Buyer shall rely exclusively upon warranties provided by the manufacturer, supplier or fabricator of all products sold hereunder. If Seller is asked to perform warranty work and it is subsequently determined that the furniture is not covered by any manufacturer, supplier or fabricator warranty, Buyer will be charged for service at the then current rate.

TITLE AND SECURITY INTEREST: Seller retains title to all goods until Buyer has performed all of its obligations under this agreement and the purchase price of the goods and related services has been fully paid to the Seller. Seller retains security interest in the goods, all accessories, replacements of the proceeds from the goods as security for the performance by Buyer of all of the Buyer's obligations arising under this agreement and the purchase order.

INTERPRETATION OF TERMS AND CONDITIONS: This writing is intended by all parties as the final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their dealings between the parties, if any, and no usage of the trade shall be relevant to supplement or explain any term used in this agreement. No failure by any party to insist upon strict compliance by the other party with any of the terms, provisions or conditions of this Agreement, in any instance, shall be construed as a waiver or relinquishment by either party of the other party's right to insist upon strict compliance therewith in the future. These terms and conditions and the security herein contained are to be construed under the laws of the State of North Carolina, including all applicable provisions of the Uniform Commercial Code. Whenever a term defined by the Uniform Commercial Code as adopted in North Carolina is used in this agreement and not otherwise defined, the definition contained in the Code is to control.

ACTS BEYOND REASONABLE CONTROL: Seller shall not be liable for any delay or failure to deliver any or all of the product in case delay or failure is caused by labor disputes, strikes, wars, riots, act of God, or any other cause, contingency or circumstances which prevent or hinder the manufacture or delivery of the product beyond the reasonable control of the Seller.

WAIVER: No claim or right arising out of a breach of this Agreement can be discharged in whole or in part by a waiver or renunciation of the claim or right unless it is supported by a consideration and is in writing signed by the aggrieved party.

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS.

ACCEPTED BY _____ TITLE _____ 52 _____ DATE _____



Granville County

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 30, 2021

Title: Granville County Fire Department Needs Subcommittee

PURPOSE:

County Administration needs to obtain clarification on the appointment recommendation for the VFD (North -1) appointment, and pending clarification obtain final approval of the creation and appointments to the Granville County Fire Department Needs Subcommittee.

BACKGROUND:

During the March 15, 2021 regular board meeting of the Granville County Commissioners, the Board approved the establishment of the Granville County Fire Department Needs Subcommittee based on the recommendation of the Emergency Services Advisory Committee based on the following recommended structure:

Granville County Fire Department Needs Subcommittee	
Volunteer Fire Department (North -1)	Pending clarification
Volunteer Fire Department (North -2)	Mark Harrison
Volunteer Fire Department (South -1)	Rusty Corley
Volunteer Fire Department (South -2)	Richard Ray
Paid Fire Department	Greg Champion
County Commissioner	Zelodis Jay
County Commissioner	Russ May

Fire Marshal	Ken Reeves
Ex Officio	Reba Duke

Appointments are made for 2-year terms and the subcommittee shall meet as needed. County Administration and the Granville County Emergency Services staff will assist in the scheduling of the first subcommittee meeting at which the subcommittee members present will select a Chair of the subcommittee. The Chair, assisted by the Ex Officio member, shall set and/or call meetings as needed.

RECOMMENDATION:

County Administration recommends the County Board of Commissioners provide clarification on the appointment recommendation for the VFD (North -1) position, and pending clarification provide final approval of the creation and appointments to the Granville County Fire Department Needs Subcommittee.

ACTION TAKEN:



Granville County

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 31, 2021

Title: Orange Street Community Center

PURPOSE:

The term of Elijah Strater, Jr. (District 1) expired December 31, 2020. At the March 15, 2021 meeting, Chair Hinman asked for this vacancy to be filled by District 3.

BACKGROUND:

Others serving:	Larry D. Downey	District 1
	Iris Evans	District 1
	Ronnie Nowood	District 1
	Catherine Comer Jones	District 2
	Edward Latta	District 2
	Rev. Ronnie Morton	District 1 apptd. by District 3
	Paula Jones	District 4
	Juanita Rogers	District 4
	Bonita Green	Ex-Officio

ACTION TAKEN:



Granville County

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: April 1, 2021

Title: Veterans Affairs Committee

PURPOSE:

To make appointment to the Veterans Affairs Committee.

BACKGROUND:

The term of Fred Bradsher (District 7) expired in February. Mr. Bradsher has asked to be replaced.

Others serving:	Michael K. Allen	District 1
	Ronnie Boyd	District 2
	Michael O'Briant Turner	District 6 appointed by 3
	Harriet Morton	District 4
	Michael Scott	District 5
	Allan Strickland	District 6
	Lynette Breisacher	Spouse of a Veteran
	Judy Smith	Female Veteran
	Anne Williams	At-Large Member
	Charles Miller	Ernest F. Hart American Legion Post 90
	James E. Hunsuckle	Butner-Creedmoor VFQ Post 10777
	Larry Hester	Hester-Crews American Legion Post 166
	Charles Penland	Moses S. Cash American Legion Post 161
	Rodney Frazier	Staff Representative
	Russ May	Commissioner

ACTION TAKEN:



Granville County Administration

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Korena Weichel
Department: Administration
Date: March 27, 2021
Title: Discuss Timing of GAP Phase III Dedication

PURPOSE:

To discuss timing options and determine Board preference for the GAP Phase III dedication event.

BACKGROUND:

The County anticipates accepting the completed GAP Phase III Expansion Project sometime within the month of April after the remaining punch list items are completed. Once the new facilities have been turned over to the County's control, we will proceed to make final preparations and have a "soft opening" to the public shortly thereafter. In keeping with the County's longstanding tradition to dedicate public facilities, County Administration is seeking direction on the Board's preference for a date to hold an official opening and dedication.

To help guide the date selection, we have reviewed weather forecasts for the next few months. Precipitation is forecasted throughout most of May up until late in the month and this time period will also be useful in completing final preparations for public use. Therefore, COVID-19 restrictions notwithstanding, the best option to schedule a dedication event appears to be in June or July.

The Board could also opt to wait a bit longer to allow possible further lifting of COVID-19 restrictions and schedule the dedication event to coincide with the Granville County 275th Anniversary Celebration tentatively scheduled for Saturday, July 24 at the GAP. A dual event would enable programs to be scheduled at staggered times and at different locations within the park.

RECOMMENDATION:

Based on the Board's preference, determine a date to schedule the GAP Phase III dedication event.

ACTION TAKEN:



Granville County Administration

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: March 31, 2021

Title: 5-Year Strategic Plan

PURPOSE:

To consider the draft Granville County 2021-2025 Strategic Plan for adoption.

BACKGROUND:

During the Granville County Board Retreat held on March 18, 2021 the draft Granville County 2021-2025 Strategic Plan was presented to the Granville County Board of Commissioners. No adjustments or recommended changes have been submitted to County Administration since the plan was presented at the Retreat. The 5-Year Strategic Plan was created by an ad-hoc Strategic Planning Committee comprised of County department managers and key employees. The committee was first tasked with conducting a strategic analysis and identifying specific objectives for the individual focus areas of Government, Public Safety, Education, Community, and Business & Economy.

Following the initial analysis, objectives were prioritized and narrowed to 9 primary objectives with 45 corresponding strategies to achieve them. These objectives were classified as both obtainable within the five-year period covered by the Plan and also as an essential means to achieve the County's mission while maintaining its stated values. These objectives and corresponding strategies can be viewed in the attached draft 2021-2025 plan.

The draft plan is presented for the Board's discussion and consideration.

RECOMMENDATION:

Following any required discussion and/or edits, the County Manager recommends approving the 5-year strategic Plan.

ATTACHMENTS:

2021-2025 Strategic Plan

ACTION TAKEN:

DRAFT

COMMUNITY



BUSINESS & ECONOMY



EDUCATION



PUBLIC SAFETY



GOVERNMENT



**Granville County
5-YEAR
STRATEGIC PLAN**

2025 Vision for Granville County Government

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What is the Strategic Plan?

The Granville County 5-Year Strategic Plan is a plan for county operations that spans multiple years. This document encapsulates what county departments are doing to support strategic plan objectives by utilizing specific strategies to accomplish those objectives. To put it simply, the strategic plan is a tool used to ensure the county is doing the right things to meet the needs of the community.

What is the County's Purpose?

Counties were originally established to carry out government on behalf of the state; later, counties were granted the opportunity to provide a range of services almost comparable to those provided by municipalities. Beyond these state mandates, Granville County uses mission and values statements to better define its purpose. These statements influenced the development of this strategic plan.

What is the County's Mission?

Granville County's mission is to provide residents with an array of services to enhance their quality of life through a responsive, effective, and efficient local government

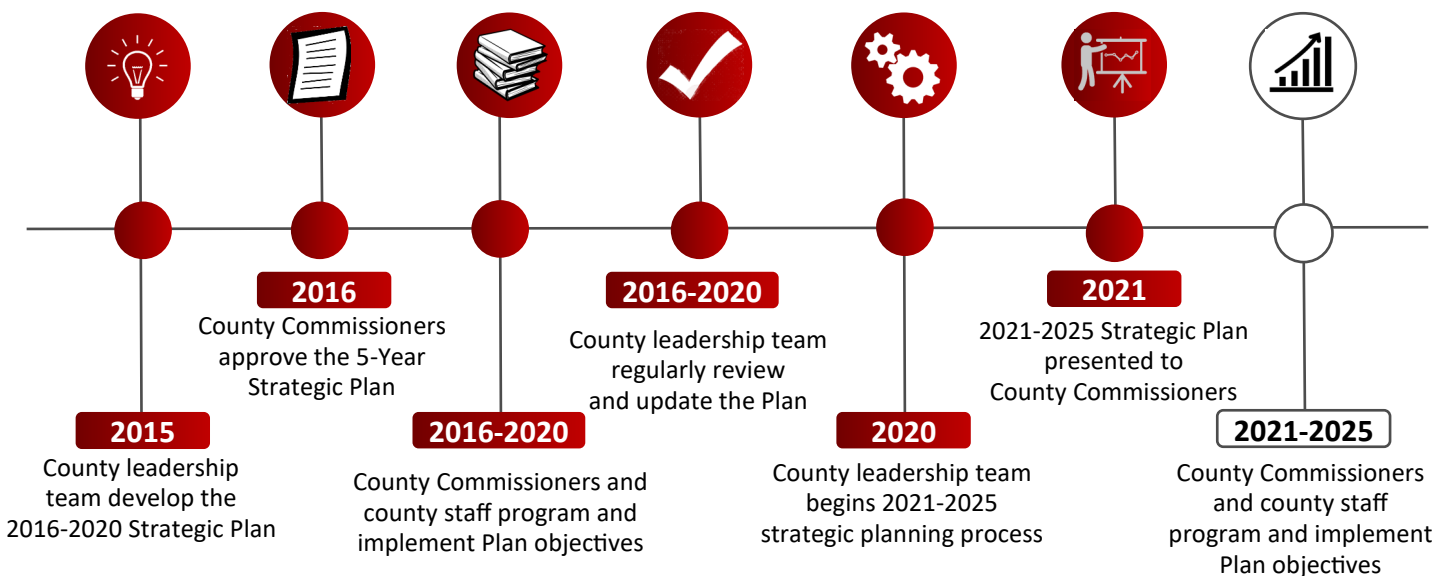
What are the County's Values?

Granville County government promotes open, honest government, maintains an innovative and equitable work environment, and highly prizes accuracy, accountability, and reliability.

What are plan objectives?

Plan objectives are precise actions or measurable steps with specific strategies that align to the strategic plan and business strategy.

How Did We Get Here?



BACKGROUND: 2016-2020 STRATEGIC PLAN OBJECTIVES

The County's first strategic long-range planning initiative was introduced in 2015. The Plan identified seven major objectives to be achieved over a five-year period and nearly all of the strategies associated with those objectives have been successfully employed. A few of those key strategies are highlighted below.

OBJECTIVE #1: Through economic development activities and efforts, increase the County-wide tax base by approximately \$80 million annually.

OBJECTIVE #2: Improve interlocal government relationships through partnerships and shared services.

OBJECTIVE #3: Educate the community to improve public awareness of local government issues, activities, benefits, and opportunities.

OBJECTIVE #4: Reduce the County's annual personnel turnover rate due to resignations and terminations to 6% or less by FY 2020.

OBJECTIVE #5: Improve employee recognition and boost morale through the implementation of an awards and recognition program.

OBJECTIVE #6: Improve and increase the number of volunteer programs, volunteer sites, and opportunities within County Government.

OBJECTIVE #7: Identify public safety requirements and improve communication of services with the public.



AT A GLANCE

2018 Completed Granville County Comprehensive Plan Update

2019 Formed partnership with Open Broadband, LLC to focus broadband efforts in unserved and underserved areas of the County

2017-2020 Obtained PARTF and LWCF grant funding and began construction of the GAP Phase III expansion project

243 NEW JOBS through facilitation of Dept of Commerce Building Reuse Grants for Dill Inc, Altec, and Ontic Engineering; and CBDG Grant: for Strong Arm Bakery

2019 Partnered with Tourism Authority to create the award winning "Uniquely Carolina" marketing and branding campaign

67.9% 2020 Census response rate (12 out of 100 NC counties) as a result of promotions and formation of Complete Count Committee

2018 Hired a Public Information Officer to manage public relations information and create effective communication tools

3900 New followers on Granville County social media page

2019 Addressed lagging market compensation issues by engaging the MAPS Group to conduct Pay & Class Study

1% 401(k) match, 2-day bereavement leave, and Employee Assistance Program added, and increased school parental leave to improve employee benefit offerings

5-YEAR employee service certificate program initiated

2019 Development & publication of internal county newsletter

2020 Adopted a Volunteer Policy and launched volunteer website to communicate/manage department opportunities

2018 Established Opioid Advisory Committee

2019-2020 Awarded contract and constructed Law Enforcement Center and Animal Shelter

2017 Updated Continuity of Operations Plan (COOP) and Continuity of Government Plan (COGP)

INTRODUCTION

This 5-Year Strategic Plan was created by an ad-hoc Strategic Planning Committee comprised of County department managers and key employees. The committee was first tasked with conducting a strategic analysis and identifying specific objectives for the individual focus areas of Government, Public Safety, Education, Community, and Business & Economy.

Following the initial analysis, objectives were prioritized and narrowed to 9 primary objectives with 45 corresponding strategies to achieve them. These objectives were classified as both obtainable within the five-year period covered by the Plan and also as an essential means to achieve the County's mission while maintaining its stated values.



The outcome of this strategic planning process appears below in the form of 9 objectives for Granville County's 2021-2025 Strategic Plan. Supporting strategies for each objective are identified beginning on page 19 of this document.



OBJECTIVE 1: Expand service delivery options through mobile services, satellite offices, substations, online access, etc.



OBJECTIVE 2: Create additional recreation and leisure opportunities.



OBJECTIVE 3: Improve regularity and reach of communication to enhance community and employee engagement.



OBJECTIVE 4: Focus on increasing development options identified in the 2018 Granville County Comprehensive Plan.



OBJECTIVE 5: Retain local talent through skills development for workforce, work/school study programs, and student internships.



OBJECTIVE 6: Create community and employee education opportunities.



OBJECTIVE 7: Evaluate public safety staffing, and upgrade technology and equipment to provide more efficient services to the community.



OBJECTIVE 8: Modernize equipment and systems to be more efficient while also being more convenient for residents and businesses.



OBJECTIVE 9: Develop Granville County government as a preferred employer in the Region K area.

2021-2025 STRATEGIC PLAN OBJECTIVES OVERVIEW

COMMUNITY

Healthy, active community with access to county services and cultural/recreational amenities



BUSINESS & ECONOMY

Thriving community with diverse economic opportunities



EDUCATION

Supporting educational opportunities for all



PUBLIC SAFETY

Community where residents are safe from crime & injury



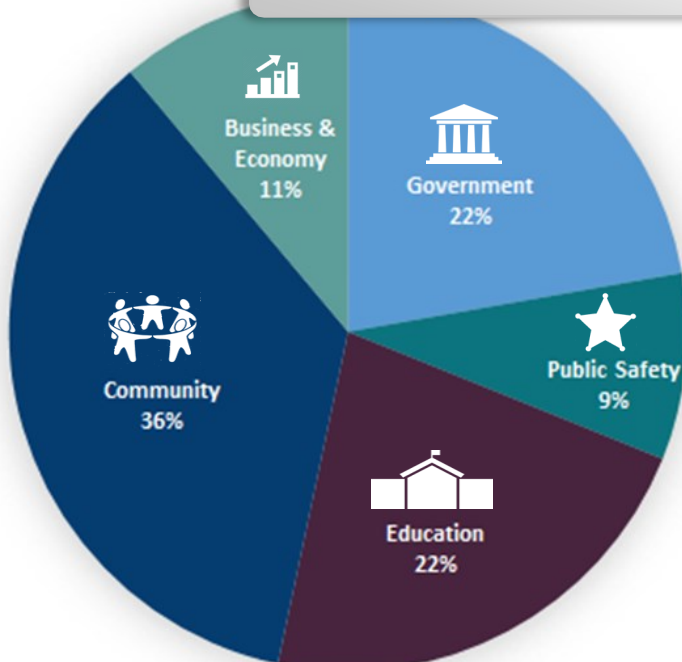
GOVERNMENT

Building and maintaining trust in the community and internally with employees



9 Objectives

Graph illustrates the count of all strategies by objective



45 Strategies



VALUE-DRIVEN RESULTS



Increased Efficiency

Doing things in the right manner. Is efficiency increased by doing work faster, with fewer resources, or less overtime?



Increased Effectiveness

Doing the right things. Is effectiveness increased by eliminating errors or better meeting the public need?



Cost Avoidance/Risk Mitigation

Are risks being mitigated? Are costs being avoided?



Transparency

Is visibility enhanced? Is there transparency?



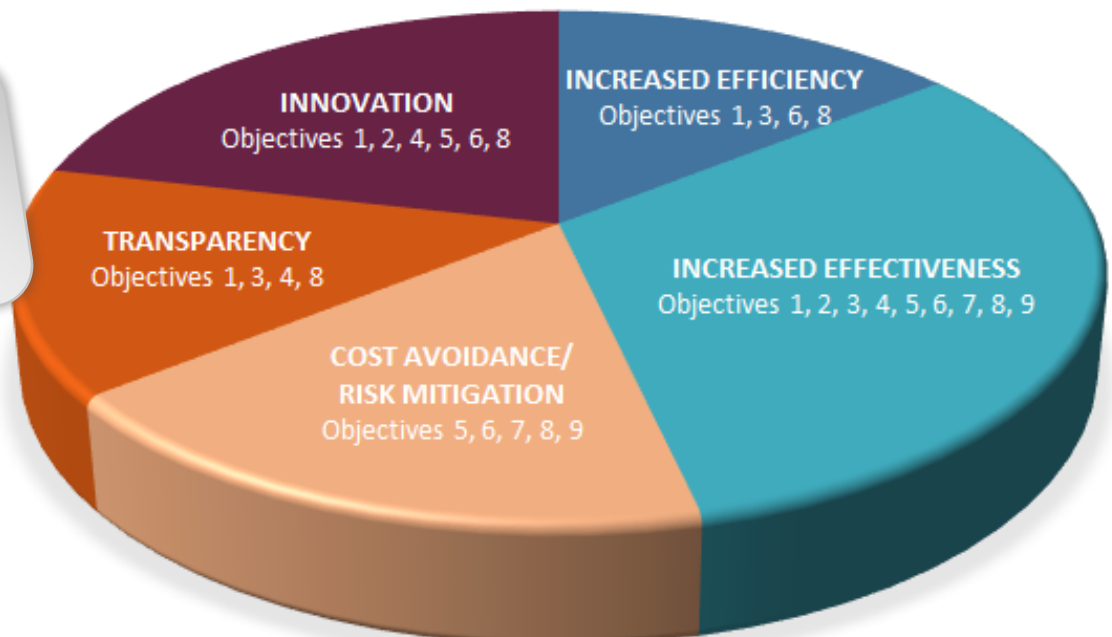
Innovation

Are processes and technologies being used to do things differently, implement new ideas, or enhance services?

Strategies explain how to achieve the plan objectives to ensure the county is **"pursuing what matters"**



Graph illustrates the count of all value-driven results by plan objectives



ENVIRONMENTAL ANALYSIS: Financial, Economic, and Legislative Factors

3 primary factors influence the environment in which county governments operate . . .

County Boards have little influence on economic factors and only slightly more influence on state and federal legislative factors. The area of most control revolves around financial factors with the annual operating budget process being the key tool used to apply this influence. A limited review of economic and legislative factors is provided in this document along with a financial review of the County's past five years. Data regarding the county's labor force, employment, income, and population characteristics are also included as background material.

ECONOMIC

LEGISLATIVE

FINANCIAL

Economic Factors

Not surprisingly, 2020-2021 economic forecasts were dominated by COVID-19 uncertainties with county revenue sources projected to be impacted as a result of reduced consumer activity, mandates put in place to combat COVID-19, and the corresponding economic downturn.

In his December 10, 2020 economic forecast, Dr. John Connaughton, UNCC's Barings Professor of Financial Economics at the Belk College of Business, writes that North Carolina's Gross State Product (GSP) were expected to decrease by 3.4% over 2019 levels and the state's establishments were expected to lose 224,100 jobs, a decrease of 4.8%. The sectors with the largest expected declines are hospitality and leisure services (-33.9%). The North

Carolina unemployment rate peaked at 12.5% in April and dropped to 6.1% as of November 2020; the U.S. unemployment rate for the same period was 6.7%.



For 2021, Dr. Connaughton forecasts the GSP to increase by 4.5% over the 2020 level with all 15 of the state's economic sectors expected to experience output increases during 2021. The sectors with the strongest expected growth rates are agriculture (21.7%), hospitality and leisure (7.3%), and educational and health services (6.8%). North Carolina's establishments are forecasted to add 245,100 jobs, an increase of 5.4%.¹

Legislative Factors

A copy of NCACC's 2020 End of Session Report is included as Appendix 1 of this document and several key highlights affecting county governments are excerpted below. As stated by the report, the COVID-19 pandemic cast a shadow over the 2020 Legislative Short Session, impacting both General Assembly operations and legislation considered by lawmakers.²

By the end of the first week of the short session, the General Assembly approved two pieces of legislation aimed at providing regulatory and financial pandemic relief. House Bill 1043/S.L. 2020-4 2020 COVID-19 Recovery Act allocated nearly \$1.57 billion of the \$3.6 billion received by the State of North Carolina from the federal government under the Coronavirus Relief Fund (CRF) in the federal CARES Act. Session Law 2020-4 provided an initial \$150 million to the 97 counties ineligible to receive direct funding from the CRF and placed another \$150 million in reserve. Section 1.1 (d) of House Bill 1023 appropriated the remaining \$150 million and required recipient counties to share at least 25% of the funds received with municipalities within the county. Of the \$300 million, Granville County received \$2,406,502 and distributed \$1,911,502 of the funding to county municipalities, the public health department, and the hospital.



Legislative leadership again used targeted “mini-budgets” instead of a comprehensive state budget. Many of the mini-budgets continued to allocate federal CARES Act funds received by the State. The General Assembly also approved a number of policy-related bills that have an impact on counties including:

- [House Bill 1169/S.L. 2020-17 Bipartisan Elections Act of 2020](#) Made several changes to address election issues resulting from public health measures needed for COVID-19.
- [Senate Bill 315/S.L. 2020-18 NC Farm Act of 2019-20](#) Changed the definition of agritourism in the legislation, to include “hunting, fishing, and equestrian activities.”
- [House Bill 593/S.L. 2020-83 JCPC/Detention/CAA and Other Fees](#) Requires publishing of signed state of emergency declarations on the municipality or county website and notification to Emergency Management. The declarations are not considered effective until this process is completed.
- [House Bill 77/S.L. 2020-91 DOT 2020-2021 FY Budget Governance](#) Appropriated 2020-2021 funding for NC DOT and eliminated the Rural Operating Assistance Program which provides grants to counties for transportation for elderly, disabled, and others without access to transportation.
- [Senate Bill 212/S.L. 2020-81 Capital Appropriations/R&R/DIT/Cybersecurity](#) Established a pilot program for public-private partnerships to provide comprehensive cybersecurity support services to development tier one and tier two counties.

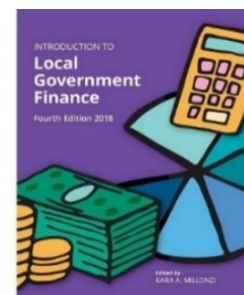
Financial Factors



To obtain a more complete picture of the County's financial position, a review of the most recent annual audit is recommended. The audit reports themselves are not included within this document; however, they are available for viewing and download on the Granville County website. As a point of reference when reviewing the Plan's recommended objectives, key financial elements as of June 30 of each fiscal year are reported below with a five-year history in order to highlight trends. Note that the County's last revaluation was in 2018 with the tax effect realized in 2019. Governmental revenue percentages by source are illustrated in Appendix 2: Figure 1.

CATEGORY	2020	2019	2018	2017	2016
Property Tax	\$41,224,580	\$41,016,801	\$40,319,275	\$39,171,884	\$36,226,663
Property Tax Rate	0.840	0.840	0.880	0.880	0.830
Property Tax Collection Rate	98.43%	98.35%	98.93%	99.05%	99.18%
Local Sales Tax	\$9,362,661	\$8,625,333	\$8,143,429	\$7,758,228	\$6,322,373
Total Outstanding Debt	\$100,203,270	\$107,631,759	\$85,727,366	\$78,385,494	\$85,517,519
Per Capita Debt	\$1,651	\$1,788	\$1,415	\$1,321	\$1,455
% of Total Debt Limit	25.23%	27.71%	23.29%	21.79%	24.50%
Cash & Cash Equivalents	\$46,084,838	\$35,037,843	\$38,132,602	\$40,527,589	\$33,746,069
Unassigned Fund Balance	\$27,130,647	\$25,044,003	\$22,942,823	\$23,821,293	\$30,810,391

In addition to key financial numbers included above, it is also important to understand the context of spending by function of government. The numbers below represent General Fund expenditures over the past five years based on key government functions as of June 30 of each fiscal year. The General Fund is the County's primary operating fund.



FUNCTION OF GOVERNMENT	2020	2019	2018	2017	2016
General Government	\$3,954,525	\$3,990,744	\$3,503,946	\$3,367,050	\$3,385,737
Public Safety	\$11,538,119	\$11,475,821	\$10,500,078	\$10,394,080	\$10,351,608
Community Services	\$3,851,299	\$4,229,428	\$4,014,560	\$3,528,653	\$4,544,231
Human Services	\$9,685,890	\$9,964,361	\$9,328,515	\$10,151,155	\$10,439,671
Education	\$18,839,236	\$17,623,166	\$16,125,309	\$16,306,405	\$14,573,165
Non-Departmental	\$4,547,433	\$3,288,306	\$3,533,266	\$3,170,991	\$2,405,556
Debt Service	\$11,224,994	\$10,514,944	\$9,332,212	\$9,795,083	\$9,380,492
Total Expenditures	\$63,641,496	\$61,086,770	\$56,337,886	\$56,713,417	\$55,080,460

LABOR FORCE, EMPLOYMENT AND INCOME, AND POPULATION CHARACTERISTICS

Labor Force

The labor force includes all people age 16 and older who are classified as either employed or unemployed and who are either working or actively looking for work. A sharp decline in labor force participation during the pandemic shows a truer scale of employment loss because it captures people who may have gotten discouraged because there aren't jobs in the world of COVID or they are worried that if they work, they may get sick.

As shown in Appendix 2: Figures 2 and 3, Granville County's civilian labor force had climbed slowing from a recession low of 25,124 in 2010 to a pre-COVID high of 30,594 in 2019. As of November

2020, the number currently sits at 29,810 with an unemployment rate of 5%; however, as with most pandemic-driven instabilities in the economy, the number has fluctuated since early 2020.

The employee work distribution in the county is 37% Blue Collar and 62% White Collar with the most jobs in sales and office administrative support (NC Dept of Commerce, 2020). Appendix 2, Figure 4 illustrates the top jobs by occupation.

Granville County residents and businesses enjoy easy access to Interstate 85 which traverses through the county from the Town of Butler in the south to just North of the City of Oxford. Approximately 14,119 county residents work in the State of North Carolina but outside of Granville County and residents spend an average of 28 minutes commuting to work. It is estimated that an additional 9,000 non-county residents commute into Granville County to work. Any long-lasting changes in commuter behavior resulting from the abrupt shift in how we work brought on by the COVID pandemic are yet to be quantified.



Employment and Income

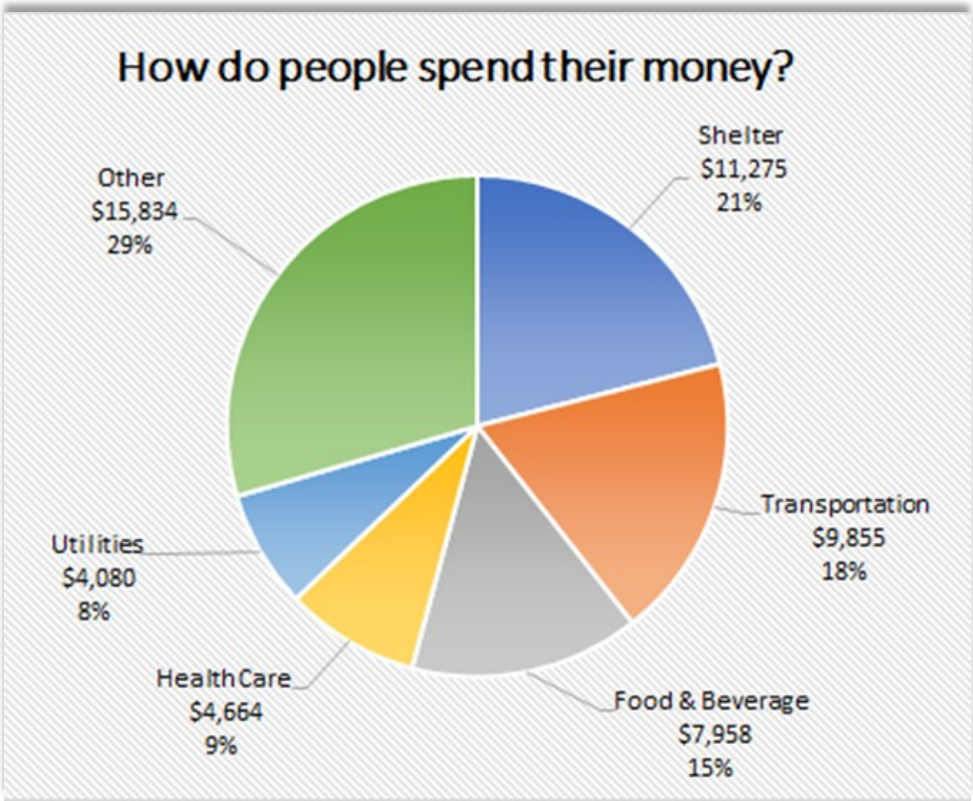
Granville County has a total of 1670 businesses. In 2019, the leading industries in the county were Health Care and Social Services, Retail, Manufacturing, and Public Administration as shown in Appendix 2, Figure 5. The majority of county businesses are small businesses with 91% employing fewer than 20 people and more than half employing fewer than 5 people (NC Dept of Commerce, 2020). Wholesalers report the largest annual industry sales figures at \$829,182,000 with retail and manufacturing second and third largest at \$691,414,000 and \$683,018,000 respectively (NC Dept of Commerce, 2020).

In addition to companies that employ workers, approximately 9.4% of residents report self-employment income (TownCharts.com).



Appendix 2, Figure 6 depicts Granville County’s unemployment rate from January 1990 (4.7%) through November 2020 (5%). Unemployment rates that peaked in late 2009 at 11% had slowly declined in the period prior to the pandemic but jumped sharply to a pandemic high of 9.6% in May 2020 (US Department of Labor, Bureau of Labor Statistics).

The County has a median household income of approximately \$55,856 (2019 American Community Survey, US Census Bureau) with 38.26% of households earning more than the national average each year (NC Dept of Commerce, 2020). The majority of earnings get spent on shelter, transportation, food and beverage, health care, and utilities.



Income distribution by household is shown in Appendix 2: Figure 8.

According to the NC Department of Commerce, the County has approximately 9,700 households with income below \$50,000; 8,000 households with income between \$50,000—\$100,000; and 5,300 households with income above \$100,000.

In 2012, the number of SNAP program recipients was almost four times higher than in 2000. The growth appears bimodal with a first increase between 2000 and 2008 followed by a larger rate of increase between 2008 and 2012. From 2012 to August 2018 (the most recent data available), the number of recipients had steadily decreased from 8955 to 6379 (Appendix 2, Figure 7).

With 74.41% owners and 25.59% renters, Granville County home ownership outpaces renters by 291% according to the same data reported by the NC Department of Commerce.



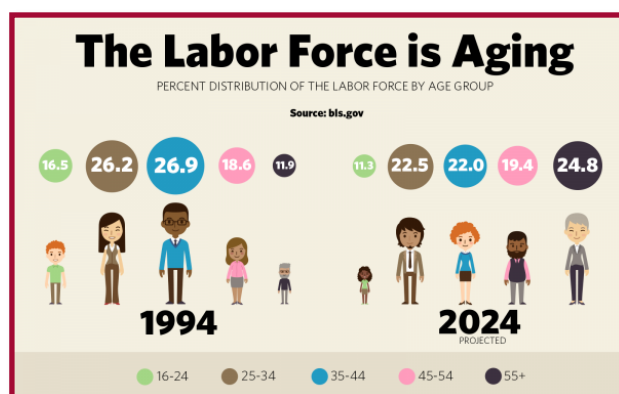
Population Characteristics



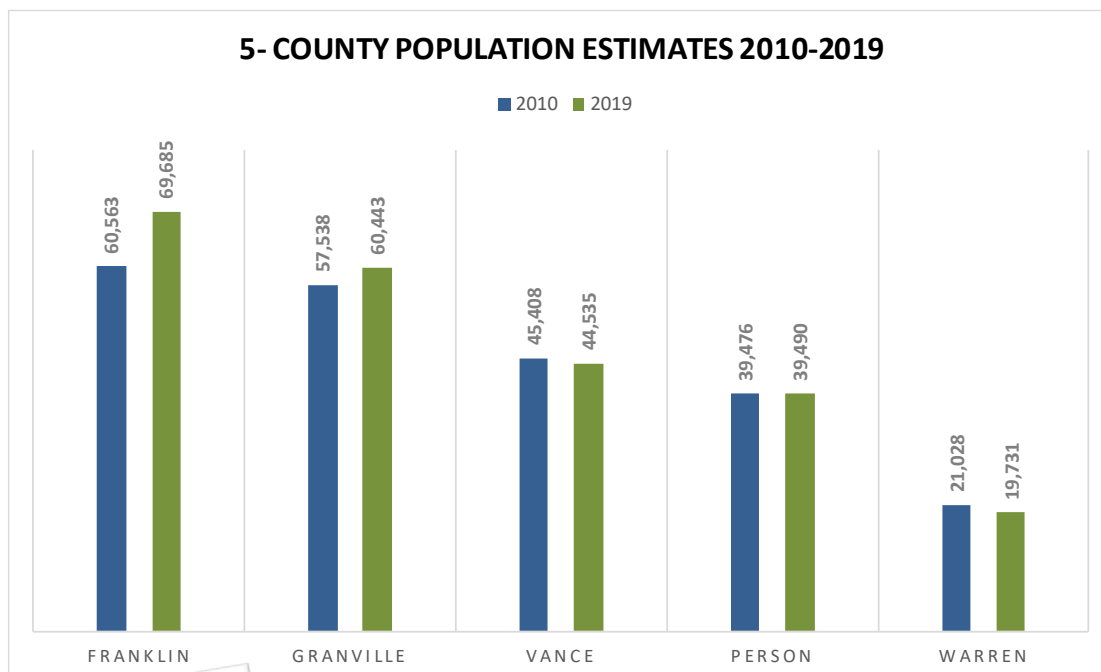
In 2019, Granville County had an estimated population of 59,328 and a median household income of \$55,856 (2019 American Community Survey, US Census Bureau). Granville is almost evenly split between male and female residents (51% and 49%, respectively) who predominantly reported under the “one race” category (95.6% reported as one race and 4.4% reported as two or more races). The percentage breakdown for those reporting as one race is 61% White, 30.1% Black or African American, and 8.9% American Indian, Asian, Native Hawaiian, or some other race not identified.

The County population can be characterized as growing slowly, particularly in younger age demographics (US Census Bureau). The median age of residents is 42 with the largest population age segment in the 65+ category (10,763 residents). The change in the ethnic makeup of the county continues as the non-Latino white and African

American populations decrease and the Latino and Hispanic populations increase (NC Dept of Commerce, 2020).



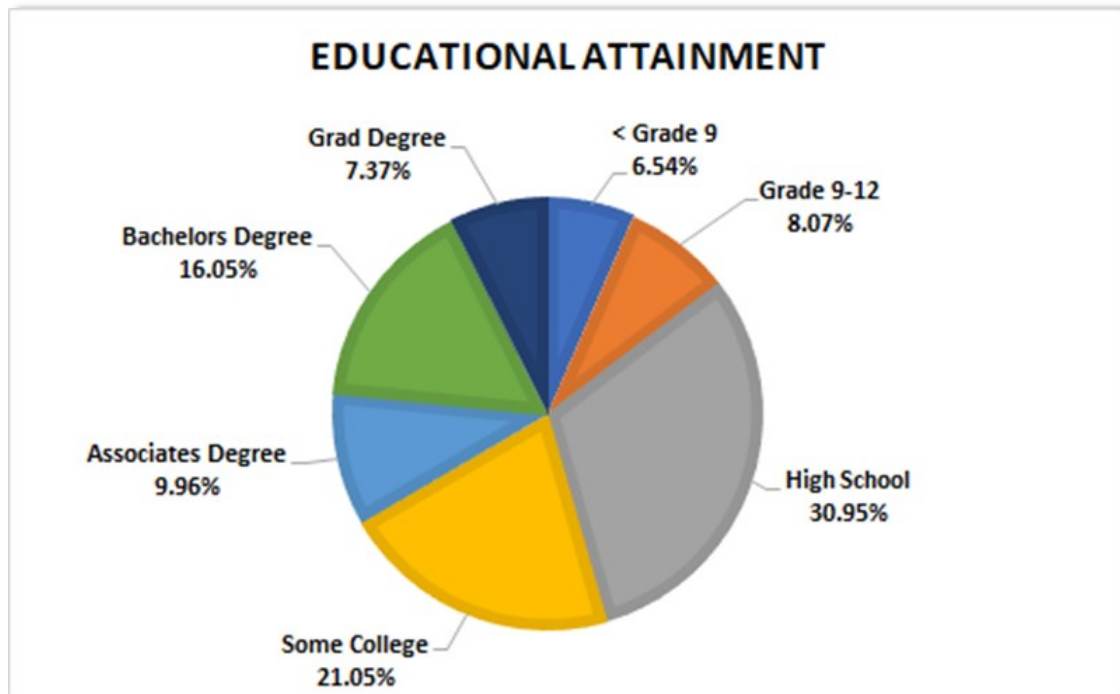
Granville’s growth rate was approximately 5% from 2010 to 2019. Population estimates for neighboring counties reflect Franklin County with a 15% growth rate while Vance, Person, and Warren counties either remained unchanged or lost population during the same five-year period. The graph below depicts estimated population growth comparisons from 2010 to 2019.



The population reflects a growing trend in American culture for grandparents to help assume responsibility for raising their grandchildren. Of the 1,726 grandparents in Granville County who reported living with their grandchildren under 18 years of age, 37.4% were responsible for the basic needs of those grandchildren.³

Just over 85% of Granville County residents have earned a high school degree or higher. The graph below illustrates educational attainment by per-

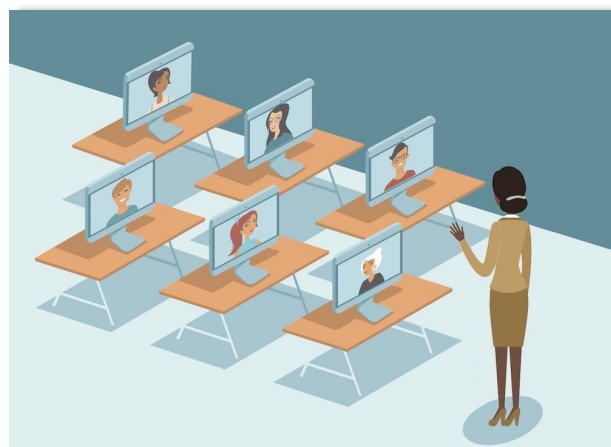
centage of residents (NC Dept of Commerce, 2020) .



The National Center for Education Statistics reported a 59% nationwide increase on the number of bachelor's degrees conferred between 2001 and 2018.⁴ Granville County's numbers mirror that trend with an increase of approxi-

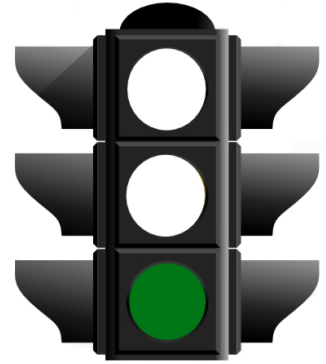
mately five percentage points for the number of people who completed a bachelor's degree or higher from 2015 to 2019, increasing from 17.6% to 22.5% (American Community Survey, 2015-2019). This increase can be at least partially attributed to a combination of the workforce seeking to ensure job stability following the Great Recession and the ease at which distance education has become more accessible, especially to working adults, caregivers, students with disabilities, and others who have schedules and responsibilities that are incompatible with attendance in traditional classrooms.

Since the COVID-19 pandemic that began in March 2020, education has changed dramatically with a distinctive rise of distance learning and remote teaching on digital platforms occurring out of necessity. A growing number of colleges are evaluating which courses can be taught successfully on a long lasting or permanent basis.⁵



STRENGTHS & WEAKNESSES

During information gathering and brainstorming sessions with the Strategic Planning Committee, the following items were identified as strengths and weaknesses within the County. The items listed below are in no particular order of importance; however, they can be grouped into general categories of need for communication improvements, lack of training opportunities, and need to fully embrace automation and technology for County weaknesses, and geography and infrastructure, recreation opportunities, great work environment, and dedicated workforce for County strengths.



- ♦ Communication from administration and communication between departments is lacking leaving employees with a feeling of being “in the dark”.
- ♦ Not fully embracing automation/technology and a related lack of training on technology.
- ♦ Opposing views on growth (i.e., keeping things the way they’ve always been vs new ideas and change).
- ♦ Lack of satellite offices throughout County; Need to move away from “northern” and “southern” terminology and thinking.
- ♦ Limited housing options for low to moderate income families.
- ♦ Adult literacy rates.
- ♦ Insufficient staff training for leadership and supervisory skills.
- ♦ Transportation issues.

**Granville
County
Weaknesses**

- ♦ Granville County is a great place to live.
- ♦ County invests in infrastructure; Listens to departments’ needs (ex., new law enforcement center and animal shelter, facility renovations, etc.).
- ♦ Convenient access to urban areas and the Triangle.
- ♦ Family-feeling workplace with a dedicated and committed workforce.
- ♦ Work atmosphere allows for personal growth.
- ♦ Ability to build effective internal and external working relationships.
- ♦ Strong community events and tourism development presence.
- ♦ Variety of recreation opportunities and recreational assets.
- ♦ Stable Board of Commissioners.
- ♦ Diverse county workforce.

**Granville
County
Strengths**

ASSUMPTIONS



Granville County's unemployment rate of 5% is slightly lower than the state average of 6%, as of November 2020 (US Department of Labor). The County's unemployment rate will continue to be at or below the State average over the next five years.

Economic development within the County which is already planned or permitted will develop on schedule. The trend for state resources to be available to more of the urban areas within the state will continue.

Demand for e-government and access to public information will continue to increase as more people opt to conduct their business online. Pandemic-inspired modifications such as work-from-home arrangements, electronic meetings, and consumer purchasing habits are likely to become permanent, at least to some degree.^{6,7}



County departments will continue to stay in compliance with federal and state goals and/or deadlines. It is important to note that not all goals, objectives, and deadlines for County Government are set by the County Board of Commissioners; many of these are set by outside organizations such as federal and state governments.

The growing demand for general governmental services will continue to strain available revenue sources. Counties are projected to continue experiencing budgetary impacts as a result of the economic downturn brought on by the COVID-19 public health crisis. In addition to unfunded COVID-19

response costs, national estimates for lost county-generated revenues and decreases in state funding are in the tens of billions of dollars. In an online blog for NACo, Jonathan Harris writes, "A Harvard analyses of the impact of state and local government spending on economic output and workforce, estimates that every dollar cut in local government



spending reduces overall economic output by \$1.70 or more. The impact of COVID-19 on counties has been uneven and varied, yet widespread across the nation."⁸

A variety of factors such as population, geography, government structure, funding streams, and economic drivers have influenced the extent of the COVID-19 impact; however, to a varying degree all have experienced an impact on budgets, workforces, economies, and residents. Overall, Granville County has experienced a moderate impact locally with retail, entertainment, and tourism-reliant businesses reporting the greatest level of income disruption.



The County's governing board will continue to take a thoughtful approach to the provision of County services.



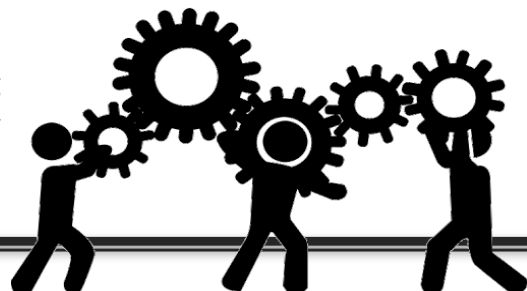
The County will continue to be affected by trends shaping the future of how people work in the twenty-first century.

For example, the trends shaping the future of work include new behaviors influenced by social media and the Internet, advancing technology, a multi-generational workplace with millennials' expectations regarding ways of working, and mobility options brought to the forefront by the COVID-19 pandemic which had many companies realizing, perhaps for the first time, that employees could work anytime, anywhere, and on any device.

As the county prepares and plans for the future, monitoring and adapting to shifting demographics both within the county and within the State of North Carolina will become even more critical. Being responsive to the changing needs of our citizens will ensure we are adequately providing service delivery options to benefit all segments of our diverse population.

This page concludes the background and assumptions portions of the 5-Year Strategic Plan document. The nine strategic objectives identified by the Strategic Planning Committee are shown on the following pages along with identification of specific strategies designed to accomplish those objectives.

Remaining sections include information regarding implementation and plan monitoring followed by Appendix 1-5 beginning on page 29.





Community

Support a healthy and active community with convenient access to county services and opportunities to enjoy cultural and recreational amenities



Employee Food Drive

The County is committed to fully engaging both externally with the community and internally with its dedicated work force by utilizing a variety of communication methods. In addition, the County will continue to improve access to a wide array of services through technological advances as well as geographic convenience. Partnerships with organizations such as the Tar River Land Conservancy afford the opportunity for ongoing environmental stewardship and sustainability endeavors that preserve land and provide passive recreational opportunities to residents.

OBJECTIVE #1

Expand service delivery options through mobile services, satellite offices, substations, online access, etc.

	<u>Strategies</u>	<u>Timeline</u>
1.1	Identify list of key county departments to implement expanded delivery options.	2021
1.2	Implement full-service online applications, rental reservations, payments, etc. for 50% of identified departments.	2022
1.3	Develop county mobile app for easy user access and include push notifications, tourism announcements, geofencing capability, etc.	2023
1.4	Reassess current satellite office space for sharing opportunities and determine additional locations to establish county services.	2025
1.5	Continue to support increasing broadband access to underserved and unserved unincorporated areas.	2025



OBJECTIVE #2

Create additional recreation and leisure opportunities.

	<u>Strategies</u>	<u>Timeline</u>
2.1	Identify underutilized assets within the county and work to develop partnership opportunities for recreation and leisure.	2023
2.2	Increase recreation options in underserved areas of the county with a focus on youth by adding amenities such as playgrounds, outdoor basketball courts, etc.	2024
2.3	Develop partnerships with schools, municipalities, non-profits, etc. to increase “walkability” and other recreation opportunities such as open space, trails, greenways, sidewalk systems, etc.	2024
2.4	Create a regional park in southeast portion of the county.	2025
2.5	Create small community parks (aka, “pocket parks”) in unserved areas of the county.	2025



OBJECTIVE #3

Improve regularity and reach of communication to enhance community and employee engagement.

	<u>Strategies</u>	<u>Timeline</u>
3.1	Include greater variation and ability to reach non-technology users with communication platforms such as annual county newsletter and/or mailing welcome packets to new businesses and residents.	2022
3.2	Increase community awareness of recreation through scheduled promotions of county and municipal amenities on a rotating basis.	2022
3.3	Increase community awareness of county services through scheduled promotions of departments such as public safety, emergency management, etc.	2022
3.4	Establish diversity initiatives to achieve a more inclusive community through cultural events and partnerships with municipal, non-profit, and/or faith-based organizations.	2023
3.5	Expand capabilities of information technology staff by creating a dedicated webmaster position with non-content related responsibilities such as website programming, updates, ensuring accessibility standards are met, monitoring site issues, and implementing new technologies/custom solutions (online applications, reservations, payments, etc.).	2023
3.6	Update/refresh website platform to reflect new technological advances.	2024



Business & Economy

Pursue a thriving, livable community with diverse economic opportunities

Economic vitality of the community helps to ensure that residents can find suitable and sustainable employment and that businesses can grow and thrive. Timely access to permits and well-planned zoning enhance community development. Initiatives that enhance the economy and quality of life for Granville residents are key focus areas in this strategic objective.



Triangle North Presentation for Officials

OBJECTIVE #4

Focus on increasing development options identified in the 2018 Granville County Comprehensive Plan.

	<u>Strategies</u>	<u>Timeline</u>
4.1	Develop a regular program to survey the needs and concerns of existing local employers; in particular, their priorities and challenges in attracting and maintaining a vibrant workforce including schools, training, infrastructure, and community amenities. <i>Cross reference Comprehensive Plan Strategy ED 2.3.</i>	2021
4.2	Consider focusing marketing efforts on attracting and retaining small- and medium-scale manufacturers. <i>Cross reference Comprehensive Plan Strategy ED 2.2.</i>	2022
4.3	Develop a catalog of all existing company expansions and new or relocating businesses coming to Granville County; track progress and identify trends to focus future economic development efforts and possibly infrastructure investments. Implement an annual reporting schedule to communicate findings to elected officials. <i>Cross reference Comprehensive Plan Strategy ED 6.1.</i>	2023
4.4	Update the EDC website and develop a schedule for regular updates to keep the site current including news updates, social media presence, upcoming events with regional and local partners, etc. <i>Cross reference Comprehensive Plan Strategy ED 5.2.</i>	2024
4.5	Address targeted industry training needs through workforce development programming; Collaborate with the Kerr-Tar Council of Governments and Granville County Public Schools. <i>Cross reference Comprehensive Plan Strategy ED 9.3.</i>	2025



Education

Meet community needs by supporting educational opportunities for all



Forestry Presentation

The County champions equal access to quality education and academic achievement opportunities. County leaders foster a supportive and cooperative relationship with educational institutions within the County's borders and with Vance-Granville Community College to advance educational prospects for all residents. By developing specific strategies to support student programs and workforce development, this objective focuses on the importance of education and lifelong learning.

OBJECTIVE #5

Retain local talent through skills development for workforce, work/school study programs, and student internships.

<u>Strategies</u>	<u>Timeline</u>
5.1 Develop a teacher recognition program to recognize teachers in a positive way.	2022
5.2 Create workforce development opportunities through partnerships with public schools and Vance-Granville Community College.	2022
5.3 Promote/market summer civic leadership program; increase number of eligible participants admitted to the program who will rotate through county departments.	2023
5.4 Create mentorship programs with county staff volunteers utilizing Community Service Leave (ex, "UTG" aka, Unwrapping the Gift).	2023
5.5 Create a partnership with schools to support vocational trade curriculum.	2024
5.6 Develop educational supplement or scholarship programs with future commitment to obtain employment within Granville County.	2025



OBJECTIVE #6

Create community and employee education opportunities.

	<u>Strategies</u>	<u>Timeline</u>
6.1	Develop “Get to Know Granville County” initiatives with the goal of more fully engaging the community (ex, half-day a’ la carte excursions without the months-long commitment and/or a structured “Citizens Academy” designed for all ages).	2023
6.2	Provide host sites for adult education and life skill classes.	2023
6.3	Encourage county departments to participate in community involvement programs (ex, set-up booth at local events/school career days, volunteering, etc.).	2023
6.4	Develop opportunities for multiple departments to collaborate on hosting dual events such as pop-up libraries and pet adoption or rabies clinic events, etc.	2024





Public Safety

Community where residents are safe from crime and injury



Teen Law Academy

Safety of residents is paramount to our community. Recruiting trained public safety professionals, along with planning for emergencies, are key focus areas for public safety. This strategic objective addresses equipment and technology needs which will not only ensure public safety personnel have the means to carry out their duties but also will provide a method to ensure responsible fiscal stewardship and the care of equipment entrusted to them.

OBJECTIVE #7

Evaluate public safety staffing, and upgrade technology and equipment to provide more efficient services to the community.

Strategies

Timeline

- | | | |
|-----|--|------|
| 7.1 | Develop multi-year replacement schedules for equipment. | 2023 |
| 7.2 | Evaluate staffing options for volunteer fire departments. | 2024 |
| 7.3 | Upgrade VHF Simulcast System. | 2024 |
| 7.4 | Provide funding to Volunteer Fire Departments for radio replacement. | 2025 |



Government

Building and maintaining trust within the community and with current and prospective County employees

Building trust is very important both from a perspective of fiscal responsibility and Granville County Government's reputation as a preferred employer. The ability to attract and retain qualified employees is more challenging than ever in today's market as the County is forced to compete with private sector employers for the best talent. Government accountability is a strategic plan objective that is far-reaching and impacts all aspects of county operations.



Summer Interns

OBJECTIVE #8

Modernize equipment and systems to be more efficient while also being more convenient for residents and businesses.

	<u>Strategies</u>	<u>Timeline</u>
8.1	Implement targeted training modules for computer and software programs.	2022
8.2	Develop intranet or employee-only central repository.	2023
8.3	Develop paperless processes utilizing custom technology solutions (payment vouchers, HR forms, timesheets, etc.).	2023
8.4	Move individual departments to more cloud-based IT programs and storage solutions.	2024
8.5	Employ new technology to replace outdated phone systems county-wide.	2025



OBJECTIVE #9

Develop Granville County Government as a preferred employer in the Region K area.

	<u>Strategies</u>	<u>Timeline</u>
9.1	Provide annual supervisor training as a refresher for county processes and procedures.	2021
9.2	Review employee benefits and conduct comparison to like-size counties with a goal of increasing 401k match, incorporating longevity pay, implementing annual COLA, etc.	2022
9.3	Implement supervisory training for new supervisors consisting of essential leadership and HR skills.	2022
9.4	Continue to develop orientation and onboarding programs including creation of workplace needs checklist (equipment, software access, etc.) and departmental basics informational packets.	2023
9.5	In addition to the Employee Assistance Program (EAP), research other means of supporting staff through critical incidents.	2024



IMPLEMENTATION OF THE STRATEGIC PLAN

Effective and efficient government does not just happen but is the direct result of people working together to first decide what needs to be accomplished and then working together to carry out those decisions. Once the written strategic planning document is developed, it becomes critical to put it into action. After all, the plan itself is merely a roadmap to where we want to go; the real challenge is taking the first step.

After the Strategic Plan is approved by the County Board of Commissioners, the County Manager will lead the Strategic Planning Committee in coordinating the strategies contained within the Plan in a timely and logical manner. The table below provides a broad overview of the key responsibilities and timelines to ensure an efficient implementation, monitoring, and revision of the Plan.



TASK	LEAD	TIMEFRAME
Strategic Plan presented to County Board of Commissioners.	Presentation Team	February 2021
Upon approval by the Board of Commissioners, the Strategic Planning Committee develops service expansion requests for the 2021-2022 Proposed Budget.	County Administration	March – April 2021
Departments implement approved 2021-2022 strategies and service expansions.	Strategic Planning Committee	July – August 2021
Committee reviews progress and begins necessary edits to the Strategic Plan.	County Administration	September – October 2021
Prepare Strategic Plan update for presentation to County Board of Commissioners.	Strategic Planning Committee	January – February 2022

Included in Appendix 3 is a copy of Granville County's Long-Term Financial Planning & Budget Process Flow Chart. The first step in implementing the Strategic Plan is to review it with county departments prior to the beginning of the annual budget process. The County Manager will use several methods of communication to accomplish this including discussions during monthly staff meetings, posting the plan on the county website, referring department managers to the site during the early stages of the budget process, and communicating directly with larger departments. Department managers will be responsible for sharing the Plan with their staff.

Department managers and key employees will be responsible for implementing objectives and strategies of the Strategic Plan with guidance provided by the Strategic Planning Committee and County Manager. Departments will work within existing budgets and policies to implement the strategies and utilize their assigned liaison to the committee for reporting and issue clarification.



PLAN MONITORING AND REPORTING

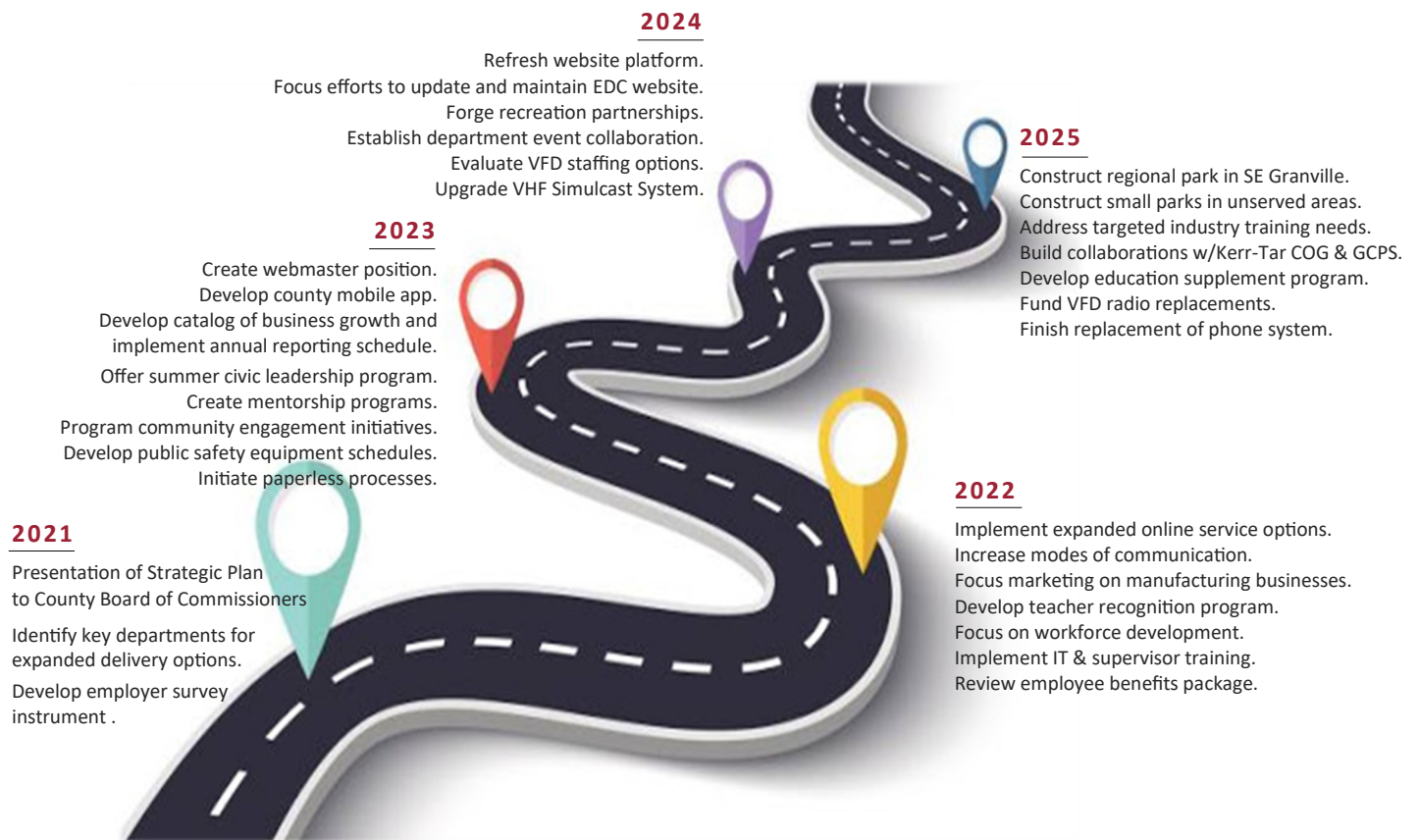
Department heads and supervisors will use the County's employee evaluation and appraisal system's unique outcomes section to develop benchmarks that align with the overall County Strategic Plan. County departments can then use this information as a monitoring mechanism to document their department's progress with Plan implementation.

The Strategic Planning Committee will also meet to review, evaluate, and report on the overall performance of each objective and strategy. If significant progress is not being achieved with key strategies, the group will discuss the obstacles and how best to proceed.



Reporting on progress is a priority in order to ensure consistent and efficient advancement toward implementing the strategic planning objectives. Proposed interim milestones for reporting on the status of the Strategic Plan are July, February (Board Retreat), and May (Budget Workshops).

Granville County 2021-2025 Strategic Plan Roadmap



Appendix 1: NCACC – 2020 End of Session Report

Overview

The COVID-19 pandemic cast a shadow over the 2020 Legislative Short Session, impacting both General Assembly operations and legislation considered by lawmakers. The session commenced on April 28, 2020; a date set by the General Assembly at the end of the 2019 legislative session prior to the emergence of COVID-19.

In response to the pandemic, the House established the House Select Committee on COVID-19, breaking the committee up into four subgroups to hear from stakeholders on needs related to the response to and recovery from the crisis. The committees produced various pieces of legislation ready for introduction in the House upon commencement of the short session. During the first week of the short session, legislators in both the House and Senate focused solely on COVID-19 relief. By the end of the week, the General Assembly considered and approved two pieces of legislation aimed at providing regulatory and financial pandemic relief. [House Bill 1043/S.L. 2020-4 2020 COVID-19 Recovery Act](#) allocated nearly \$1.57 billion of the \$3.6 billion received by the State of North Carolina from the federal government under the Coronavirus Relief Fund (CRF) in the federal CARES Act. Session Law 2020-4 provides \$150 million to the 97 counties ineligible to receive direct funding from the CRF and placed another \$150 million in reserve to be distributed to local governments pending federal action (see House Bill 1023 details below).

During that first week of the session, the General Assembly also approved [Senate Bill 704/S.L. 2020-3 COVID-19 Recovery Act](#) providing various regulatory relief due to the pandemic. NCACC's full analysis of these two pieces of legislation can be found [here](#).

Following the first week of session, the General Assembly took two weeks off and the short session resumed in earnest on May 18, 2020. At this time, the General Assembly resumed consideration of pandemic-related legislation but began work on other matters as well. Perhaps the most fiercely debated bills, and those with the closest votes, were various pieces of legislation aimed at "re-opening" businesses currently closed due to the pandemic, including bars, gyms, and bowling alleys. After extensive debate, the General Assembly passed several of these bills, aimed at overriding local emergency declarations and the Governor's executive orders. However, each passed bill was met with a gubernatorial veto, which the General Assembly failed to override.

After several weeks of work, in the early hours of Friday morning June 26, the General Assembly adjourned the 2020 short session until September 2, 2020. The adjournment resolution, [Senate Joint Resolution 870/Resolution 2020-5 Adjourn to a Date Certain and then Sine Die](#), limits the items legislators may take up when they return in September and then adjourns the legislature sine die on September 3. Eligible matters are:

- Appropriations related to funds received by the State in response to the COVID-19 pandemic or associated matching funds.
- Legislative appointments to boards and commissions.
- Action on gubernatorial nominations or appointments.

Though NCACC does not expect the General Assembly to return to Raleigh before September 2, the Governor or General Assembly leadership could call legislators back into session at any time to deal with any emergencies or funding related to COVID-19 or other matters.

General Assembly Budgets Through Targeted “Mini-Budgets”

As seen during the 2019 legislative session, legislative leadership took a piecemeal approach to budgeting in 2020 using targeted “mini-budgets” instead of a comprehensive state budget. Many of the mini-budgets continued to allocate federal CARES Act funds received by the State.

On the last day of session legislation emerged appropriating most of the State of North Carolina’s balance of Coronavirus Relief Funds (CRF) from the CARES Act. [House Bill 1023/S.L. 2020-80 Coronavirus Relief Fund/Additions & Revisions](#) makes additional appropriations and revisions to language in [previously approved laws](#).

Of most interest to counties is Section 1.1(d) of House Bill 1023, which appropriates the remaining \$150 million held in reserve for local governments and requires the 97 recipient counties to share at least 25% of the funds received for use by municipalities within the county. Funding previously shared by a county with a municipality will count toward the 25%. Counties determine the total amount allocated to municipalities, and the bill requires a municipality that receives funds, but does not have a plan in place to spend the funds on eligible expenses by September 1, 2020, to return funds to the county. The county may use or redistribute those returned funds to other municipalities. Funds allocated to counties and municipalities are subject to recoupment by the U.S. Treasury if the county or municipality does not spend on eligible expenses, and both counties and municipalities are liable to the State for misuse.

Other House Bill 1023 provisions of note include:

- Increases from \$5 million to \$15 million the allocation to the Department of Commerce for the stimulus marketing budget for Visit NC.
- Allocates \$1.5 million to the Department of Commerce for Economic Development Partnership for North Carolina grants targeted for areas of the State that are most dependent on travel and tourism to promote the State as it reopens.
- Allocates \$7 million to the Department of Public Instruction for PPE in public schools to facilitate in-person instruction.
- Allocates \$120 million for the state match of FEMA-PA funds provided in response to COVID-19.
- Extends from August 1, 2020, to August 31, 2020, the temporary removal of barriers to State and local government retirees returning to work on a part-time basis during the COVID-19 emergency.

Additional Enacted Mini-Budgets of Note to Counties:

- [Senate Bill 816/S.L. 2020-64 CC Funds/CIHS Funds/CR Funds and Offsets](#) – Appropriates \$645 million in federal CARES Act funding to be used to offset General Fund appropriations across state government for allowable expenditures. Additionally, provides \$41 million from the federal CARES Act funding received to fully fund projected community college enrollment growth statewide.
- [Senate Bill 808/S.L. 2020-88 Medicaid Funding Act](#) – Among other things, requires the implementation of Medicaid Transformation to begin by July 1, 2021. The bill also transfers \$69.4 million to the Medicaid Transformation Fund and allows those funds to be used for specified qualifying needs related to Medicaid Transformation. The approved version amends Medicaid eligibility redeterminations required by county DSS offices, allowing for good-faith

efforts in specified circumstances. \$50 million in CRF funding is allocated to LME/MCOs for behavioral health.

- [Senate Bill 836/S.L. 2020-32 State Operations/Increase Federal Funds Use](#) – Allocates an additional \$300 million from federal CARES Act funding for continuing operations needs across state government.
- [House Bill 1087/S.L. 2020-79 Water/Wastewater Enterprise Reform](#) – Appropriates \$9 million from the One NC Fund to the newly established Viable Utility Reserve. The funds will be used to provide grants to distressed water infrastructure entities for assessments and inventories, merger or regionalization studies, or infrastructure projects.
- [House Bill 1071/S.L. 2020-71 Funds to DPI for ADM Growth](#) – Appropriates nearly \$79 million to fund average daily membership increases in K-12 public schools statewide. Appropriates \$22 million from federal CARES Act monies to NC DPI for school systems in low-wealth counties.
- [House Bill 1187/S.L. 2020-15 Raise the Age Funding](#) – Transfers \$10,440,000 in nonrecurring funds from the Statewide Misdemeanant Confinement Fund to the Department of Public Safety for various Raise the Age projects.
- [House Bill 1063/S.L. 2020-14 Fund VIPER Tower Hardware Fund](#) – Appropriates \$19,800,530 of federal CARES Act funds to the Department of Public Safety for tower hardware upgrades to the Voice Interoperability Plan for Emergency Responders (VIPER) network.

Enacted Policy Legislation of Interest to Counties

In addition to mini-budgets, and bills related to the coronavirus, the General Assembly approved a number of policy-related bills impacting counties. Those enacted bills include:

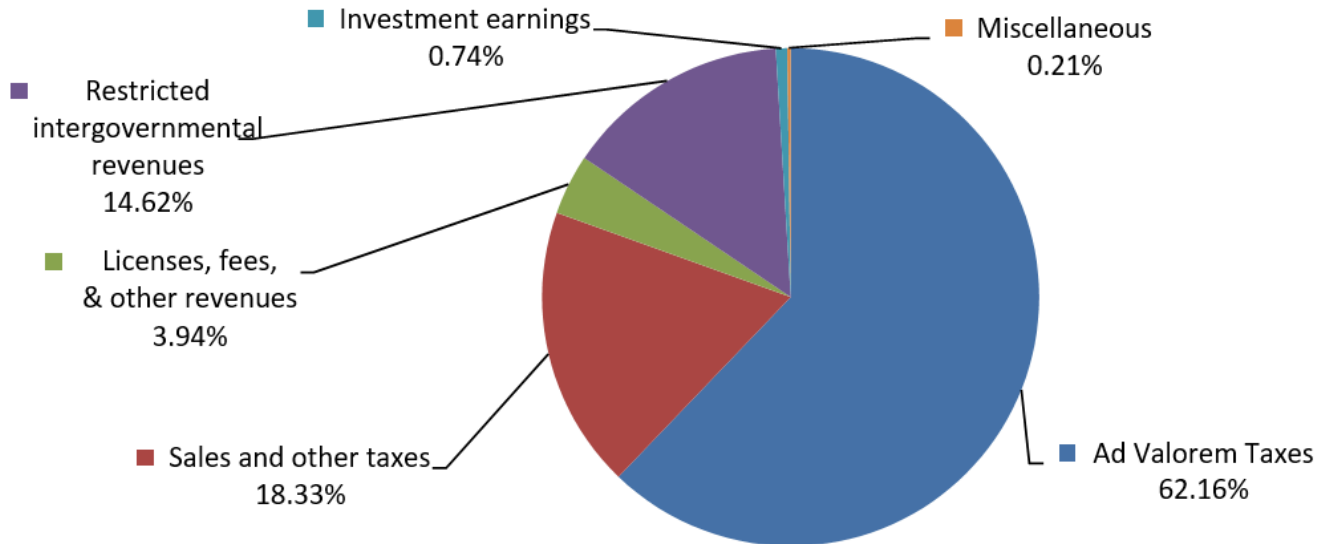
- [House Bill 1169/S.L. 2020-17 Bipartisan Elections Act of 2020](#) – Makes several changes to address election issues resulting from public health measures needed for COVID-19. Appropriates about \$11 million in CARES Act funds and about \$2 million from the State's General Fund as matching funds to the State Board of Elections to assist county boards of elections for costs associated with COVID-19, like postage and poll workers. The bill also appropriates federal Help America Vote Act (HAVA) funds to the State Board to cover technology and security costs associated with new election measures; counties may apply for reimbursement for eligible HAVA expenses. See the estimated county-by-county distribution of funding under House Bill 1169 [here](#).
- Other House Bill 1169 provisions of note include:
 - Allows for one witness for the casting of absentee ballots and provides for voter assistance by individuals working as part of multipartisan teams. For all remaining elections in 2020, provides flexibility in the filling of positions for precinct officials and allows for completed absentee request forms to be e-mailed or faxed to county boards of elections.
 - Requires applications for absentee ballots to have a bar code allowing the county board of elections and the voter to track a voted ballot following its return to the county board.
 - Provides an additional two weeks for county boards of elections to approve applications for absentee ballots.

- Clarifies that voters may call the State Board or a county board of elections and request a blank absentee ballot request form be sent to the voter by mail, e-mail, or fax.
 - Requires counties to report, by precinct, for each item on the ballot, the number of voters who did not select a choice for an item or who selected more choices than available; chairs of boards of elections who do not comply with the requirements in this section will be required to appear before the board.
 - Requires counties to report the number of provisional ballots cast in an election.
 - Creates a Class I felony for any member serving on or employed by the State Board or a county board of elections who knowingly sends or delivers an unrequested absentee ballot.
- [Senate Bill 315/S.L. 2020-18 NC Farm Act of 2019-20](#) – Of interest to counties is the change to the definition of agritourism in the legislation, which now includes “hunting, fishing, and equestrian activities.” Previous versions of the bill also included “shooting sports” in the definition of agritourism, but that language was removed from the final version of the legislation.
 - [House Bill 593/S.L. 2020-83 JCPC/Detention/CAA and Other Fees](#) – Among other things, the bill requires municipalities and counties, effective July 1, 2020, to publish signed state of emergency declarations on the municipality or county website and notify Emergency Management through the State’s Web EOC. The declarations are not considered effective until this process is completed.
 - [House Bill 873/S.L. 2020-61 System Development Fee/ADU Sewer Permit](#) – Makes changes to the process by which local governments may collect system development fees. The legislation states that fees may be collected at the later time of the building permit application or when water or sewer service is committed. The legislation also establishes that a system development fee could not be charged on other new development if a system development fee had been paid under the previous law. Additionally, the bill instructs the N.C. Department of Environmental Quality to amend its rule related to accessory dwellings that use the same sewer system as the primary dwelling on the same lot.
 - [House Bill 77/S.L. 2020-91 DOT 2020-2021 FY Budget Governance](#) – Appropriates funds for the NC Department of Transportation for 2020-2021 fiscal year, and makes several changes related to the governance of the department. Of interest to counties is the elimination of the State’s appropriation for the Rural Operating Assistance Program for the upcoming fiscal year, which provides grants to counties for transportation for elderly, disabled and others without access to transportation. It is possible legislators will look at this program again in September pending further federal guidance on CARES Act funds use.
 - [Senate Bill 212/S.L. 2020-81 Capital Appropriations/R&R/DIT/Cybersecurity](#) – Among other things, the bill establishes a pilot program for public-private partnerships to provide comprehensive cybersecurity support services to development tier one and tier two counties. The bill also establishes the Satellite-Based Broadband Grant Program, providing grants to providers of satellite-based broadband service that provide access to unserved households in the State.

Appendix 2: Figures

Figure 1. Revenues by Source for FY 2020 and FY 2021

FYE June 30, 2020



FYE June 30, 2021

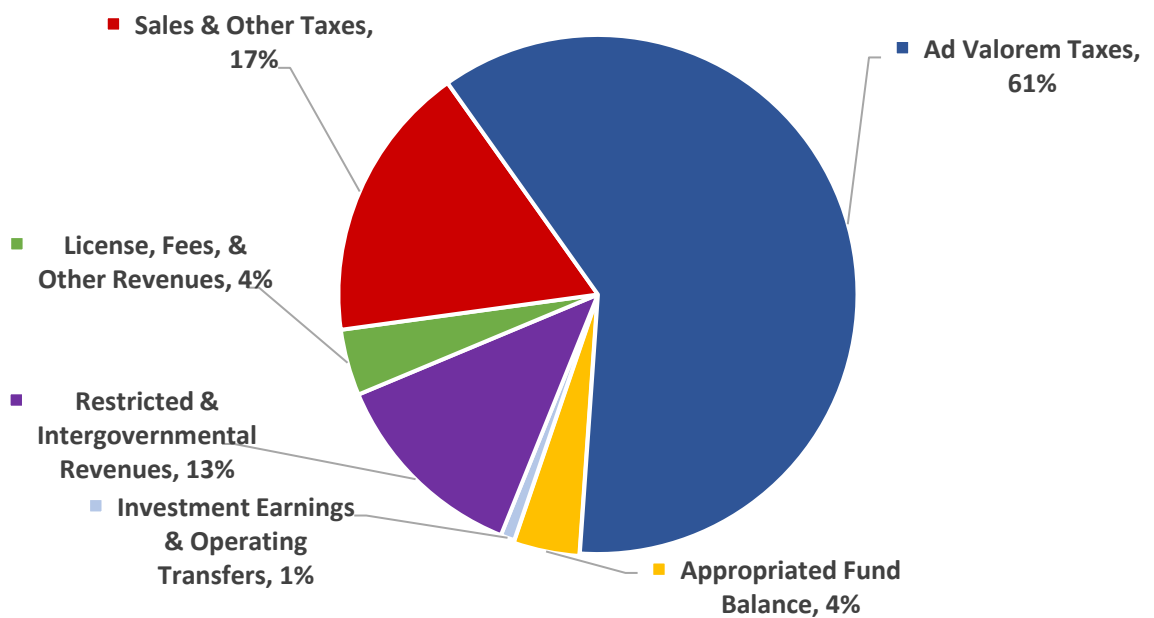


Figure 2. Granville County Civilian Labor Force, 1990 – 2020

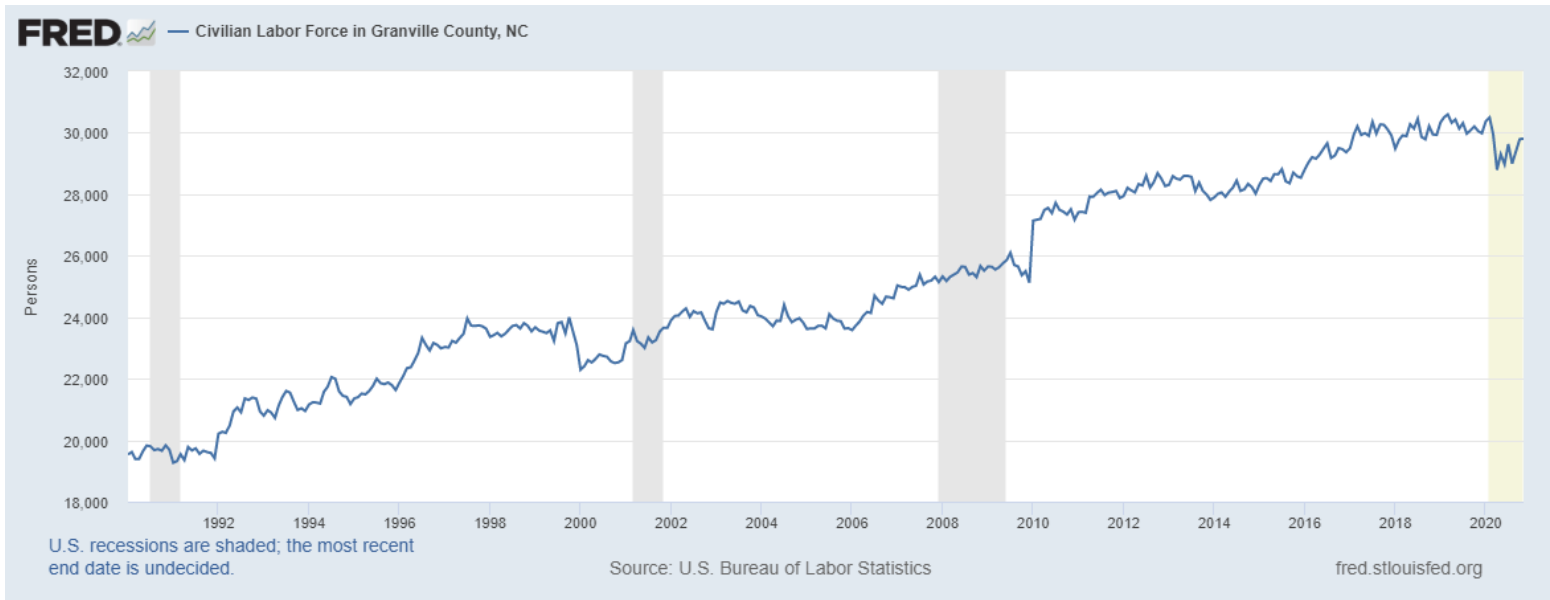


Figure 3. Granville County Civilian Labor Force & Employed Persons, January 1990 – November 2020

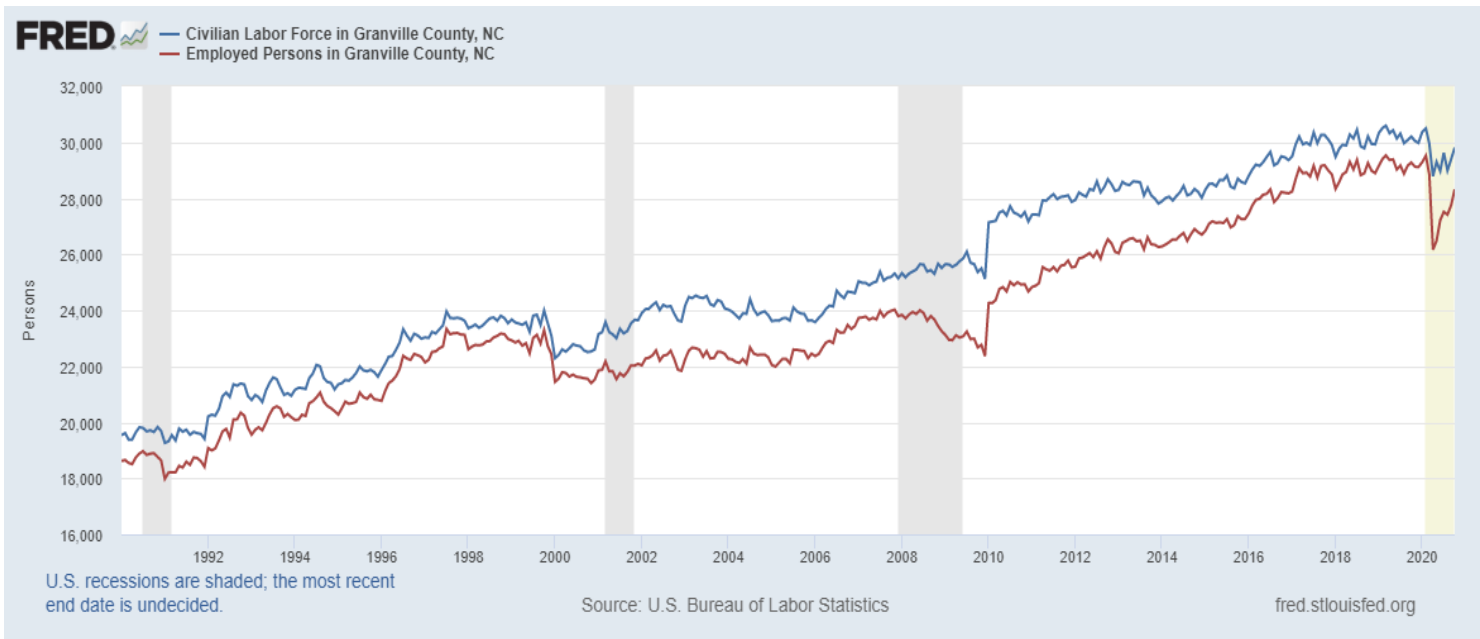


Figure 4.
Granville County Top Jobs by Occupation

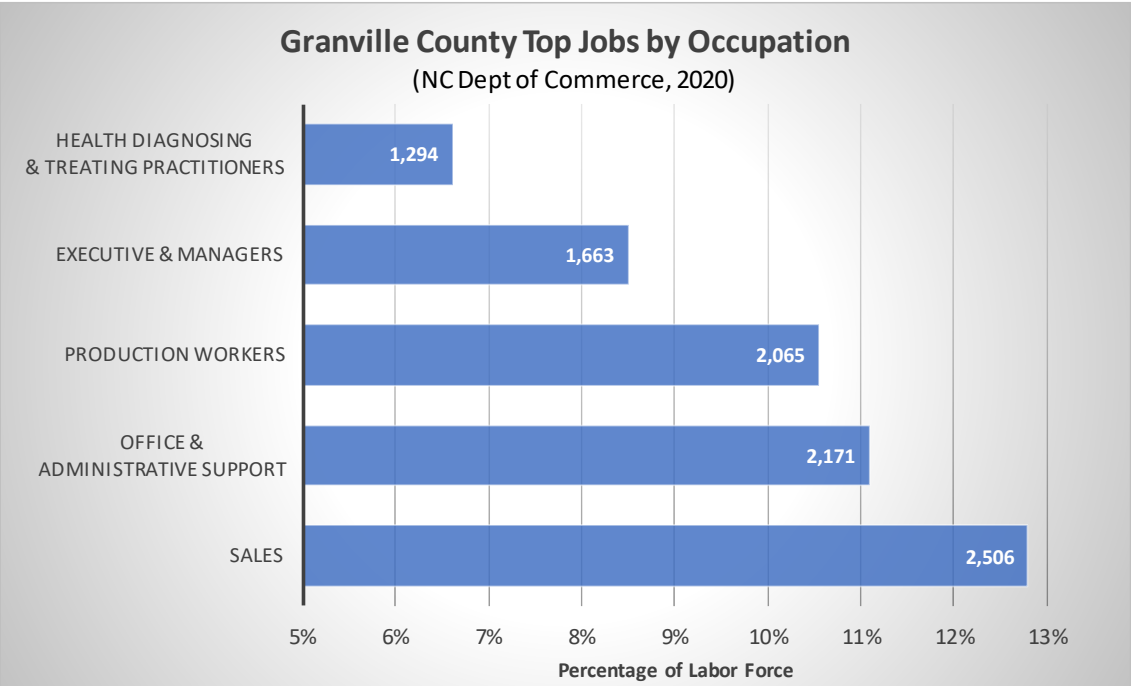


Figure 5.
Granville County Top Industries by Jobs

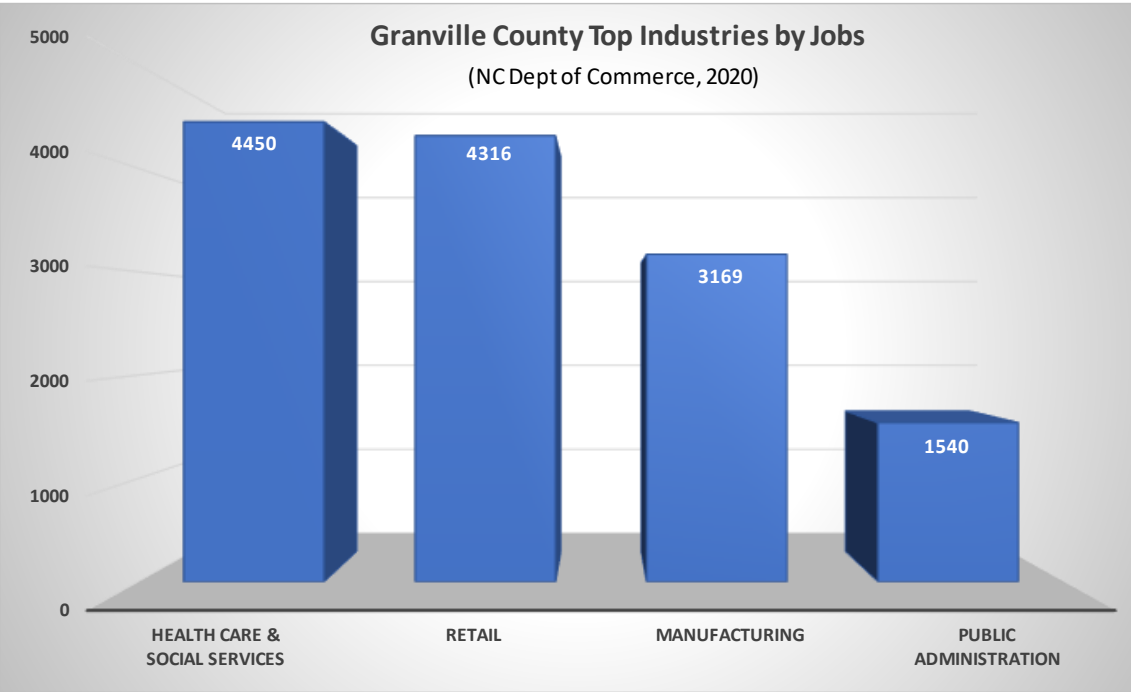


Figure 6. Granville County Unemployment Rate, January 1990 – November 2020

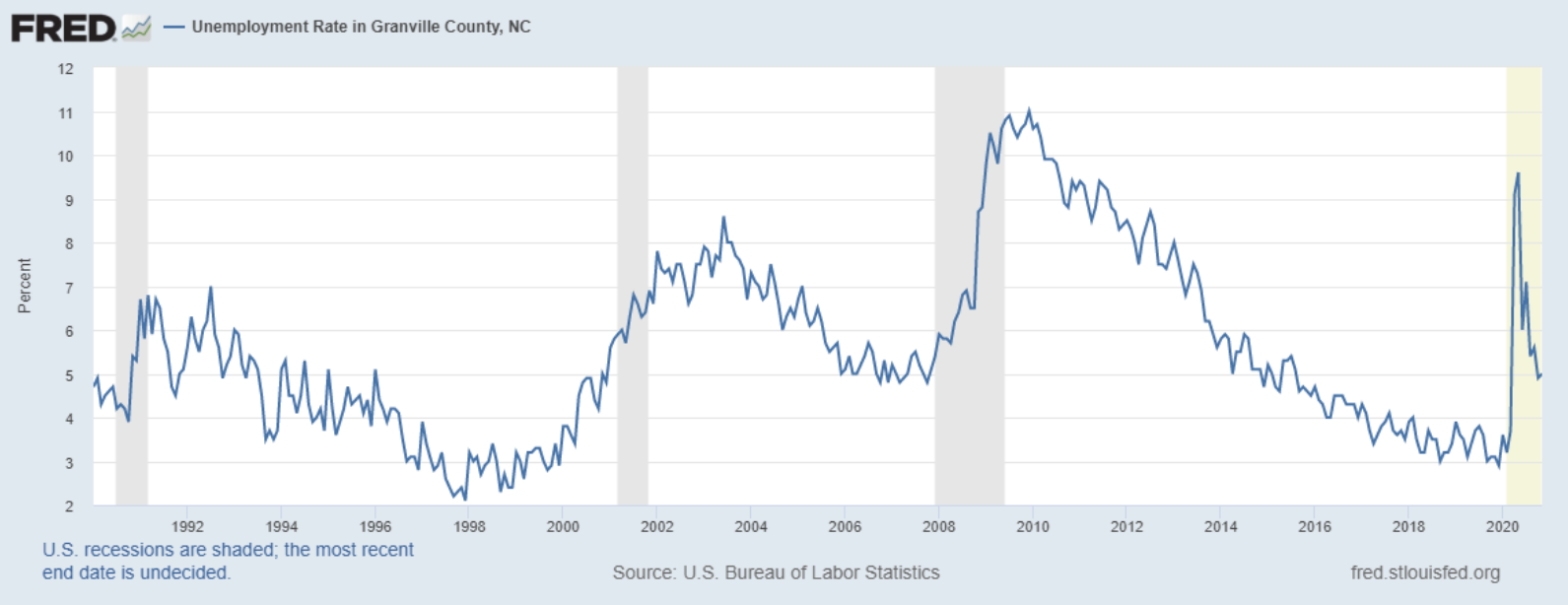


Figure 7. Granville County Unemployment Rate, November 2019 – November 2020

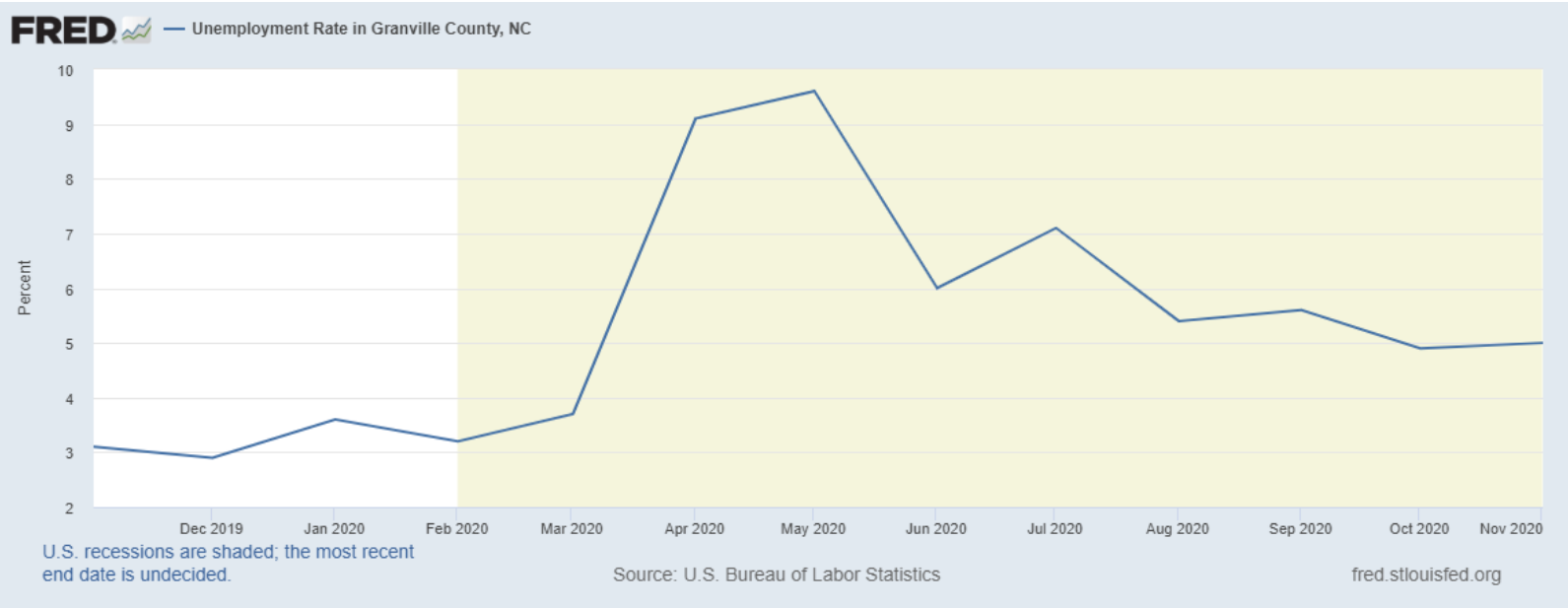


Figure 8. Granville County Income Distribution by Household

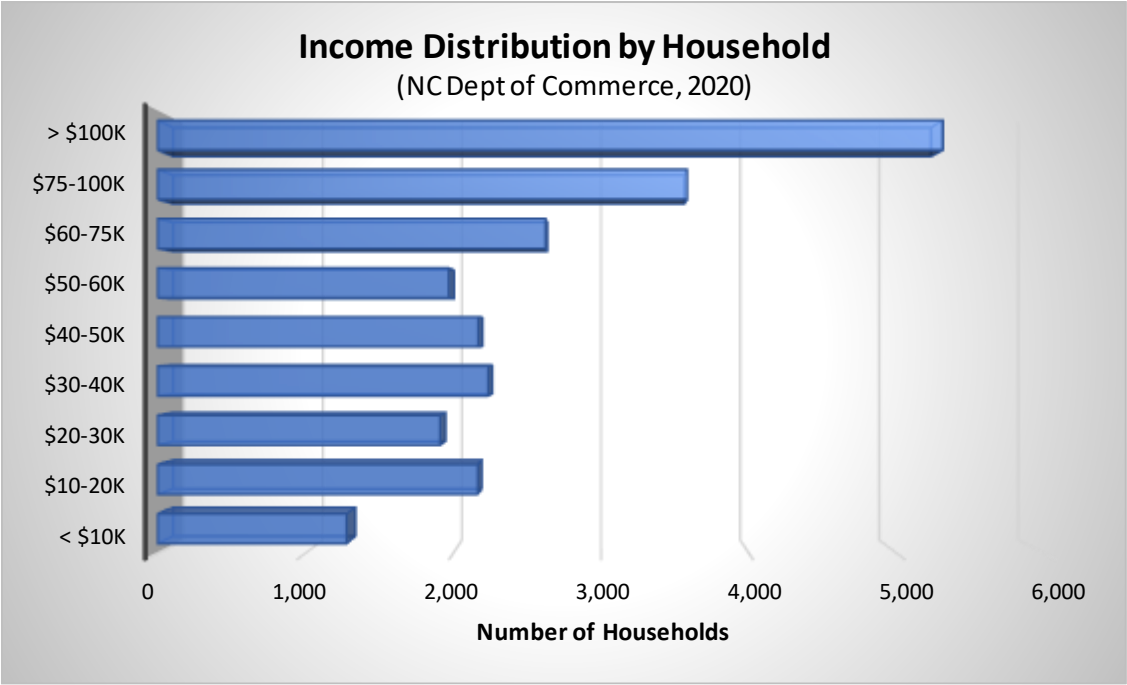
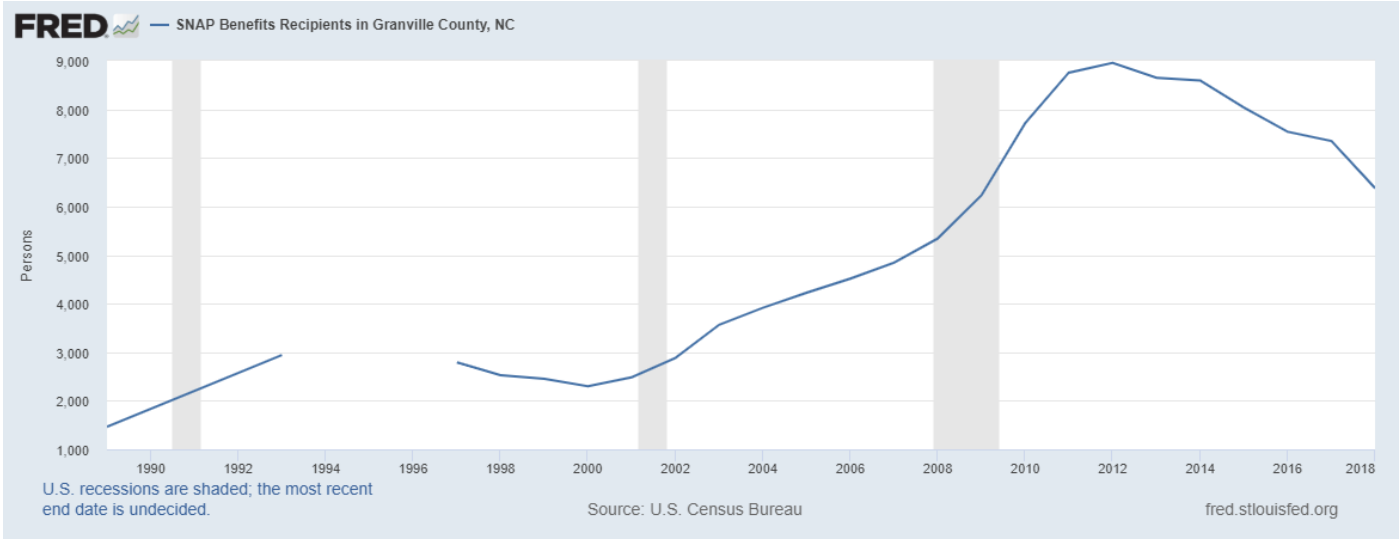


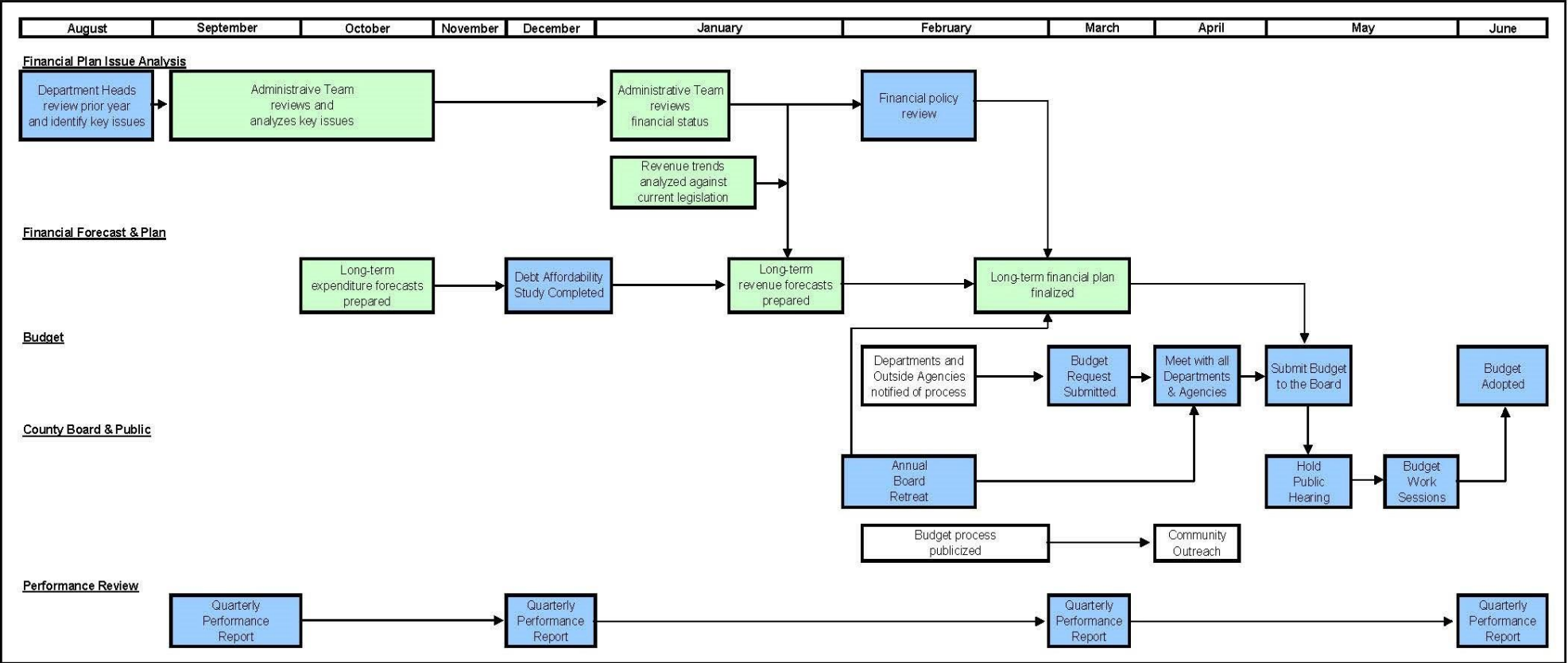
Figure 9. Granville County SNAP Program Recipients (Supplemental Nutrition Assistance Program)



Between 2015-2019, 12.9 % of households received SNAP. An estimated 50.5% had children under 18, and 36.2% had one or more persons 60 years and over in the household. An estimated 37.9% were families with a female householder and no husband present.

Appendix 3: Long-Term Financial Planning & Budget Process Flow Chart

Granville County
Long-Term Financial Planning and Budget Process Flow Chart



- = Financial Planning Process
- = Information Items
- = Strategic Planning Process

Appendix 4: Acknowledgements

Many people were involved in the work associated with this strategic plan including the Board of County Commissioners, elected officials, county administration, department heads and key employees who participated as part of the Strategic Planning Committee.

Members of the community and other county employees also provided input through the many hours of informal conversations and reviews of draft materials. If anyone was left out of this acknowledgement, it was not intentional. We thank all those who have contributed to this process and to the development of Granville County's next 5-Year Strategic Plan.

County Commissioners

Sue Hinman, District 3 (Chair)	Zelodis Jay, District 1	Timothy Karan, District 6
Tony Cozart, District 4 (Vice-Chair)	David Smith, District 2	Jimmy Gooch, District 7
	Russ May, District 5	

Elected Officials

Charles Noblin, Sheriff	Kathy Taylor, Register of Deeds
-------------------------	---------------------------------

Administration

Michael Felts, County Manager*	Debra Weary, Clerk to the Board
Korena Weichel, Assistant County Manager*	Lynn Allred, Public Information Officer

Special Thanks

Angela Allen	Rodney Frazier	Harry Mills*
Raymond Allen	Jennifer Griffin	Charles Noblin
Barry Baker	Adonica Hampton	Scott Phillips
Chris Brame	Zina Hardee	Charissa Puryear
Trent Brummit	Monique Heggie*	Jason Reavis
Cheryl Carrier	Tyeisha Hewett	Kenneth Reeves
Edward Cash	Ronald Jones	Will Robinson
Gary Cross	Justin Jorgensen*	Chris Smoot
Byron Currin	Matthew Katz	Kathy Taylor
Nikki Dickerson	Carlos Landrau	Tamonica Thorpe
Reba Duke	Andrew Maloney	Sandy Woody
Robin Edwards	Kathy May	Angela Wright
Matthew Eller	Beth Melvin	David Yancey
Jason Falls	Angela Miles	

*Team Lead

Appendix 5: References

The source of statistical references is noted within the text. Economic, labor, and population statistics were obtained principally from the US Census Bureau, US Department of Labor, and the North Carolina Department of Commerce.

¹ UNC Charlotte/Belk College of Business: “Barings/UNC Charlotte Economic Forecast”. Dr. John Connaughton, December 10, 2020.

² North Carolina Association of County Commissioners: 2020 End of Session Report, July 31, 2020.

³ Grandparents Raising Grandchildren: A Growing Trend. Kristen Mauk, May 11, 2020.

⁴ National Center for Education Statistics, Annual Report on The Condition of Education, May 2020.

⁵ QualityInfo.org: “Growth in Distance Learning Outpaces Total Enrollment Growth”. Lynn Wallis, August 11, 2020.

⁶ U.S. Chamber of Commerce.com: “5 Small Business Owners Talk Pandemic-Inspired Changes That Are Here to Stay”. Andrea Forstadt, August 18, 2020.

⁷ Forbes. Com: “These ‘Temporary’ Covid-19 Changes Could Become Permanent”. John Hall, September 21, 2020.

⁸ NACo.org: “County budgets to see \$202 billion COVID-19 impact” Jonathan Harris, August 2, 2020



Granville County Veterans Services

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Veterans Services
Date: March 30, 2021

Title: Veterans Service Technician (VST)

PURPOSE:

To consider the possibility of a full-time Veteran Service Technician (VST) position.

BACKGROUND:

During the fiscal year 2020-2021 budget process; Rodney Frazier, Granville County VSO, prepared the attached Narrative of the Granville County Veterans Service Officer Duties and Responsibilities to support his request for a full-time Administrative Assistant or VST position.

On February 26, 2021 the County Manager met with Mr. Robert Johnson, NCDMVA Center Region III Manager and Mr. Reggie Sandlin to discuss how to better serve our local veterans during Rodney Frazier's extended absence.

The Granville County VSO has been out on extended medical leave since late January and Granville County Veterans are being assisted by the Regional Veteran Service Center (VSC). Reggie Sandlin is our direct contact at the VSC and he and his staff are doing a great job of assisting our local veterans, however the County has experienced some significant challenges during the transition, which could have been avoided or mitigated with a VST position.

Mr. Johnson provided the attached VST job description and the associated letter of intent for your reference. Mr. Johnson and Mr. Sandlin have offered to assist with the posting and evaluation of applicants if the full-time VST position is authorized.

FUNDING:

Funding to hire a VST is estimated for salary and benefits at \$47,217 and would be included in the fiscal year 2021-2022 annual budget if approved. If the position is approved and filled prior to June 30, 2021

the nominal salary and benefit costs can be covered by funds in the existing Veteran Services Office budget.

RECOMMENDATION:

The County Manager recommends approval for a full-time VST position for the Granville County Veteran Service Office to assist the County VSO with Veteran service needs.

ATTACHMENTS:

County VSO Narrative of Duties

VST Job Description

Letter of Intent from Mr. Robert Johnson

ACTION TAKEN:



Narrative of the Granville County Veterans Service Officer Duties and Responsibilities

January 31, 2020

The Granville County Veterans Service Office is directly responsible for bringing in 33.7 million dollars to Granville County in benefits and compensation (this does not include retiree pay). 6.5 percent of the population of Granville County are Veterans (this 6.5 does not represent spouses, minor dependents and veteran inmates that are served on a daily basis).



What is the primary purpose of the Veteran Service Officer in Granville County?

- I. To serve as the principal advocate for the county's nearly 4,000 veterans. To serve all veterans and their families with dignity and compassion by providing efficient and timely assistance in preparing, submitting, and presenting all claims for benefits to which they may be entitled.
- II. Provides coordination of benefits for veterans and their dependents; interprets and applies benefit requirements for pension, compensation, medical services, rehabilitation training, educational benefits, home loans, death benefits, and other provisions offered by federal and state agencies.
- III. Develops and prepares claims.
- IV. Establishes and maintains appropriate records and reports.
- V. Assists veterans in filing VA appeals.

- VI. Recommends and administers departmental budget.
- VII. Technical and detailed knowledge of Federal Law, Veteran Administration Rules/Regulations and State Laws/Regulations along with independent initiative and judgment are required.

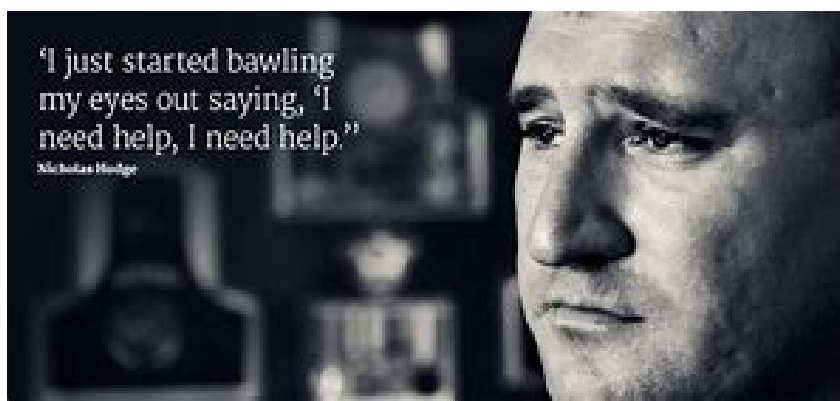
The abbreviated version of processing claims:

Processing claims has changed immensely with the institution of new Federal Laws. While these laws are beneficial for veterans they take more of the Veteran Service Officers time and efforts to develop claims. The new process is fittingly called the Fully Developed Claim or FDC. The new FDC process allows a County or State Veteran Service Officer to gather the information to support the veteran's claim that was previously the responsibility of the Veterans Administration. FDC claims are awarded at a much higher percentage than our previous options and the award monetary amounts are generally higher. This is a great addition but it is very time consuming and requires solid tracking and record keeping that was not necessary just a short time ago. Currently, building claims begin with gathering active-duty medical and personnel records. Additionally, we gather private and VA medical records, combat after-action reports, news articles and other evidence to demonstrate and verify claim. Using this information we show a chronological list of events to corroborate and substantiate the veterans claim. This is precise, tedious and time consuming work as we submit numerous requests/forms to multiple agencies and locations. We continually track the collection of information as it is returned to the veteran and the Veterans Service Office. Once all the information is received the VSO can meet with the veteran to begin putting the claim together. The typical claim submitted has several VA forms attached with numerous pages of medical records and other supporting documents (the process from start to submission of claim is typically between 6 and 20 Veteran Service Officer hours).

“As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.” – John F. Kennedy

The role the County Veterans Service Office plays in the lives of veterans and their families:

When veterans call the Veterans Administration (VA) or the Veterans Medical Center in Durham they are put on hold for extended time periods and are often misdirected when transferred. This can be very frustrating and frightening which can be extremely problematic when they are suffering from Traumatic Brain Injuries (TBI), Post-Traumatic Stress Disorder (PTSD), Anxiety, Depression and other Serious Illnesses and Diseases caused by combat-related issues. In the previous 6 months from the date of this publication Granville County has experienced 3 veterans commit suicide, one of which had young children. Additionally, a homeless veteran while trying to stay warm or cook burned to death.

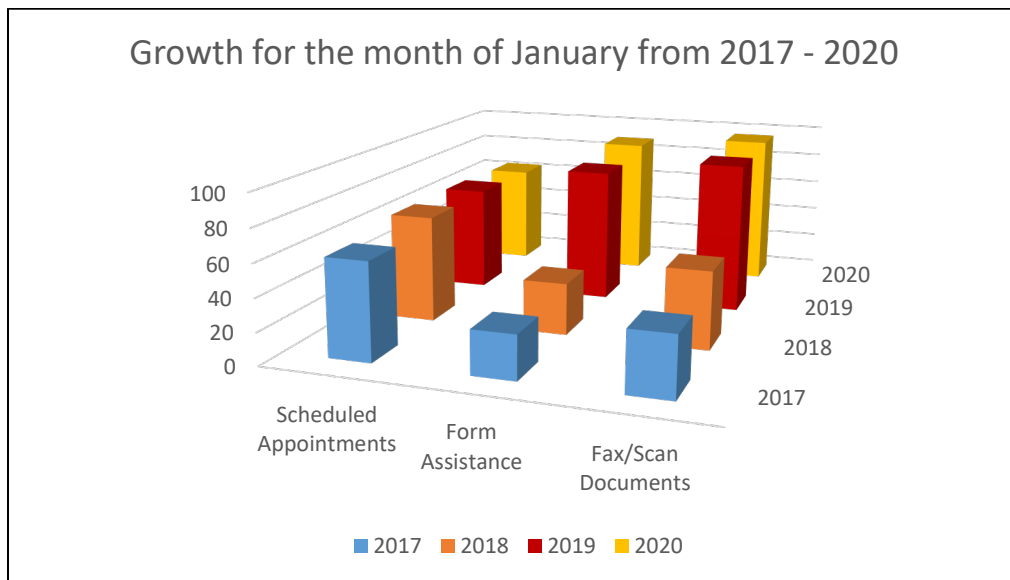


Manuals, guidelines, references and resources used:

- I. Title 38 US CODE, 38 CFR (Compensation, Pensions, Bonuses and Veterans Relief), VA Adjudication
- II. Manual M21-1MR, Title 10 US Code for certain benefits available form DOD, North Carolina State
- III. Statutes, Rules and Regulations and guidelines from the North Carolina Department of Military and Veterans Affairs (NCDMVA).



Granville County Veteran Service Office has experienced significant increases in services rendered over the past several years:

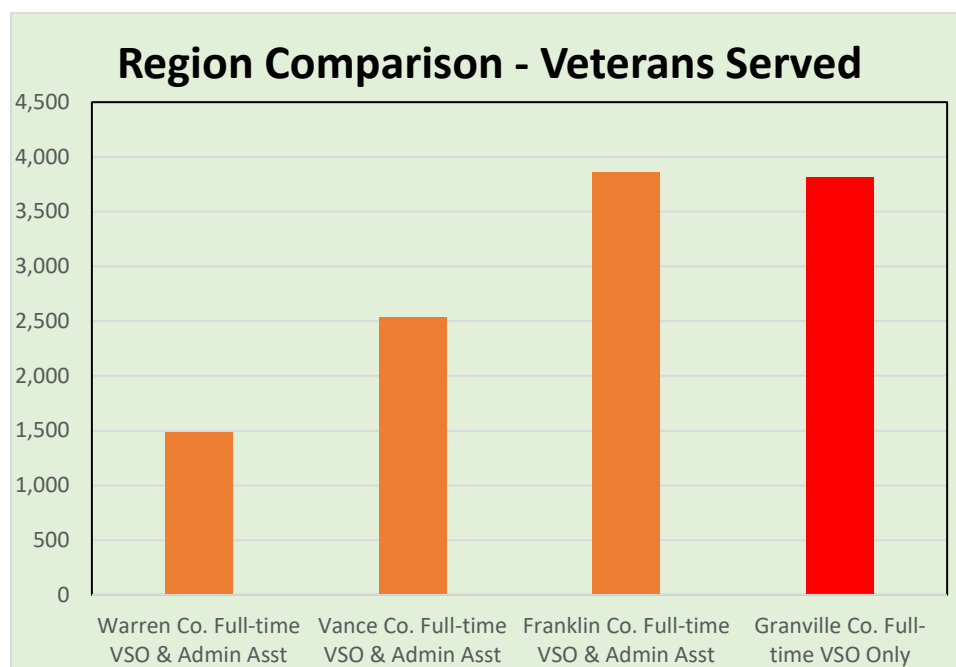


Phone calls have increased 68%.

Scans and faxes increased 165%.

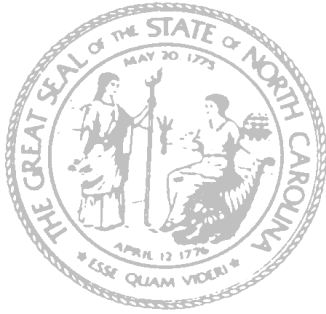
Form assistance increased 211%.

Email correspondence increased 750%.



**Major Functional Elements of Job / Duties and Responsibilities for
Director of Granville County Veteran Services Office**

% of time	Essential Duties and Task
20	Interviews veterans, veteran's spouses and their dependents to determine eligibility for service benefits. Counsels and assists veterans, veteran's spouses and their dependents of their rights and entitlements under various federal and state laws.
2	Investigates the merits of the claim along with the financial, employment, medical and related conditions of veterans and their dependents to determine the validity and extent of requested assistance.
20	Completes applications for Federal and State benefits such as disability compensation, pension, home loans, VA medical care, scholarships, education, and burial benefits.
4	Prepares and processes Notice of Disagreements; reviews Statement of Case letters and prepares appeal information.
40	Administrative duties (answering the phone, returning phone calls, emails, typing, scanning, and faxes)
2	Perform outreach, marketing duties and gives presentations/speeches to inform veterans and their dependents of benefits available to them (educate and inform all county residents). Provides services to homebound veterans and their dependents. Actively Participates in community patriotic events.
2	Works in close coordination with service organizations in the county and state, local doctors' offices, nursing homes, clinics, and hospitals to ensure veterans are receiving their benefits and medical care they earned.
2	Attends various meeting and conferences to maintain certifications and to keep abreast of current programs, services, practices, and procedures.
4	Reviews military discharge certifications, veteran's administration documents, and other documents and records relating to veteran's military service and VA compensation claims.
4	Performs all other related duties as required



Approved Classification	
Effective Date	
Analyst	
FLSA Status	

OFFICE OF STATE HUMAN RESOURCES

POSITION DESCRIPTION FORM

Name of Employee	Present Position Number / Proposed Number Revised 10/29/2018
Present Classification Title / Salary Grade Veterans Service Technician	Proposed Classification Title / Salary Grade Veterans Service Technician
Usual Working Title of Position Veterans Service Technician	Department, University, Agency or Commission NC Department of Military & Veterans Affairs (DMVA)
Institution / Division Division of Veterans Affairs	Section / Unit
Street Address, City and County	Location of Workplace, Building and Room Number
Name of Immediate Supervisor	Supervisor's Position Title and Number
Work Schedule (<i>i.e. Monday-Friday, rotating shifts, etc.</i>) Monday-Friday	Work Hours (<i>i.e. 8:00 am-5:00 pm, etc.</i>) 8:00am – 5:00pm
Primary Purpose of the Organizational Unit The North Carolina Department of Military and Veterans Affairs (DMVA) shall establish such field offices, facilities, and services throughout the state as may be necessary to carry out the purposes of NCGS § 143B-1211. These offices are referred to as Veterans Service Centers (VSC). The VSC is staffed by one or more Veterans Service Officers (VSO) and/or Veterans Service Technicians (VST) along with office support personnel. The VSO/VST will assist service members, veterans and their families (SMVF) in the presentation, processing, proof, and establishment of such claims, privileges, rights, and benefits as they may be entitled to under federal, state, or local laws, rules, and regulations. Each VSC will provide superior customer service and problem resolution to SMVF seeking benefits information. In accordance with NCGS § 143B-1211 the VSC will provide active outreach to the U.S. Department of Veterans Affairs (VA), veterans service organizations i.e., American Legion (AL), Veterans of Foreign Wars (VFW), Disabled American Veterans (DAV), and the veterans community at large in North Carolina. Outreach efforts will support and assist North Carolina's SMVF in identifying and obtaining the resources, assistance, and support outside of VA benefits as necessary utilizing community partners via NC Serves. Each VSC will disseminate relevant educational materials and conduct presentations for the public on SMVF issues in coordination with applicable State agencies. The VSC will cooperate with governmental, private, and civic agencies and instrumentalities in securing services or benefits for veterans, their families, dependents, and beneficiaries.	

The DMVA is tasked with training, assisting, and providing guidance to the employees of any county, city, town, or Indian tribe who are engaged in veteran's service to include accreditation of VSOs and VSTs. The VSC will review or amend claims as required that have been submitted by VSOs in Accreditation Training and will provide ongoing assistance to County Veterans Service Officers (CVSO) with difficult or complex claims issues.

DMVA is required to provide continuing education to accredited VSOs and VSTs. This will be accomplished through district and regional schools as well as planning and facilitating an annual state conference. It is the responsibility of the VSC to ensure dissemination of relevant updates from the VA to include VA publications, forms, and reference data. The VSC will also act as continuous personal liaison with all Federal, State, Local and Non-Profit resources.

Primary Purpose of the Position

The primary purpose of this position is to deliver assistance to veterans, their dependents, survivors, County Veterans Service Officers within the Veterans Service Center area, and with all other clients with a focus on customer service in meeting the needs of this Agency in filing claims for benefits with the USDVA and other federal, state and local government agencies. Counsels and assists veterans and their dependents in filing claims for benefits with the USDVA and other federal, state and local government agencies. Train, assist, mentor, and offer guidance to County Veterans Service Office, Town, City, and Indian Tribe personnel. Track and resolve referral cases from the Office of the Governor and General Assembly as required at the direction of the Regional Manager. Performs public relations, outreach, and education relating to veteran's benefits.

This position mandates a normal Monday-Friday, 40-hour work week. However, there will be a requirement to attend meetings or conferences which may occur on the weekends or after normal work hours. In addition, this employee may work on national (patriotic) holidays such as Veterans Day, Memorial Day, and Independent Day as the need arises. The work schedule will be adjusted when required to meet job responsibilities and obligations.

Changes in Responsibilities and/or Organizational Relationship Since the Position Was Last Classified

The VST has taken on a role very similar to and descriptive of the Veterans Service Officer to manage the flow of claimants entering the Veterans Service Centers. These individuals work diligently to serve veterans and their family members in the same manner as a Veterans Service officer as well as maintain an administrative support role. They are providing legal guidance, counseling, advocacy, and benefit facilitation to claimants daily. The VST also provides outreach and education to the public, speaks to veteran's service organizations and represents the agency as an expert on VA federal, NC state, and local benefits. This individual also supports our County Veterans Service Officers and maintains a working partnership with them in the distribution of information and training. They are very well respected members of the organization.

%	Description of Work <i>Describe in detail the major functions of this position as well as the duties and responsibilities required for each of those functions. In the small left-hand column, indicate the percent of time the employee spends in each functional element. The percentage amounts should add up to 100%. In addition, please place an asterisk (*) next to each essential duty/function as defined by the Americans with Disabilities Act.</i>
50%	Veterans Service Technician – Claims Processing/Advocate/Legal Advisor Counsels and assists veterans and their dependents in filing claims for benefits with the USDVA and other federal, state, and local government agencies. Tasks:

	1. Interviews claimant to determine type of benefit claim needs to be filed and completes required forms. 2. Responds to claimant's questions and informs claimant of options when available. 3. Secures, or assists claimant in securing required documents, affidavits, or other evidence to support and properly develop claim for Federal, State, and local benefits. 4. Informs claimant of steps to be taken in process and general time frames anticipated based on current adjudication procedures. 5. Research all applicable laws, regulations, court cases, and web sites to ensure claim is properly filed and the benefit the client seeking is valid. 6. Submits claims to administering agency and maintains diary to provide tracking system on status of claim to facilitate follow-up inquiries on unresolved issues. 7. Review all rating decisions to ensure appropriate adjudicative action has been accomplished. Provide instructions and counseling to beneficiaries regarding the appeals process. (This step may be referred to a VSO if necessary). 8. Maintain appropriate diary of appeals and provide appropriate and timely responses as necessary. 9. Always maintain confidentiality of all claims in accordance with all federal and state regulations. 10. Visits homes, nursing homes, and hospitals to assist claimants who are unable to travel to office with filing and following up on claims. (Notify management of home visits and always travel in pairs). 11. Communicate and assist funeral homes with burial details for veterans assisting with needed documents. 12. This position will use a personal computer using the internet to research VA and State laws and regulations. 13. Utilize the USDVA Veterans Benefits Management System in reviewing claims status and claimant history prior to obtaining authorization to represent the claimant. 14. Consistently demonstrates a high degree of professionalism in daily activities and interaction with others by providing satisfactory customer service in the delivery of assistance to veterans, their dependents, survivors, County Veterans Service Officers, and other clients. 15. Veteran consultation will require interview skills to determine purpose when assisting a customer via the telephone, in-person, electronic communications, and written correspondence with all NCDVA customers.
20%	Assist and Provide Guidance and Mentorship to County Veterans Service Office, Town, City, and Indian Tribe Personnel: Tasks: 1. Coordinates with proper Veteran Service Office in the referral and resolution of complex, difficult or questionable claims. 2. Establishes and maintains professional relationships with all Veterans Service Officers within North Carolina and assists them with resolving individual cases and issues. 3. Provide assistance to County Veterans Officer which is required by N.C. General Statutes. 4. Serve as contact between the County Veterans Service Officer and State Service Office for claims inquiries and rating reviews.
10%	Perform Veterans Outreach: Tasks:

	1. Speaks to veterans' organizations and auxiliaries, civic clubs, high schools, or the public to inform them of benefits available to veterans and their dependents. 2. Coordinate with National Guard, Reserve, and Active Duty advising them of benefits. 3. Visit DVA Medical Center, DVA Vet Center, DVA Regional Office, Community Base Outpatient Clinic, and Congressional Representatives to develop points of contact. 4. Participate in Stand-Downs and Job-Fairs. 5. Promote Scholarship program by visiting high schools and advising proper staff of eligibility requirements and procedures for applying via online application process.
10%	Mail, Office Machine Operation and Files: Tasks: 1.Sort, process, and distribute mail received from the regional distribution VSC. 2.Identify and distribute mail to the applicable County Veterans Service Office within the assigned region (where there is no Administrative Associate II). 3.Report to Regional Manager on all situations concerning misrouted mail and correspondence. 4. Operate a personal computer while maintaining proficiency in Micro-Soft Word, Excel, Outlook, Power Point, Publisher, Access, and Internet operations and research procedures. 5. Operate a calculator, fax machine, scanner, copy machine, and shredder on a daily basis. 6. Maintain and manage individual Veterans' files electronically and paper until it is confirmed that the information has been processed into the VAs VBMS system. Maintain files on work related correspondence. 7. Use diary system to track claims process. 8. Purge office and client files as required by the NCDVA Policy Manual.
10%	Database Entry: Tasks: 1. Data concerning office activities i.e. phone contacts, in-person visits, public contact information, claims inquiries, claims filed, and additional veteran/claimant data should be entered daily to capture relevant information about those we serve. 2. The NCDVA CRM is the tool utilized for this task, keep up to date on changes, make recommendations for ease of use, and attend training sessions on its use.
Other Position Characteristics: 1. Accuracy Required in Work: The VSO holds himself/herself as an authority in veteran's benefits and is legally responsible for acts of commission or omission when performing duties related to the representation of agency clientele. 2. Consequence of Error: Errors can result in erroneous action by the USDVA in determining benefit entitlements to clientele and could possibly prevent clients from receiving entitlements due, therefore causing severe financial and emotional hardships. Assistance provided by the employee is subject to review by the Federal Court of Veterans Appeals. Errors can also result in legal actions against service officer and the State of North Carolina. 3. Other requisites: Good physical condition and mentally alert. 4. Maintain copy of job description and comply with duties and responsibilities.	

5. In the absence of Office Manager, employee is to manage the field office and provide staff supervision to comply with general directives from the Assistant Secretary's Office.
6. Any other duties as assigned.

Guides, Regulations, Policies and References Used by Employee:

1. Code of Federal Regulations, Title 38 parts 0 through 45
2. Title 38, U.S. Code
3. Title 10, U.S. Code
4. NCDVA Training and Certification Manual
5. Various medical manuals, reference guides, and medical dictionary
6. Federal Benefits VA Pamphlet 80-05-01
7. USDVA Rating Schedule
8. Guides provided by veteran's organizations
9. Statistical information and guides
10. General Statutes of North Carolina
11. Websites
 - a. www.vba.va.gov
 - b. www.va.gov
 - c. www.cem.va.gov
 - d. www.gibill.va.gov
 - e. www.tricare.osd.mil
 - f. www.va.gov/hac/
 - g. www.homeloans.va.gov
 - h. www.va.gov/vbs.health/
 - i. www.va.gov/vbs/vba/
 - j. www.gpoaccess.gov/cfr/index.html
 - k. www.medterms.com/script/main/alphaidx?p=a_dict

Competencies, Knowledge, Skills and Abilities Required in this Position

1. Knowledge of the State of North Carolina General Statutes as they apply to the Division of Veterans Affairs, County Veterans Service Officers, training, scholarships, and confidentiality of records.
2. Knowledge of the North Carolina Division of Veterans Affairs training and certification process.
3. Knowledge of North Carolina Division of Veterans Affairs organization, history and affiliated agencies.
4. Knowledge of Veterans Law, the rules, regulations and functioning of the USDVA. Ability to interpret and apply the various laws, regulations, and directives relating to veteran's benefits and explain these in simple terms to others.
5. Knowledge of the forms and procedures used in applying for benefits.
6. Above-average layman's knowledge of the human anatomy and the effect of diseases and injuries on the body.
7. Working knowledge of human psychology.
8. Knowledge of the organization and functioning of Federal, State, and Local Government.
9. Knowledge of Medicaid, Social Security, Medicare and other related benefits.
10. Ability to support in the planning and organization of training seminars.
11. Ability to communicate effectively with diverse groups of people and express oneself clearly and concisely in oral and written form.
12. Ability to work closely with County Veterans Service Officers, State Veterans Service Officers and Technicians, Training Officers, Veterans Service Center Managers, Regional Managers, Field Operations Manager, Deputy Assistant Director, Director, and support staff as well as USDVA employees. Ability to establish and maintain favorable working relationships with other members of the department, other government agencies, service organizations, and the public.
13. Ability to work without close and constant supervision and use sound judgement and managerial skills.

14. Ability to follow oral and written instructions.
15. Working knowledge of and ability to use computerized applications to include Microsoft Word, Excel, PowerPoint, email, internet, and forms programs.
16. Ability to recognize the needs of veterans and their dependents, determine the course of action to be followed, and pursue action to a justifiable conclusion.
17. Ability to deal sympathetically and patiently, but positively and objectively, with veterans and their dependents; always maintaining respect for the Veteran's service.

Education and Experience Required

What educational background is needed to perform these duties and responsibilities? What kind of work experience is needed?

Associate Degree and two years of experience in human services or administrative services, or veteran's services or veteran's services or an equivalent combination of education and experience.

License or Certification Required by Statute or Regulation: *Is a license or certificate required? What kind and type?*

Must complete training program, pass certification test, and become accredited within six (6) months of start date with the USDVA, NCDVA, and American Legion.

Maintain a valid Driver's License with the state of NC.

Must obtain a valid PIV card from the USDVA. Maintain current certificates with the USDVA in privacy and security, HIPPA, and access to the VA VPN system.

Employee's Signature/Title

Date

Supervisor's Signature/Title

Date

County Veterans Service Technician Letter of Intent

Counties Veterans Service Officers and Veterans Service Technicians are like prosecutors or defense attorneys. They're always building a case for their clients. Three-quarters to 90 percent of the veterans' claims submitted for VA benefits come through a county veterans service office. The CVSOs are staffed by accredited Veterans Service Officers, trained to navigate a bureaucracy nearly as complex as a military campaign. The Veterans Service Officers help veterans gather the necessary paperwork to support claims, file claims and assist in appealing claims that have been denied. It requires tenacity and passion at the highest level.

The County Veterans Service Officer and Veterans Service Technicians are the at-home, back-to-the-community stop for veterans who have served the nation, fighting its wars and keeping its peace. They are the local link in an intergovernmental chain serving the country's 24.8 million plus veterans. Counties Veterans Service Officer stretches back to the Civil War, but really took off after World Wars I and II. The offices exist at the county level, by statute, in more than half of the states. Some states do not have CVSOs, including the District of Columbia and Puerto Rico.

That doesn't mean there is no help for veterans. State regional veterans affairs offices and Veterans Service Organizations such as the VFW, American Legion and American Veterans have VA-accredited service officers, but they are unlikely to know the community as well as a county-level officer would, and not be as facile at making connections with other nonprofit organizations in the community serving vets. Mr. Michael Felts, if a county is interested in opening its own County Veterans Service Officer and Veterans Service Technicians, I suggests the first steps involve a political commitment to fund the office, and a sweep of the veteran demographics in the county, including a review of the nonprofits already serving the veteran population. The information that I have just mentioned in this paragraph has currently been executed, therefore, hiring a Veterans Service Technician to assist the Veterans Service Officer should be an easy process.

In some states CVSOs are Independent Departments. In other states, they reside in the county health and human services department. Contacting the North Carolina Department of Military and Veterans Affairs is a good way to start. NCDMVA can recommend staffing levels, supply model job descriptions and address budgeting needs, which I will include in this e-mail. Mr. Felts, I have outlined the importance and need of a Veterans Service to assist the Veterans Officer at the Granville County Veterans Service Center. Mr. Felts, you stated to me and Mr. Sandlin that GCVSC will [potentially] be relocated to Creedmoor, which will have additional rooms and more space to serve Veterans and their families. This will be an opportune time for you and your Board Members to make a decision that will benefit the Veterans and the community at large. Sir, I am asking you to carefully read this letter regarding the importance of hiring a Veterans Service Technician to assist in the absence of the Veterans Service Technician.

Mr. Robert L. Johnson

Robert L. Johnson



Granville County

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 29, 2021

Title: County Attorney's Report

PURPOSE:

Any items as needed by the County Attorney.

ACTION TAKEN:



Granville County

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 29, 2021

Title: Presentations by County Board Members

PURPOSE:

Board members will make comments.

- Commissioner Karan
- Commissioner Gooch
- Commissioner Jay
- Commissioner Smith
- Commissioner Cozart
- Commissioner May
- Chair Hinman

ACTION TAKEN:



Granville County

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: March 29, 2021

Title: Any Other Matters

PURPOSE:

Any other matters if needed.

ACTION TAKEN:



Granville County

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: April 1, 2021

Title: Closed Session as Allowed by G.S. 143-318.11(a)(3) - Attorney-Client Matter

PURPOSE:

To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

ACTION TAKEN:



Granville County

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: April 1, 2021

Title: Closed Session as allowed by G.S. 143-318.11(a)(6) - Personnel

PURPOSE:

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

ACTION TAKEN:



Granville County Administration

141 Williamsboro Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: April 1, 2021

Title: Closed Session as allowed by G.S. 143-318.11(a)(5)- Property Acquisition

PURPOSE:

To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

ACTION TAKEN: