

MOORE COUNTY BOARD OF COMMISSIONERS TUESDAY, APRIL 5, 2022 REGULAR MEETING, 10:30 A.M.
CALL TO ORDER INVOCATION – Rev. Archie Stevens, Priest Hill Presbyterian Church PLEDGE OF
ALLEGIANCE – Tami Golden, Internal Auditor

I. PUBLIC COMMENT PERIOD (Procedures are attached to agenda.)

II. ADDITIONAL AGENDA CHAIRMAN – Does any Commissioner have a conflict of interest concerning agenda
items the Board will

address in this meeting? III. APPROVAL OF CONSENT AGENDA All items listed below are considered routine and
will be enacted by one motion. No separate discussion will be held except on request of a member of the Board of
Commissioners.

A. Minutes: March 9, 2022, Special Meeting B. Minutes: March 15, 2022, Regular Meeting C. Budget Amendments
D. Local Educational Bonds – 2018 Bond Referendum – Revision 17
E. FY23 NCDPH Agreement Addendums and Consolidated Agreement
F. Personnel Policy Revision IV. RECOGNITIONS

A. Social Services – Child Abuse Prevention Month Proclamation (Charlotte Kelley, Social
Work Investigative Assessment and Treatment) V. PRESENTATIONS

A. Health – Environmental Health Update (Matt Garner, Interim Health Director) VI. QUASI-JUDICIAL HEARINGS

A. Call to Quasi-Judicial Hearing/Planning – Request for Special Use Permit: Group Care
Facility – 1813 Samarcand Rd., Biscoe (Debra Ensminger, Planning Director)

VII. PUBLIC HEARINGS

A. Call to Public Hearing/Planning – Conditional Rezoning Request: Rural Agricultural (RA) to Rural Agricultural Conditional Zoning (RA-CZ) – Beulah Hill Church Rd. (Debra Ensminger, Planning Director)

VIII. OLD BUSINESS IX. NEW BUSINESS A. Administration – Request for Consideration of Funding for Moore Free Care Clinic

(Mary Lou Bernett, Moore Free Care Clinic Board Chair)

B. Administration – Request for Consideration of Funding for Habitat for Humanity (Amie Fraley, Executive Director for Habitat for Humanity / Farrah Newman, General Contractor)

C. Administration – Request for Approval of Contract with Sanford Contractors, Inc. for Connector Road for Court Project (Rich Smith, Capital Projects Manager) D. Public Works – Request for Approval of Amendment 3 to McGill Associates Contract for Vass Phase 2 Wastewater Collection System Expansion Project (Randy Gould, Public Works Director) E. Planning – Request to Consider Environmental Health and Permitting Round Table Meeting (Debra Ensminger, Planning Director)

F. Public Safety – Request for Approval of Zoll Medical Corporation Purchase Agreement

(Bryan Phillips, Public Safety Director) G. Public Safety – Request for Approval of Emergency Management Performance Grant – American Rescue Plan Act Memorandum of Agreement (Bryan Phillips, Public Safety Director)

H. Solid Waste – Request for Approval of Contract Amendment with TranSource Extending Term for Purchase of Truck (David Lambert, Solid Waste Director)

I. Solid Waste – Request for Approval of Contract with Withers Ravenel, Inc. for Aberdeen Collection Site (David Lambert, Solid Waste Director) J. Commissioners – Request for Consideration of Approval of NC Works Resolution of Support (Board)

K. Finance – Request for Approval of FY22 JCPC Revised Funding Plan and Program Agreement Revisions (Caroline Xiong, Finance Director)

X. APPOINTMENTS

A. Board of Health B. Human Resources Appeals Committee

C. Juvenile Crime Prevention Council

XI. ADDITIONAL AGENDA XII. MANAGER'S REPORT

XIII. COMMISSIONERS' COMMENTS XIV. CLOSED SESSION – if needed ADJOURNMENT

COMMISSIONERS' UPCOMING MEETINGS/EVENTS:

Sandhills Center Board, Tuesday, April 12, 7:00pm (Graham)

Pre-agenda, Wednesday, April 13, 9:00am (Ritter / Quis)

Budget Task Force, Wednesday/Thursday, April 13/14, 9:30am (Graham / Quis)

Good Friday Holiday, County Offices Closed, Friday, April 15

DSS Board, Monday, April 18, 5:30pm (Graham)

Regular Meeting, Tuesday, April 19, 5:30pm

Library Board, Wednesday, April 20, 3:30pm (Daeke)

PUBLIC COMMENT PROCEDURES MOORE COUNTY BOARD OF COMMISSIONERS The Moore County Board of Commissioners is committed to allowing members of the public an opportunity to offer comments and suggestions for the efficient and effective administration of government. In addition to public hearings, a special time is set aside for the purpose of receiving such comments and suggestions. All comments and suggestions addressed to the Board during the Public Comment Period shall be subject to the following procedures:

1. The Public Comment period will be held at the beginning of the Board meeting. The comment period will be limited to a maximum of thirty minutes.
2. Persons who wish to address the Board during the Public Comment Period will register on a sign-up sheet available on the table outside the entrance door to the Commissioners' Meeting Room indicating contact information and topic. Sign-up sheets will be available beginning 30 minutes before the start of the meeting. No one will be allowed to have his/her name placed on the list by telephone request to County Staff.
3. Each person signed up to speak will have three (3) minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted to each speaker and one additional time period which may be yielded to him/her by another individual who has also signed up to speak on a particular topic.
4. Speakers will be acknowledged by the Board Chairperson in the order in which their names appear on the sign-up sheet. Speakers will address the Board from the lectern at the front of the room and begin their remarks by stating their name and address.
5. Public comment is not intended to require the Board to answer any impromptu questions. Speakers will address all comments to the Board as a whole and not one individual commissioner. Discussions between speakers and members of the audience will not be allowed.
6. Speakers will be courteous in their language and presentation. Matters or comments which are harmful, discriminatory or embarrassing to any citizens, official or employee of Moore County shall not be allowed. Speaker must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity.
7. Only one speaker will be acknowledged at a time. If the time period runs out before all persons who have signed up get to speak, those names will be carried over to the next Public Comment Period.
8. Any applause will be held until the end of the Public Comment Period.
9. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Clerk to the Board.
10. Speakers shall not discuss any of the following: matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Board; matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, matters which are made confidential by law; matters which are the subject of public hearings.
11. Information sheets outlining the process for the public's participation in Board meetings will also be available in the rear of the Commissioner's Meeting Room.
12. Action on items brought up during the Public Comment Period will be at the discretion of the Board.

Adopted on the 5th day of March 2007 by a 5 to 0 vote of the Moore County Board of Commissioners.

Revised on the 7th day of April 2015. Revised on the 7th day of February 2017.

MOORE COUNTY BOARD OF COMMISSIONERS SPECIAL MEETING WEDNESDAY, MARCH 9, 2022, 9:00 A.M.

The Moore County Board of Commissioners convened for a Special Meeting (work session) at 9:00am, Wednesday, March 9, 2022, in the Grand Hall of the Moore County Senior Enrichment Center, 8040 US Hwy 15/501, Carthage, NC.

Commissioners Present: Chair Frank Quis, Vice Chair Catherine Graham, Jerry Daeke, Nick Picerno

Commissioners Absent:

Otis Ritter *****

Chair Quis called the meeting to order. County Manager Wayne Vest offered the invocation and Vice Chair Catherine Graham led the Pledge of Allegiance.

The purpose of the meeting was to discuss the FY 23 budget. Documents shared are hereby incorporated as a part of these minutes by attachment as Appendix A.

Chair Quis welcomed everyone and Mr. Vest provided opening remarks.

Mr. Vest reviewed funds, accounts, and fund balances. He then discussed revenue projections. Commissioner Picerno discussed the property tax rate and the importance of transparency. He also discussed intent for the use of the quarter cent sales tax. Mr. Vest then reviewed expenditures. Discussion followed, particularly with regard to Moore County Schools, and Interim Superintendent Dr. Tim Locklair participated in the discussion. Commissioner Picerno discussed the Legislature's funding of schools and that funding needed to be per school, not per system. He asked Moore County Schools officials to show the Board their funding shortfall by grade for all grades so he could show legislators. Dr. Locklair discussed the Schools' budget timeline upon inquiry by Chair Quis. Following a break from 10:15-10:30am, Mr. Vest discussed budgeted sales tax. Assistant County Manager Janet Parris presented personnel considerations and discussion followed. Regarding a position for the Sheriff's Office, Commissioner Graham suggested Sandhills Center may be able to assist in funding it. A citizen present, Mr. Tom LoSapio, inquired regarding vacant positions presented by Ms. Parris and she offered explanation, confirming all 71 reported were deemed necessary. Mr. Vest then reviewed capital funding. Commissioner Picerno inquired regarding whether the North Moore High School project could be paid off early. Finance Director Caroline Xiong indicated that there was a pre-payment penalty and she would provide additional information. Chair Quis offered opportunity for Sheriff Ronnie Fields to speak and Sheriff Fields

thanked the Board and said the commissioners had some tough decisions to make. He said he appreciated them and everything they did for the Sheriff's Office and the County.

Adjournment

There being no further business, upon motion made by Commissioner Graham, seconded by Commissioner Picerno, the Board voted 4-0 to adjourn the March 9, 2022, Special Meeting of the Moore County Board of Commissioners was at 12:07pm.

Francis R. Quis, Jr., Chair

Laura M. Williams, Clerk to the Board

MOORE COUNTY BOARD OF COMMISSIONERS TUESDAY, MARCH 15, 2022 REGULAR MEETING

The Moore County Board of Commissioners convened for a Regular Meeting at 5:30pm, Tuesday, March 15, 2022, in the Commissioners' Meeting Room of the Historic Courthouse, One Courthouse Square, Carthage, North Carolina.

Commissioners Present: Chair Frank Quis, Vice Chair Catherine Graham, Jerry Daeke, Nick Picerno, Otis Ritter

Chair Quis called the meeting to order. Pastor Jim Boyte of Good News Community Church offered the invocation and Capital Projects Manager Rich Smith led the Pledge of Allegiance.

PUBLIC COMMENT PERIOD Chair Quis noted that request had been made to continue a public hearing scheduled for the evening and he offered that those who signed up to speak during the public hearing could still speak during the public comment period if they wished and/or they could speak when the hearing continued at a later date. Those signed in

declined to speak during the public comment period.

The following offered public comment otherwise: John Misiaszek, Kevin Lewis, Bert Patrick, and Mike Freidel. Chair Quis asked whether any commissioner had a conflict of interest concerning agenda items the Board would address in the meeting and there was none.

CONSENT AGENDA Upon motion made by Commissioner Ritter, seconded by Commissioner Daeke, the Board voted 5-0 to approve the following consent agenda items:

Minutes: February 23, 2022, Special Meeting Minutes: March 1, 2022, Regular Meeting Tax Releases/Refunds – February 2022

Annual Retail Malt Beverage and Fortified Wine Licenses

Budget Amendments Sheriff's Office ICAC Grant Application Contract for Audit Services Increase in Compensation for Members of the Board of Equalization and Review

FY22 WIC Activity 403 Agreement Addendum Revision

Revised Moore County Transportation Services Policies The tax releases/refunds resolutions, beverage licenses, budget amendments, and MCTS policies are hereby incorporated as a part of these minutes by attachment as Appendices A, B, C, and D, respectively.

PRESENTATIONS Workforce Development Update Ms. Tammy Wall, Director for the Regional Partnership Workforce Development Board, discussed a proposed

realignment of the workforce development areas into larger prosperity zones and encouraged the commissioners to oppose this action. She was accompanied by the local NC Works Manager and WIOA Director who discussed their services and impact to the community and employers. Ms. Wall also read an email of support from Workforce Development Board member Andi Korte. Commissioner Picerno inquired with Ms. Wall regarding the origin of the idea for the prosperity zones and she indicated she was uncertain of who initiated it. He also asked her if she felt the current program was broken and Ms. Wall said there was always room for improvement but she felt needs were being met. Due to the COVID-19 pandemic, she discussed that they had to be innovative and pivot to address those needs. **Health – Environmental Health Status Report**

Interim Health Director Matt Garner provided an update on the status of environmental health permit issuance, which was an ongoing issue predating his appointment as Interim Health Director. He reviewed that the backlog of septic permit applications was causing wait times of six months that used to be only 30 to 90 days. Mr. Garner discussed measures taken to address the backlog, including hiring resource employees, adding new positions, working overtime, giving citizens other options such as working with private soil scientists, etc.

Discussion followed. Commissioner Picerno asked whether the municipalities had to have these positions as well, as they could possibly assist, and Mr. Garner said he did not think so but would look into it. Commissioner Picerno discussed that lack of a timely permit was costing citizens time and money and said the issue needed to be a top priority. Commissioner Graham inquired regarding degree requirements for the Environmental Health Specialist position and Mr. Garner confirmed a four-year degree was required. He said it would be helpful if colleges/universities would provide for certification upon graduation. Chair Quis asked Mr. Garner to please keep the issue high priority. Mr. Garner expressed appreciation for the support he had received as the delays in permitting would be even longer without that support. **Planning – Permitting Status Report**

Planning Director Debra Ensminger reported on the number of new construction permits issued in the previous year and so far in the current year. She discussed the impacts of delays in the septic permits. The Planning Department currently had seventeen permits waiting to be issued, with the wait attributed to Environmental

Health. Commissioner Picerno asked the Board to consider if it would not be a good idea to offer incentive pay to attract qualified people to the positions needed to be filled. Ms. Ensminger thanked the Board for supporting the building inspections positions which she said had allowed the County to remain competitive and County Manager Wayne Vest commented also regarding the County being blessed in those positions. **Administration – Charters of Freedom Update**

Capital Projects Manager Rich Smith provided an overview and status update on the Charters of Freedom project. Mr. Mike Unruh with Foundation Forward provided further detail and shared renderings of what the

setting would look like. Mr. Larry Caddell discussed fundraising efforts. Mr. Unruh reiterated that the project would use no taxpayer dollars. Chair Quis asked how many settings Foundation Forward had and Mr. Unruh said there were 39 that had been dedicated and 57 more in the works, in twelve different states. He said 26 were in North Carolina. Chair Quis inquired about the installation of engraved pavers for donors and Mr. Unruh explained the process. He also shared information about a time capsule that would be in a safe within the setting, and he reminded the Board of educational opportunities that would be ongoing. Chair Quis commended Mr. Unruh and the organization for making the Charters of Freedom available to Moore County and to less fortunate counties (as Moore County's raised funds would be paid forward to future projects in other jurisdictions). Commissioner Graham asked where Moore County was timewise on the project and Mr. Unruh indicated he was just awaiting clarification on the Civil Rights piece of the project but could begin as early as the next month. He said, though, that it would require some work ahead on the County's end.

PUBLIC HEARINGS Public Hearing/Planning (Continued from February 15, 2022) – Request for Conditional Rezoning from

Residential and Agricultural – 40 (RA-40) and Highway Commercial (B-2) to Highway Commercial Conditional Zoning (B-2/CZ) – US 15/501 Hwy

Planning Director Debra Ensminger discussed that the applicant for the subject rezoning request had requested the public hearing be continued to April 19, 2022, to allow time to address an easement issue. Upon motion made by Commissioner Graham, seconded by Commissioner Picerno, the Board voted 5-0 to continue the

public hearing to April 19, 2022, at 5:30pm. **NEW BUSINESS** Public Works – Request for Approval of Contract with McGill Associates for Engineering Services for the Raw Sewage Station Bypass Pump and Flow Meter Project

Public Works Director Randy Gould presented request for approval of a contract award to McGill Associates. Upon inquiry by Commissioner Picerno, Mr. Gould confirmed that this contract was just for engineering and bids would come back for the other work. Upon motion made by Commissioner Daeke, seconded by Commissioner Ritter, the Board voted 5-0 to award a contract to McGill Associates in the amount of \$104,500 for engineering services for the Raw Sewage Station Bypass Pump and Flow Meter Project and authorize the Chairman to sign. **APPOINTMENTS**

Library Board of Trustees Upon motion made by Commissioner Daeke, seconded by Commissioner Picerno, the Board voted 5-0 to waive the term limit and reappoint Rose Highland-Sharpe to the Library Board of Trustees for a three-year term

expiring March 31, 2025. **COMMISSIONERS' COMMENTS** Commissioner Picerno asked the Board to consider holding a round table meeting for homebuilders, realtors, and perhaps the Planning Board.

ADJOURNMENT There being no further business, upon motion made by Commissioner Graham, seconded by Commissioner Picerno, the Board voted 5-0 to adjourn the March 15, 2022, Regular Meeting of the Moore County Board of Commissioners at 7:05pm.

Francis R. Quis, Jr., Chairman

Laura M. Williams, Clerk to the Board

Agenda Item:

Meeting Date: 04/05/2022

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Caroline L. Xiong, Finance Director

DATE: 03/28/2022

SUBJECT: Budget Amendments

PRESENTER: Caroline L. Xiong

REQUEST:

Approve the attached budget amendments and accept any grant funds awarded to the County associated with the budget amendment.

BACKGROUND:

The NC General Statutes provide for the County to make amendments to the budget during the fiscal year. The budget should be amended to reflect the changing financial opportunities and adjustments that occur after the budget

is adopted. Attached are detailed explanations of each amendment. The amendments are:

Department /

Fund

Amount Sources of Revenue Justification Journal

1. Aging \$8,388

increase

MIPPA (TJC)

Triangle J Council of

Government

Pay portion of SHIIP Coordinators salary

and FICA/Medicare and fringe benefits

100001

2. Aging \$6,508

increase

MIPPA (DOI) NC

Department of

Insurance

Pay portion of SHIIP Coordinators salary

and FICA/Medicare and fringe benefits

100002

3. Aging \$7,705

increase
Donations

Used to fund senior center activities,
programs, and maintenance of equipment
100003

4. Sheriff \$2,430
increase
Sandhills Center

Used to purchase 26 boxes of Naloxone 100004

5. Library \$69
increase
Donations/Memorials

Books 100005
6. Fund 215 Fire
Protection Service
District Fund
\$87,018
increase
Appropriated Fund
Balance

Purchase of Rescue/Pumper Truck 100006

7. Health \$25,010
increase
NC Division of
Public Health Agmt.
Addendum FY20-21

Used to support local Food and Lodging
programs and activities
100009

IMPLEMENTATION PLAN:

N/A

FINANCIAL IMPACT STATEMENT:

The overall effect is to increase/decrease the revenue and expenditures in the General Fund for \$27,509, Multi-Year Grants Fund for \$22,601, Fire Protection SVC District Fund for \$87,018 and to authorize the County Manager to proceed with the amendments and any actions required as a result.

RECOMMENDATION SUMMARY:

Recommend a motion to approve the following budget amendments as stated and accept any grant funds awarded to the County associated with the budget amendment.

SUPPORTING ATTACHMENTS:

The following budget amendments and supporting information are attached:

Agenda Item:

Meeting Date: 04/05/2022

MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Caroline L. Xiong, Finance Director

DATE: March 28, 2022

SUBJECT: Local Educational Bonds - 2018 Bond Referendum – Revision 17

PRESENTER: Caroline Ly Xiong

REQUEST:

Approve the Local Educational Bonds - 2018 Bond Referendum Capital Project Ordinance – Revision 17

BACKGROUND:

North Carolina General Statutes authorize the adoption of Local Educational Bonds - 2018 Bond Referendum Capital Project Ordinance for the lifetime of the project.

IMPLEMENTATION PLAN:

The Project Ordinance including any revisions will be in place for the lifetime of the project.

FINANCIAL IMPACT STATEMENT:

The Project Ordinance includes the revenues and expenditures for the lifetime of the project.

RECOMMENDATION SUMMARY:

Make a motion to adopt the Local Educational Bonds - 2018 Bond Referendum Capital Project Ordinance – Revision 17 as presented.

SUPPORTING ATTACHMENTS:

Project Ordinance – Revision 17

County of Moore

Local Educational Bonds – 2018 Bond Referendum (Fund 482)

Project Ordinance – Revision #17

Journal 100007

BE IT ORDAINED by the Board of Commissioners, County of Moore, North Carolina, pursuant to North Carolina General Statute § 159-13.2, the following project ordinance is hereby adopted as follows:

Section 1. The capital project authorized is to provide funds for acquiring and constructing New Elementary Schools and improving, expanding and renovating other public school facilities; also will provide funds, for acquiring, constructing, improving, expanding, renovating and equipping community college facilities, including Nursing Education Facilities.

Section 2. The officers and staff of this unit are hereby directed to proceed with the project within the budget contained herein.

Section 3. The following amounts are appropriated for the Local Educational Bonds – 2018 Bond Referendum Capital Project Ordinance:

New Southern Pines Elementary School:

Budget Incr./Decr. Revised Budget

Architect	1,770,000\$	-\$	1,770,000\$		
Construction	31,183,483\$	-\$	31,183,483\$		
FF&E	2,306,540\$	-\$	2,306,540\$		
Cost of Issuance	300,185\$	-\$	300,185\$		
Transfer to Capital Res for Govt Project	2,901,361\$	-\$		2,901,361\$	
2019 SP GO BD Premium	-\$	-\$	-\$		
Modernization EL Gym Project MEGYM	3,474,273\$	-\$		3,474,273\$	
Transfer to General Fund Digital Equip	243,215\$	-\$		243,215\$	
Total	42,179,057\$	-\$	42,179,057\$		

New Pinehurst Elementary School:

Budget Incr./Decr. Revised Budget

Architect	2,453,000\$	-\$	2,453,000\$		
Pinehurst Modular Classrooms	2,400,000\$	-\$		2,400,000\$	
Construction	29,636,186\$	-\$	29,636,186\$		
FF&E	2,306,540\$	-\$	2,306,540\$		
Cost of Issuance	259,210\$	-\$	259,210\$		
Contingency	945,064\$	-\$	945,064\$		
GO Bond Premium	-\$	-\$	-\$		
Modernization EL Gym Project MEGYM	4,712,988\$	-\$		4,712,988\$	
Transfer to Capital Res for Govt Project	4,853,000\$	-\$		4,853,000\$	
PHST Transfer to GF Digital Equip	132,078\$	-\$		132,078\$	
Total	47,698,066\$	-\$	47,698,066\$		

New Aberdeen Elementary School:

Budget Incr./Decr. Revised Budget

Construction	26,816,930\$	-\$	26,816,930\$	
Contingency	-\$	-\$	-\$	
Off-Site Sewer	450,000\$	-\$	450,000\$	
FF&E/Tech	1,895,550\$	-\$	1,895,550\$	
Testing & Inspection	93,270\$	-\$	93,270\$	
Cost of Issuance	274,042\$	-\$	274,042\$	
2018 Aberdeen GO BD Prem	-\$	-\$	-\$	
Modernization EL Gym Project MEGYM	353,726\$	-\$	353,726\$	
Carthage EL-HVAC Bld 7	56,700\$	-\$	56,700\$	
Elise MS-Buried boiler	378,000\$	-\$	378,000\$	
Vass LE-HVA Bld 5	108,000\$	-\$	108,000\$	
Carthage EL-Return piping	216,000\$	-\$	216,000\$	
Community L-Air handlers	108,000\$	-\$	108,000\$	
Sandhills FL-Heat pumps	199,600\$	-\$	199,600\$	
Carthage EL-Gym	43,200\$	-\$	43,200\$	
Carthage EL-Fire alarm	140,400\$	-\$	140,400\$	
All schools-Classroom display syst	387,400\$	-\$	387,400\$	
Elise MS-Gym	27,000\$	-\$	27,000\$	
Union Pines-Furnace ROTC Bld	13,000\$	-\$	13,000\$	
Sandhills FL-Install foundation	40,500\$	-\$	40,500\$	
Highfalls ES-sanitary lift station	-\$	-\$	-\$	
NMHS-sanitary lift station	254,000\$	-\$	254,000\$	
Union Pines-Water main pipes	56,755\$	-\$	56,755\$	
Transfer to General Fund Digital Equip	1,124,707\$	-\$	1,124,707\$	
Transfer to Southern Pines Construction	1,560,208\$	-\$	1,560,208\$	
Total	34,596,988\$	-\$	34,596,988\$	

SCC Nursing Education Facilities:

Budget Incr./Decr. Revised Budget

Architect	1,480,744\$	-\$	1,480,744\$	
SCC Construction	14,295,635\$	-\$	14,295,635\$	
Cost of Issuance	353,500\$	-\$	353,500\$	
SCC Contingency	560,424\$	-\$	560,424\$	
SCC FF&E	2,966,382\$	-\$	2,966,382\$	
SSC Planning & Design	343,315\$	-\$	343,315\$	
SCC GO Bond Premium	-\$	-\$	-\$	
Phase I & II - Water Utility Improvements	500,000\$	(500,000)\$	-\$	
Meyer Hall Science Lab Renovations	1,609,310\$	500,000\$	2,109,310\$	
SCC Transfer to CR for GOV PROJ	1,600,000\$	-\$	1,600,000\$	
Total	23,709,310\$	-\$	23,709,310\$	

Section 4. The following revenues are anticipated to be available to complete the Local Educational Bonds – 2018 Bond Referendum Project Ordinance:

New Southern Pines Elementary School:

Budget Incr./Decr. Revised Budget

Transfer from Capital Res for Govt Project	2,901,361\$	-\$	2,901,361\$
2019 SP GO BD Proceeds	34,000,000\$	-\$	34,000,000\$
2018 SP GO BD Premium	3,474,273\$		3,474,273\$
SP Sales Tax Refund	243,215\$	-\$	243,215\$
Transfer from New Aberdeen Elementary	1,560,208\$	-\$	1,560,208\$
Total	42,179,057\$	-\$	42,179,057\$

New Pinehurst Elementary School:

Budget Incr./Decr. Revised Budget

Transfer from Capital Res for Govt Project	4,853,000\$	-\$	4,853,000\$
2019 PHST GO BD Proceeds	38,000,000\$	-\$	38,000,000\$
2020 PHST GO BD Premium	4,712,988\$	-\$	4,712,988\$
PHST Sales Tax Refund	132,078\$	-\$	132,078\$
Total	47,698,066\$	-\$	47,698,066\$

New Aberdeen Elementary School:

Budget Incr./Decr. Revised Budget

2018 Aberdeen GO BD Proceeds	31,000,000\$	-\$	31,000,000\$
2018 Aberdeen GO BD Prem	2,472,281\$	-\$	2,472,281\$
2018 Aberdeen GO Bond Int	580,837\$	-\$	580,837\$
Aberdeen Elem Sales Tax Refund	543,870\$	-\$	543,870\$
Total	34,596,988\$	-\$	34,596,988\$

SCC Nursing Education Facilities:

Budget Incr./Decr. Revised Budget

Transfer from Capital Res for Govt Project	1,600,000\$	-\$	1,600,000\$
SCC GO BD Proceeds	20,000,000\$	-\$	20,000,000\$
SCC GO BD Premium	2,109,310\$	-\$	2,109,310\$
Total	23,709,310\$	-\$	23,709,310\$

Section 5. The Finance Officer is hereby directed to maintain within the Project Fund sufficient specific detailed accounting records to satisfy the requirements of North Carolina General Statutes, federal regulations and any other applicable laws.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. The Finance Officer is directed to report the financial status of the project, as requested by the Board of Commissioners.

Section 8. This Project Ordinance shall be entered in the minutes by the Clerk to the Board of Commissioners and within five days after adoption of this Ordinance, copies shall be filed with the finance officer, budget officer and Clerk to the Board of Commissioners.

Adopted this 5th day of April 2022.

Frank Quis, Chairman
Moore County Board of Commissioners

Laura M. Williams
Clerk to the Board

Agenda Item: Meeting Date: 04/05/2022 MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Misty Leland, County Attorney DATE: March 30, 2022 SUBJECT: Proposed County of Moore Personnel Policy Revision PRESENTER: Misty Leland, County Attorney Wayne Vest, County Manager

REQUEST:

Request the Board of Commissioners approve the proposed revision to the County of Moore Personnel Policy.

BACKGROUND:

The proposed policy revision:

Article V. Condition of Employment, Section 5 Limitation on Employment of Relatives—

Allows an exception for resource status employees to work in the same department as their immediate family when there is a compelling hardship in fulfilling departmental needs.

IMPLEMENTATION PLAN:
Effective April 5, 2022

FINANCIAL IMPACT STATEMENT: N/A

RECOMMENDATION SUMMARY: Request the Board of Commissioners make a motion to adopt the revised Personnel Policy as presented effective April 5, 2022.

SUPPORTING ATTACHMENTS: Revised Policy

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

i

PERSONNEL POLICY

TABLE OF CONTENTS

I. Organization of Personnel System

Section 1 Purpose 1

Section 2 Coverage 1

Section 3 Responsibility of the Board of Commissioners 1

Section 4 Responsibility of the County Manager 1

Section 5 Responsibility of the Human Resources Director 2

Section 6 Responsibility of County Employees 2

Section 7 Departmental Procedures 2

Section 8 Definitions 2

II. Position Classification

Section 1 Policy Statement 7

Section 2 Adoption 7

Section 3 Allocation of Positions 7

Section 4 Administration of the Position Classification Plan 7

Section 5 Amendments to Position Classification Plan..... 8

Section 6 Procedures for Change 8

Section 7 Reclassification of Positions 8

III. Pay Plan

Section 1 Adoption 9

Section 2 Administration, Maintenance and Transition of the Pay Plan 9

Section 3 Hiring or Starting Pay Plan 9

Section 4 Salary or Hourly Rate of Part-Time Employee 9

Section 5 Salary Adjustments 9

Section 6 Pay Periods..... 11

Section 7 Payroll Deductions 11

Section 8 Salary at Separation 11

Section 9 Advance on Wage 11

IV. Recruitment and Selection

Section 1 Statement of Equal Employment Opportunity 12

Section 2 Recruitment Requirements 12

Section 3 Position Vacancy Announcements 12

Section 4 Residency Requirement 12

Section 5 Applications for Employment 13

Section 6 Applicant Tracking 13

Section 7 Application Reserve File 13

Section 8 Qualification Standards..... 13

Section 9 Selection for Employment 13

Section 10 Conditional Offer of Employment 13

Section 11 Appointments 15

Section 12 Probationary Period of Employment..... 15

Section 13 Regular Status..... 16

Section 14 Promotion 16

Section 15 Demotion 16

Section 16 Transfer 16

Section 17 Performance Evaluation 17

V. Conditions of Employment

Section 1 Gifts and Favors 18

Section 2 Political Activity Restricted 18

Section 3 Secondary or Outside Employment 18

Section 4 Endorsement of Any Business 18

Section 5 Limited of Employment of Relatives 19

Section 6 Smoking Policy 19

Section 7 Improper Dating 19

Section 8 Workplace Harassment 19

Section 9 Workplace Violence 21

Section 10 Criminal Convictions..... 22

Section 11 Personal Appearance and Behavior 22

Section 12 Essential Positions.....23

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

iii

VI. Attendance and Leave

Section 1 Workweek	24
Section 2 Hours of Operation	24
Section 3 Work Schedules	24
Section 4 Overtime	24
Section 5. Holiday Leave	26
Section 6 Vacation Leave	27
Section 7 Voluntary Shared Leave	29
Section 8 Sick Leave	31
Section 9 Family and Medical Leave Act of 1993/Military Family Leave Entitlements	32
Section 10 Leave Without Pay	37
Section 11 Workers' Compensation Leave	38
Section 12 Modified Duty for Work Related Accidents or Injuries	38
Section 13 Leave During Inclement Weather; Emergency Closing	39
Section 14 Military Leave	41
Section 15 Civil Leave	41
Section 16 Community Leave.....	41
Section 17 Administrative Leave	41
Section 18 Pandemic Endurance Leave	42

VII. Employee Benefits

Section 1 Coverage	43
Section 2 Group Health and Dental Insurance	43
Section 3 Group Life Insurance	44
Section 4 Unemployment Compensation	44
Section 5 Social Security	44
Section 6 Retirement Plan	44
Section 7 Death Benefit	44
Section 8 Law Enforcement Officers' Separation Allowance	45
Section 9 Longevity and Service Pay	45
Section 10 Supplement Retirement Plan 401(k)	45

Section 11 Training and Educational Incentives	45
Section 12 Employee Assistance Program	46
Section 13 Wellness Center Use	47
Section 14 Other Benefits	48
Section 15 Employer Statement.....	48
VIII Discipline Action and Separation	
Section 1 Disciplinary Actions	49
Section 2 Types of Separations	57
Section 3 Reinstatement to Regular Status	58
Section 4 Employee Appeal	58
Section 5 Time Limits for Active Warnings/Disciplinary Actions for Progressive Discipline	58
Section 6 Credentials	60
IX. Grievance Procedure	
Section 1 Purpose	61
Section 2 Applicability	61
Section 3 Policy	61
Section 4 Procedure	61
Section 5 Organization of the Human Resources Appeals Committee	62
Section 6 Grievance Hearing with the Human Resources Appeals Committee	63
Section 7 Maintenance of Grievance Records	64
X. Personnel Records and Reports	
Section 1 Personnel Records Maintenance	65
Section 2 Public Information	65
Section 3 Access to Personnel Records	65
Section 4 Confidential Information	66
Section 5 Records of Former Employees	67
Section 6 Remedies of Employees Objection to Material In File.....	67
Section 7 Penalty for Permitting Access to Confidential File By Unauthorized Person	67

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

v

Section 8 Penalty for Examining and/or Copying Confidential	
Material Without Authorization	67
Section 9 Destruction of Records Regulated	67
XI. Safe Workplace Policy	
Section 1 Safe Workplace Policy	68
Section 2 Workplace Violence	68
Section 3 Safety, including Occupational Safety and Health Act (OSHA)	68
XII. Implementation of Policy	
Section 1 Conflicting Policies Repealed	69
Section 2 Severability	69
Section 3 Violation of Policy Provision	69
Section 4 Amendments	69
Section 5 Administrative Procedures	69
Section 6 Effective Date	69

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

vi

THIS PAGE INTENTIONALLY LEFT BLANK

County of Moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

1

ARTICLE I. ORGANIZATION OF THE PERSONNEL SYSTEM

Section 1. Purpose The purpose of this Policy is to establish a fair and uniform system of personnel administration for all

employees of the County under the supervision of the County Manager, Board of County Commissioners, Sheriff, Register of Deeds, Board of Elections, Board of Health, Social Services

Board and the Soil & Waters Conservation Board. State requirements will supersede these policies for positions subject to the State Personnel Act, whenever there is a conflict. This policy is

established under the authority of the General Statutes of North Carolina.

It is a guide providing general information about policies and benefits. When this policy is presented to employees in the format of an employment policy, neither the policy nor any other County communication or practice creates an employment contract. The County reserves the right to make any changes in content or application or eliminate policies and benefits as it deems appropriate.

Nothing in this Policy nor any other policy or communication changes the fact that employment is at-will for an indefinite period unless terminated by the employee or the County, except as otherwise governed by federal or state law.

Section 2. Coverage

All employees in the County's service shall be subject to this Policy except as noted. The following officials are exempt from this Policy: elected officials, appointed officials, and Independent contractors.

Employees of the Sheriff and Register of Deeds shall be subject to all sections of this Policy, except that the Sheriff and Register of Deeds have the exclusive right to hire, discharge, and supervise the employees in their respective departments under the authority of 153A-103 of the North Carolina General Statutes. The Soil and Water Conservation Districts has the exclusive right to hire, discharge, and supervise the employees under the authority of 159 of the North Carolina General Statutes.

Employees governed by the provisions of Chapter 126 of the North Carolina General Statutes (State Personnel Act) shall be subject to all articles except when in conflict with Chapter 126, in which case the State Personnel Act shall prevail.

Section 3. Responsibility of the Board of Commissioners

The Board of Commissioners shall establish positions and policies, approve the Position Classification and Pay Plan, approve all new positions and new classifications, and make and confirm appointments when required by law.

Section 4. Responsibility of the County Manager

The County Manager shall be responsible to the Board of Commissioners for the administration of the Personnel Program and shall have full responsibility for all personnel functions. The County Manager shall appoint, suspend and remove all County employees except those elected by the people or whose appointment is otherwise provided for by law. The County Manager has designated the hiring authority to the Human Resources Director to the extent not inconsistent with law or the policy of the Board of Commissioners.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

2

Section 5. Responsibility of the Human Resources Director

The County Manager may appoint a Human Resources Director who shall be responsible to the County Manager for administration of the Personnel Program. The Human Resources Director shall recommend rules and revisions of the personnel system to the County Manager for consideration. Any revisions to this Policy must be approved by the Board of County Commissioners.

Section 6. Responsibility of County Employees

County employees are responsible for complying with the contents of this Policy. An employee, who violates any of the provisions of this Policy, or administrative policies as approved by the County Manager, may be subject to disciplinary actions such as: suspension, demotion, or dismissal in addition to any civil or criminal penalty.

Section 7. Departmental Procedures

Due to the particular requirements of the various departments of the County, each Department Director is authorized to establish supplemental administrative procedures (Standard Operation Procedures) applicable only to the personnel of that department. All such procedures shall be subject to the review/approval of the County Attorney and County Manager and shall not in any way conflict with this Policy.

Section 8. Definitions

Adverse Action. An involuntary demotion, an involuntary reduction in pay, involuntary transfer, suspension without pay, lay off or dismissal.

Anniversary Date. The employee's original date of uninterrupted employment with the County in a regular position.

Appointing Authority. Any board or position with legal or delegated authority to make hiring decisions.

Applicant. One who places himself or herself in competition for a vacant position by the virtue of completing and submitting an application for employment regardless of current employment status, (i.e., a current County employee becomes an applicant when an application for another position is submitted).

Class. A position or group of positions having similar duties and responsibilities, requiring similar qualifications, which can be properly designated by a single title indicative of the nature of work performed, and carrying the same salary range.

Cost of Living Adjustment. A general pay increase granted to all employees in a fiscal year in response to inflation and labor market factors.

Competitive Service Employee. An employee of the Department of Social Services, the Health Department, or the Office of Emergency Management receiving federal grant-in-aid funds and subject to the State Personnel Act, Chapter 126 of the North Carolina General Statutes.

Compensatory Time. Time earned by a non-exempt employee for work in excess of a workweek.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

3

Contributing Competencies. Knowledge, skills, and abilities necessary to effectively perform a particular job as described for Steps 1, 2, 3, 4, or 5 of the position.

Demotion. The reassignment of an employee to a position or a classification having a lower salary range than the position or the classification from which the reassignment is made.

Department Director. The highest level of supervision or top administrative official of a department of County government.

Downgrade. A change that results in a lower grade being assigned to a position based on duties, responsibilities, and reorganization or market surveys.

Essential Positions: Employee positions that are determined essential to the successful and efficient management of an emergency situation are as follows:

Animal Shelter Attendants

Automobile Mechanic

E911 personnel

Electrical Maintenance Technician

Emergency Services/Public Safety and EOC staff (In accordance with EO Plan)

Emergency Medical Services

Equipment Operator

Garage Supervisor

HVAC Maintenance Technician

Landfill Supervisor

Maintenance Supervisor/Collections/Distributions/Water Quality Maintenance Supervisor

Maintenance Technician Sheriff's Office field personnel

Truck Driver Utility Maintenance Technician

Utility Operations Manager Water Plant Operator

Water Pollution Control Plant Operator Water Pollution Control Plant Mechanic

Weighmaster

Exempt Employee. An employee not subject to Fair Labor Standards Act provisions regarding minimum wage and overtime compensation.

Full Time Employee. A salaried employee or position to which a salaried employee is assigned, scheduled for 40 hours or more per work week as can be a salaried or hourly employee.

Hiring Rate. Step 1 through the maximum salary levels for a given classification.

Immediate Family. Wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, step-child, stepbrother and stepsister.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

4

Independent Contractor. Per IRS Publication 15-A, an independent contractor is a person who performs services in which the payer only has the right to control or direct the result of the work, not the method. The designation of independent contractor will be determined by using the IRS 20-factor test which assesses the degree of control the County exercises over the way the work is performed. An Independent Contractor receives no fringe benefits.

Just Cause. Legally acceptable or sufficient reason.

Merit Award. A bonus payment awarded in a lump sum based on service that exceeds the expected performance of the assigned position.

Non-Exempt Employee. An employee subject to Fair Labor Standards Act provisions regarding minimum wage and overtime compensation.

Part-Time Employee. Hourly compensated employee or position to which an hourly employee is assigned, scheduled for work less than 40 hours per workweek.

Pay Grade. All positions that are sufficiently comparable to warrant one range.

Pay Plan. A schedule of pay ranges arranged by sequential grades.

Pay Plan Revision. The uniform raising or lowering of the pay ranges of every grade within the Pay Plan.

Pay Range. The minimum through the maximum salary levels for a given classification.

Pay Range Revision. The raising or lowering of the salary range for one or more specific classes of positions within the Position Classification and Pay Plan.

Performance Evaluation System. A review of an employee's performance based on standard personnel practices and performance principles.

Performance Pay. An increase as determined by the applicable Pay Plan and the County's annual budget based upon an employee's performance evaluation.

Performance Principles. A systematic and uniform method of personnel administration based on equal employment opportunity principles and designed to provide objective employment decisions.

Position. A group of current duties and responsibilities requiring the full or part-time employment of one person.

Position Classification Plan. A plan approved by the Board of County Commissioners that assigns classes (positions) to the appropriate pay grade, based on internal comparison and market surveys of relative duties and responsibilities.

Position Specification. Qualification standards required for an employee to progress through the Position Classification and Pay Plan.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

5

Prior Service Credit. A system for determining eligibility for employment and/or benefits, based on equivalent prior service to Moore County

Probationary Employee. An individual appointed to a regular position who has served less than 9 months in the position, or who has otherwise not completed specified prerequisites for attaining regular status. This may be based on initial hire, promotion, or transfer into another position.

Promotion. The reassignment of an employee to a position or classification in the County having a higher pay range than the position from which the reassignment is made.

Reassignment. Intradepartmental change of duty assignment within the same grade and based upon needs of the department, as determined in the sole discretion of the Department Director.

Reclassification. A change in a position from one class to another based on changes in the complexity and responsibility of, and the skill required to perform, the essential functions of the position.

Reduction in Force. The abolishment of or reduction of all or some portion of a position, based on the needs of the organization, work load, and availability of funding.

Regular Employee. An employee who has satisfactorily completed a probationary period and has been approved for regular status by his or her department director. If the employee hired is designated a trainee or is assigned to a "work against" position, the employee shall also satisfy the minimum education and work experience requirements of the position before attaining regular status (competitive service employees only).

Regular Full-time Position. A position that has been approved by the Board of County Commissioners, the duties and responsibilities of which are required to be performed on a continuous basis, normally requiring full-time employment of an individual.

Regular Part-time Position. A position that has been approved by the Board of County Commissioners, the duties and responsibilities of which are normally to be performed in less than a regular work day and/or workweek.

Reorganization. Due to changes in the organizational needs of a department or the County, the duties and responsibilities or technological requirements of a position may be reclassified, and a position may be abolished in full or in part, or a new position created.

Resource Employee. An individual who serves in a position without benefits and for an indefinite duration.

Retaliation. Any form of adverse reaction to a lawful and protected action by an employee.

Steps. Method of progression through the five contributing competency ranges.

Temporary Employee. An individual appointed to serve in a position for a definite duration, not to

exceed 12 months.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

6

Temporary Position. A position for which the duties and responsibilities are required to be met for a limited period of time, normally not to exceed 12 months, and which may or may not require attendance by an individual for a full work day and/or workweek.

Transfer. Change of duty assignment as a result of any employee becoming an applicant and being selected for a vacant position within the County.

Upgrade. A change that results in a higher grade being assigned to a position with the same job responsibility.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

7

ARTICLE II. CLASSIFICATION PLAN

Section 1. Policy Statement All positions covered by the plan are classified according to their duties, responsibilities, qualifications needed of incumbent employees, and other related factors. In order to assure its continuing value as a personnel management tool, the Position Classification Plan shall be maintained and updated to reflect the current work assignments and other conditions and requirements which are factors in proper classification and allocation of positions.

Section 2. Adoption

The Position Classification Plan, approved by the Board of County Commissioners, is the official Position Classification Plan for the County of Moore.

Section 3. Allocation of Positions

Upon recommendation of the Human Resources Director, the County Manager shall allocate each position covered by the classification plan to its appropriate class and salary grade in the plan. The Board of Commissioners is responsible for approving the total number of positions.

Section 4. Administration of the Position Classification Plan

The Human Resources Director shall be responsible for the administration and maintenance of the Position Classification Plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. Upon classification, each position shall be assigned to a salary grade in the Position Classification Plan.

4.A. Department Directors shall be responsible for bringing to the attention of the Human Resources Director:

4.A.1. The need for new positions, and

4.A.2. Material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classifications of any existing positions.

4.B. The Human Resources Director will recommend to the County Manager to either:

4.B.1. Allocate the new position to the appropriate class within the existing classification plan, or

4.B.2. Recommend that the Board of Commissioners amend the Position Classification Plan to establish a new class to which the new position may be allocated.

New positions shall be established only with the approval of the Board of Commissioners.

4.C. When the Human Resources Director finds that a substantial change has occurred in the nature or level of duties and responsibilities of an existing position, the Human Resources Director will recommend to the County Manager to:

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

8

4.C.1. Direct that the existing class specification be revised,

4.C.2. Reallocate the position to the appropriate class within the existing classification plan,
or

4.C.3. Recommend that the Board of Commissioners amend the Position Classification Plan
to establish a new class to which the position may be allocated.

Section 5. Amendment of the Position Classification Plan

Classes of positions shall be added to and deleted from the Position Classification Plan by the Board
of Commissioners based upon the recommendation of the County Manager.

Section 6. Procedures for Change

The Position Classification Plan may have classes added or deleted annually as part of the budget
process, or as needs of the County organization require. The Board of Commissioners shall approve
the creation or deletion of any class.

When a Department Director believes that a new class is needed, either to add a new type of work or
to reflect additional levels of work within an existing series of classes, the Director shall furnish the
Human Resources Director with a written statement of proposed duties for the new class, and other
information as necessary.

A class shall be deleted from the Position Classification Plan when the Board of County
Commissioners, with the recommendation of the County Manager, has determined that it is no
longer needed for the positions in the County organization.

Section 7. Reclassification of Positions

When a Department Director believes that a substantial change has occurred in the level of duties
and responsibilities of an existing position, the Department Director shall submit in writing to the
Human Resources Director a detailed job description, related justifications and his/her
recommendations.

The County Manager shall review the recommendation and shall approve, disapprove or reclassify the position to an
existing classification or recommend the establishment of a new class for approval
by the Board of County Commissioners.

ARTICLE III. PAY PLAN

Section 1. Adoption The Pay Plan, as approved by the Board of County Commissioners, is adopted annually as the official

Pay Plan for Moore County.

Section 2. Administration, Maintenance and Transition of the Pay Plan The County Manager shall be responsible to the Board of Commissioners for the administration and maintenance of the Pay Plan. The Pay Plan is intended to provide equitable compensation for all positions, when considered in relation to each other, to general rates of pay for similar employment in the private and public sectors, to changes in the cost-of-living, to the financial conditions of the County and other relevant factors. To this end, the County Manager shall, from time to time, make comparative studies of all factors affecting the level of salary ranges and shall recommend to the Board of Commissioners such changes as the County Manager may deem appropriate. When transitioning into a new pay plan, as practical as possible, the change will have no negative impact on an employee salary.

Section 3. Hiring or Starting Salary

Each employee, except those competitive service employees with trainee/work against status, shall be paid at least Step 1 within the pay range established for the classification of the position. Appointment above Step 1 will be based upon comparing the employee qualifications to the position specification, verified employment and/or education history. The applicant will be placed within the salary range after evaluating the employee's qualifications with the position's specifications.

Section 4. Hourly Rate of Part-Time Employee

The hourly rate paid to part-time employees is set out in the Pay Plan adopted annually by the Board of Commissioners as part of the budget process.

Section 5. Salary Adjustments

The Human Resources Director shall be responsible for administering all adjustments. Employees shall be advised of all salary changes.

5.A. Salary adjustments may occur as a result of the following:

5.A.1. Cost-of-Living Adjustment - The Board of Commissioners may grant all employees in service to the County a cost-of-living adjustment each fiscal year as directed in the annual budget.

5.A.2. Performance Pay - Performance pay may be funded in the annual budget, and is awarded based on the annual performance review. An employee will be eligible for performance pay if he/she is at Step 5 or above and meets the position specifications. Performance pay is effective on the first day of the next pay period following the employee's employment anniversary date. All documentation must be received before the payroll deadline date of the pay period in which the performance pay is due. When an employee's annual salary is at or near the maximum of the pay grade, the employee shall receive the portion of the performance pay that exceeds

the maximum pay of the pay grade as a lump sum payment.

5.A.3. Below proficient rating - An employee whose annual performance is rated below proficient shall receive a 3.25% decrease in salary until such time as the performance is rated at proficient or above. The supervisor and employee shall develop a 60 day work plan for performance improvement to the proficient level. The work plan for performance improvement shall be in writing and a copy shall be placed in the personnel file. The employee's progress shall be reviewed at 30 days after entering into a work plan for performance improvement and discussed with the employee. This 30 day review shall be acknowledged in writing. Failure to achieve a rating at proficient or above at the end of 60 days shall result in disciplinary action up to and including dismissal. The decrease in salary is effective on the next pay period following the date of receipt of the below standard rating. If after 60 days, performance returns to proficient or above, the employee will return to previous salary and will remain there until the next annual evaluation. All documentation must be received before the payroll deadline date of the pay period in which the decrease is assessed.

5.A.4. Demotion - An employee may receive a decrease in salary due to a demotion to a lower salary grade as determined by the Department Director, subject to review and approval by the Human Resources Director and the County Manager.

5.A.5. Reclassification - When a position is reclassified to a higher grade, the County Manager has the discretion to:

5.A.5.a. Adjust the salary upward, provided that the adjusted salary does not exceed the maximum of the new salary range, or

5.A.5.b. To leave the salary unchanged, except when the salary is below Step 1, in which case the salary shall be brought up to Step 1 of the new classification. When a position is reclassified to a lower class and the employee is receiving a salary above the maximum rate established for the new class, the salary of the employee shall be maintained at that level until such time as the position's pay range is increased above the employee's current salary.

5.A.6. Negotiated increase - Other salary increases may be granted from time to time with the approval of the County Manager or other hiring authority, as applicable. The County Manager or other hiring authority, as applicable may increase the annual salary of an employee when the employee's position is known to be one that is hard to fill or the market rate exceeds the current rate of pay or when the employee assumes additional duties and responsibilities. The salary after any such increase may not exceed the maximum of the salary range.

5.A.7. Progression through the Contributing Competencies (Steps 1, 2, 3 and 4 only) - An employee who meets the

position specification for the next applicable step prior to his/her anniversary date will be moved to the appropriate step within the established County of Moore Classification and Pay Plan, effective the next pay period after meeting the applicable contributing competency. For the purposes of the Step System, 1 year is equal to 2080 hours worked. The employee must be performing at a proficient level in order to be considered for the next step.

5.A.8. Trainee/work against to full class (competitive service employees only) - When a trainee or employee classified as a "work against" meets the minimum requirements for the position (full class), the salary shall be adjusted upward to the minimum of the position's salary range unless otherwise negotiated at the time of hire. Approved leave without pay shall not count as time worked toward meeting the minimum requirements for the position.

5B. Effective date of salary adjustments - Salary adjustments shall generally be effective on the first day of the next pay period following the change.

5.C. Merit awards — Merit award funds may be funded by the Board of Commissioners during the annual budget process. If so designated, merit awards shall be allocated in a manner determined by the County Manager. Employees in regular, budgeted positions working a minimum of 20 hours per week are eligible to receive merit awards. Eligible employees may be granted lump sum merit awards at any time during the budget year. Merit awards should follow incidents or periods of outstanding job performance.

Section 6. Pay Periods

All employees shall be paid bi-weekly, 2 weeks in arrears. The usual payroll is every other Thursday; if the scheduled payday is a holiday, employees will be paid the last working day prior to said holiday. Pay is made by direct deposit to the employee's banking accounts.

Section 7. Payroll Deductions

Payroll deductions specifically mandated or authorized by law shall be deducted from each employee's pay and shall include:

7.A. Federal income tax

7.B. State income tax

7.C. Social security

7.D. North Carolina Local Government Employees' Retirement System, or Law Enforcement Officers' Benefit and Retirement Fund.

Other deductions which may be taken include optional United Way contributions, retirement plan contributions, insurance benefit payments and other voluntary deductions approved by the County Manager, in accordance with applicable law.

Section 8. Salary at Separation

The final scheduled payroll will be paid 2 weeks in arrears. The final payment paid to the employee will include annual leave, compensatory time and overtime amounts due. An employee who separates from employment with the County will receive an appropriate reduction in final pay if there is a negative

balance in leave.

Section 9. Advance on Wages

There shall be no advance on wages.

ARTICLE IV. RECRUITMENT AND SELECTION

Section 1. Statement of Equal Employment Opportunity Policy

It is the policy of the County to maintain a systematic, consistent recruitment program, to promote equal employment opportunities, and to identify and attract the most qualified applicants for employment with the County. This policy is achieved by announcing all position vacancies, by evaluating all applicants using the same criteria, or by applying testing methods through the Employment Security Commission. All appointments, promotions and other personnel transactions shall be made solely on the basis of merit and fitness for duty. The County of Moore is an equal opportunity employer. All applicants for job openings are considered for employment without regard to race, color, sex, religion, disability, national origin, or age as provided by law.

Section 2. Recruitment Requirements

The Human Resources Director shall be responsible for an active recruitment program to meet current and projected manpower needs through procedures that will assure equal employment opportunities based on reasonable performance-related job requirements. To accomplish this, the efforts of the Human Resources Director and all County departments must be coordinated in a timely manner. The Human Resources Director and Department Directors shall jointly determine whether a position vacancy will be recruited by internal, external or concurrent postings.

Section 3. Position Vacancy Announcements

Vacant positions shall be reviewed by the Department Director and the Human Resources Director to determine if the position is appropriately classified, if the position should be filled, how the posting and recruitment should be handled and the necessary job requirements.

Positions which are to be posted internally to current County Employees shall be posted for at least 5 working days. Positions which are posted and advertised externally shall be posted for a minimum of 10 working days and shall include information pertinent to the position, including at minimum, the title, salary range, key duties, knowledge and skill requirements, minimum education and experience standard, department, special certification or licensing requirements and application closing date. This posting shall be in the Moore County vacancy listing as well as posted with the local Employment Security Commission office and, as determined appropriate, advertised through the media, schools and professional sources.

If a position has been advertised recently and an adequate number of applications exist, the County may not be required to re-advertise.

Section 4. Residency Requirement

The County Manager (by contract) and the Assistant County Manager shall be required to reside within Moore County or to relocate into the County within nine (9) months of the first day of employment or promotion. This shall be a condition of employment and/or promotion and all applicants shall be so advised. Failure to comply may result in disciplinary action up to and including termination.

Section 5. Applications for Employment

All persons expressing interest in employment with the County shall be given the opportunity to file an application for employment. Applicants will be considered on the basis of their qualifications and suitability for the position, including, but not limited to, relative ability, knowledge and skills, educational background and any special licenses or certifications which may be required. All applications must be made through the Human Resources Department.

Applicant information is confidential in accordance with North Carolina General Statutes §153A-98 and other applicable laws.

Section 6. Applicant Tracking

Human Resources shall be responsible for maintenance of permanent records of all position vacancy announcements, including posting and closing dates, all optional referral sources used in the recruitment process and the pool of applicants considered for each vacancy.

The applicant pool data for each position shall include interview information, and test scores, where applicable, for each position vacancy announcement, as well as other documentation required by applicable federal, state or local law. An alphabetical list of all applicants shall be maintained by Human Resources.

Section 7. Application Reserve File

Applications for employment shall be kept in an active file for one (1) year and then in a reserve file for one (1) year in accordance with the County of Moore Management Records Retention and Disposition Schedule.

Section 8. Qualification Standards

All applicants considered for employment or employees considered for internally-posted openings shall meet the qualification standards established by the Position Classification Plan. All appointments shall be made on the basis of equal employment opportunity principles.

Qualifications shall be reviewed periodically to assure that requirements are fair and conform to actual job performance requirements.

Section 9. Selection for Employment

Department Directors shall develop, use and document, on a consistent basis, a selection process which fairly assesses the aptitude, education and experience, knowledge and skills, character, and other qualifications required for positions in the service of the County and provide the information to Human Resources Department.

Section 10. Conditional Offer of Employment

In order to protect the person and property of citizens and clients of the County of Moore, the County, in its sole discretion, may require that additional tests or investigations be conducted after making a conditional offer of employment, but before making a final offer of employment. Such additional tests or investigations are determined by the position being filled, and may include, but are not necessarily limited to the following: credit checks, typing tests, driving tests and finger printing, all in accordance with applicable law.

Once an applicant is extended a conditional offer of employment, the applicant may be required to undergo an examination for physical, mental or emotional fitness for duty. The appropriate test will be based on bona fide occupational qualifications. Unsatisfactory results from such testing will result in the conditional offer of employment being withdrawn.

Applicants shall be required to undergo substance abuse screening prior to being made a final offer of employment, in accordance with the County of Moore Substance Abuse Policy adopted by the Board of Commissioners.

All positions (full-time, part-time, volunteer, resource and temporary) within Moore County shall require a background check. Applicants shall complete a Background Check Consent Form prior to the check being conducted. Refusal to sign the disclosure authorization statement will constitute grounds to discontinue any employment or volunteer consideration for that candidate. Background checks will be discussed with the Department Director on an as-needed basis. Background check results will be maintained in a highly confidential manner. It shall be the responsibility of the Human Resources Director, under the direction of the County Manager, to qualify/disqualify applicants to hire or volunteer. Should there be a disagreement between the Human Resources Director and the Department Director on the results of the check, the County Manager shall be the final authority. The Board of County Commissioners shall be the final decision maker for the appointed positions of County Manager, Clerk to the Board, County Attorney and Tax Administrator. The Sheriff and Register of Deeds will make the final decision on their employees. The Boards of Elections, Health and Social Services will be the final decision maker for their appointed directors. A background check shall consist of a review of national and local criminal records to include convictions and/or pending charges. Additionally, a United States National Sex Offender Registry and also known as (AKAs) search shall be conducted.

No final employment or volunteer applicant will be approved if convicted of a felony crime involving theft, burglary, embezzlement, robbery, fraud, bribery, misappropriation, assault, kidnapping, child abuse, rape, crime against nature, homicide, incest, indecent liberties, indecent exposure, obscenity, and sexual assault. For a felony conviction not listed above and for any misdemeanor, the County will consider length of time since conviction, nature of crime, circumstance surrounding the commission of the offense or offenses, evidence of rehabilitation, number of prior convictions, and age of the person at the time of occurrence.

No individual who applies for employment or to volunteer to work with children, seniors, individuals with disabilities or animals shall be approved if convicted of any misdemeanor or felony crimes involving assault, kidnapping, child abuse, rape, crime against nature, homicide, incest, indecent liberties, indecent exposure, obscenity, or sexual assault.

In the event that disqualifying information is revealed during the background check process, applicants shall be notified that the Conditional Offer is being withdrawn. Applicants shall have the right to appeal the disqualifying decision to the County Manager in writing within 5 business days from the date of receipt of the rejection notification letter. Applicants applying for positions at the

Sheriff's Office, Register of Deeds, Department of Social Services, Health Department, Cooperative Extension, Soil & Water and Board of Elections shall appeal to their board or their highest level of management, whichever is appropriate.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

15

Evidence that a check was conducted, date and type of background check, and a sufficient record of a disqualifying outcome must be maintained by Human Resources. A copy of the disqualification notification to the applicant and the background check record must be retained in the position vacancy file.

Evidence of a background check that results in an employee being approved for hire should be filed separate from their personnel file.

Employees and volunteers working with children, seniors, individuals with disabilities and/or animals are subject to an annual background check as defined above.

Section 11. Appointments

All appointments to positions with the County shall be made on the basis of job related qualifications, skills and the needs of the County.

Before any commitment is made to an applicant, the Department Director shall forward the applicant's completed application form and completed employment verification form to the Human Resources Director with a recommendation concerning the position to which the applicant is to be appointed, and the applicant's placement on the established Moore County Position Classification and Pay Plan and the reasons for selecting the particular applicant over others.

After investigating the qualifications and experience of the applicant and upon successful completion of a background check and substance abuse screen, the Human Resources Director shall approve or reject the appointment to the position and the starting salary of the employee. In the office of the Sheriff, Register of Deeds, and Board of Elections, the hiring authority in each respective office or board shall make the appointment to the position and determine the starting salary, as outlined in the Moore County Position Classification and Pay Plan..

Section 12. Probationary Period of Employment

A probationary period of 9 months from the date of hire shall be served by all employees in allocated positions in the service of the County except for employees of the Sheriff or the Register of Deeds.

The probationary periods shall be extended for any amount of time the employee is on approved leave without pay. An employee in serving a probationary period following initial appointment may be dismissed at any time during the probationary period with or without cause.

The successful completion of this probationary period should not be construed as creating a contract, or as guaranteeing employment for any specific duration or as establishing a just cause termination standard. Supervisors are required to hold a 6 month performance conference to inform the employee in writing of job performance. The supervisor shall be responsible for evaluating the performance of the employee during the probationary period and shall complete a 9 month performance evaluation on or before the completion date of the probationary period. Before completion of the probationary period, all Department Directors, except the Sheriff and Register of Deeds, shall indicate in writing to the Human Resources Director all of the following:

12.A. That the employee's supervisor has discussed the new employee's progress (accomplishments, strengths and weaknesses) with the new employee;

12.B. Whether the new employee is performing satisfactory work; and

12.C. Whether the new employee is recommended for regular status or recommended for termination of employment.

Section 13. Regular Status

Regular status shall be granted to all fully qualified employees in officially budgeted regular positions after satisfactory completion of the 9 month probationary period. Notwithstanding "regular designation," employees of the Register of Deeds and Sheriff serve at the pleasure of the Register of Deeds and Sheriff respectively.

If a regular employee is transferred to another position as a reduction in force, a new 9 month probationary period shall be established as a condition of transfer.

Section 14. Promotion

A probationary or regular employee may be a candidate for promotion and shall be chosen on the basis of qualifications and work record. When a vacancy for a higher-level position occurs within the employee's department and the employee who meets the minimum qualifications applies for that position, performance appraisals and work records shall be carefully examined before the appointment is recommended to the Human Resources Director. When a current employee is chosen for a vacant position, the Department Director shall forward the request to the Human Resources Director with recommendations for classification and salary along with reasons for selecting the employee over other applicants. After considering the recommendations, the Human Resources Director shall confirm or reject the appointment and determine the starting salary of the employee.

If a regular employee is promoted to another position in the County, a new 9 month probationary period shall be established as a condition of promotion.

Section 15. Demotion

The County recognizes two types of demotion – non-disciplinary and disciplinary. A demotion is a change in job responsibility to a position in a lower salary range. A Department Director may demote an employee under the following conditions:

15.A. Non-disciplinary - When the Department Director determines that the employee is unable to perform in the current position, but shows promise of becoming a satisfactory employee in a lesser position, an assignment to a lesser position may be made without an application process and if a position is available; and

15.B. Disciplinary - When an employee's performance or conduct is sufficient to satisfy grounds for a dismissal, a Department Director may consider demotion in lieu of dismissal, pursuant to Article VIII of this Policy.

Section 16. Transfer

If a vacancy occurs and a probationary or regular employee wishes to be considered for the appointment, an application must be forwarded to Human Resources during the recruitment period for the position, and must meet the minimum qualifications of the class. This application will be considered along with others submitted. Transfers occur when an employee moves to the same classification or to another class at the same or lesser salary grade.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

17

Section 17. Performance Evaluation

Supervisors and/or Department Directors shall conduct performance evaluation conferences with each employee at least once per year. These performance evaluations shall be documented in writing and placed in the employee's personnel file. Procedures for the performance evaluation program shall be established by the County Manager and Human Resources.

ARTICLE V. CONDITION OF EMPLOYMENT

Section 1. Gifts and Favors

No employee shall accept any gift, favor or thing of value that may tend to influence the employee in the discharge of duties. No employee shall grant in the discharge of duties any improper favor, service or thing of value. This section is not intended to prevent a gift a public servant would be permitted to accept under G.S. 138A-32, or the gift and receipt of honorariums for participating in meetings, advertising items or souvenirs of nominal value, or meals furnished at banquets.

Section 2. Political Activity Restricted

No employee shall:

2.A. Engage in any political or partisan activity while on duty, or while wearing a County uniform;

2.B. Use official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office;

2.C. Be required as a duty of employment or as a condition for employment, promotion or tenure of office, to contribute funds for political or partisan purposes;

2.D. Coerce or compel contributions for political or partisan purposes by another employee of the County; or

2.E. Use any funds, supplies or equipment of the County for political or partisan purposes. Employees in certain federally-aided programs are subject to the Hatch Act as amended in 1975.

This federal act prohibits candidacy for elective office in a partisan election.

Section 3. Secondary or Outside Employment

Full-time employment with the County will take precedence over other employment interests of employees. All outside employment for salaries, wages or commissions, and all self-employment, must be reported to and approved by the employee's Department Director before such work is to begin. The Department Director will determine whether the outside work would create a conflict of interest or otherwise be incompatible with County service. The Department Director will report potentially conflicting employment to the County Manager. The assumption of outside employment without prior approval by the County will be deemed improper conduct and subject the employee to disciplinary action, up to and including dismissal. The employee will be given written notification of approval to work before such work begins, which will be placed in the employee's personnel file.

While an employee is on Family Medical Leave, secondary employment is prohibited.

Section 4. Endorsement of Any Business

County employees are prohibited from endorsing or soliciting for any business, service, or program not related to County government during regular work hours.

Section 5. Limitation on Employment of Relatives

The employment of immediate family within the same department is prohibited except for resource employees upon approval of the Department Director, Human Resources Director, and County Manager. This exception only applies in situations where there is a compelling hardship in fulfilling departmental needs. This policy shall not be retroactive, and no action will be taken concerning those members of the same family employed in conflict with this Section prior to the adoption of this policy.

Immediate family is defined for the purpose of this Section Only as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law and adopted relationships that can be derived from those names. As a safeguard against nepotism, the Board of Commissioners shall approve the appointment by the Sheriff or the Register of Deeds of a relative by blood or marriage of nearer kinship than first cousin, as required by Chapter 153A-103(1) of the North Carolina General Statutes.

Section 6. Smoking Policy

All Moore County Governmental Property is smoke free and includes but is not limited to cigarettes, tobacco, and devices such as e-cigarettes, pipes and vaporizers. The use of these items is prohibited in/on all Moore County property including vehicles, grounds, and parking lots and inside/outside all County owned/leased facilities.

Section 7. Improper Dating

It is the policy of Moore County that supervisors are not to date their subordinates, and any occurrence must be immediately reported to the Human Resources Director. Any employee knowing of any such dating arrangements must report it immediately to the Human Resources Director.

Section 8. Workplace Harassment

Moore County is committed to maintaining a work environment that is free of discrimination and harassment. Harassment of any person because of gender, race, color, age, religion, disability, ancestry or national origin is strictly prohibited, whether directed at an employee, vendor or customer. Any such harassment is prohibited whether or not it also violates the equal employment opportunity laws. This applies to all employees of Moore County at every level.

No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that employee's employment, advancement, duties, compensation or other terms or conditions of employment. No one may take any personnel action based on an employee's submission to or rejection of sexual advances.

No one may subject another employee to any unwelcome conduct of a sexual nature. This includes, but is not limited to, unwelcome physical conduct, such as touching, blocking, staring, making sexual gestures, making or displaying sexual drawings or photographs and unwelcome verbal conduct, such as sexual propositions, slurs, insults, jokes and other sexual comments. An employee's conduct will be considered unwelcome and in violation of this Policy when a reasonable person knows or should know such conduct is unwelcome to the person subjected to it.

No one may harass anyone because of that person's race, color, age, religion, ancestry or national origin. Examples of conduct prohibited include, but are not limited to, using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics.

8.A. Making Complaints and Reporting Violations Employees are encouraged to report conduct that they believe may be prohibited harassment, even if they are not sure that the conduct violates the policy. If an employee believes he or she is the victim of harassment, that employee is requested and strongly encouraged to make a complaint to Moore County within 15 calendar days of the alleged harassing action. However, all reports of harassment will receive a prompt, impartial, and thorough investigation, regardless of the timing of the complaint. The employee is not required to complain first to the person who is harassing him/her. The employee may complain directly to his/her supervisor, Department Head or the Human Resources Director. Similarly, if an employee observes a harassment of another employee, he/she is requested and encouraged to report this to one of the persons described above. Any supervisor who observes harassment or receives a report of harassment shall immediately report the matter to the Human Resources Director in writing. Supervisors who fail to forward complaints to the Human Resources Director as prescribed in this section shall be subject to discipline up to and including dismissal.

8.B. Investigation of Complaints and Reports - Moore County will promptly, impartially, and thoroughly investigate any complaint or report of a violation of workplace harassment. A thorough investigation can take several weeks in some cases. An employee may at any time ask the Human Resources Director about the status of the investigation. Employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment. Considering the sensitive nature of harassment complaints, every effort will be made to keep the complaint and the name of the employee confidential and on a need to know basis. The identity of individuals who report harassment, alleged victims, witnesses, and alleged harassers will be kept confidential to the extent possible and permitted by law, consistent with a thorough and impartial investigation. Reports, including the final report, will be distributed only to persons having a need or right to know. Employees involved in any investigation, whether as complainant or alleged harasser, witness or investigator should keep all discussions or communications confidential.

Harassment investigation files shall remain separate and apart from personnel files. Neither the claimant nor the alleged harasser has a right to the contents of these files. Any personnel action, such as discipline, resulting from an investigation, shall be placed in the file of the person whom the complaint is brought against. The contents of these files are confidential and protected by federal, state and local laws.

Moore County will take prompt disciplinary and remedial action if its investigation shows a violation of this Policy. Depending on the circumstances, the disciplinary action may range from a warning to a dismissal from employment. Disciplinary action for retaliation against an employee for reporting harassment will be severe and swift, and may include termination of employment.

A complaint or report that this Policy has been violated is a serious matter. Dishonest complaints or reports are also against our Policy and Moore County will take appropriate disciplinary action if its investigation shows that deliberately dishonest and bad faith accusations have been made.

No reprisal, retaliation or other adverse action will be taken against any employee for making in good faith a

complaint or report of harassment or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to the Human Resources Director.

Section 9. Workplace Violence

It is the intent of Moore County to provide a workplace for County employees that is free from violence by establishing preventive measures, holding perpetrators of violence accountable and by providing assistance and support to victims. Committing violent acts, whether on-duty or off-duty, has the potential to impact an employee's ability to perform his or her job. In implementing this policy, the County is guided by the Federal Occupational Safety and Health Act of 1970 that requires employers to provide employees with a safe and healthy work environment.

9.A. Workplace Violence Coverage - This policy applies to all employees of the County. For purposes of this policy, violent conduct is defined as abusive language, verbal threats, intimidation, coercion, aggressive or threatening behavior, fighting, physical assault and/or battery, and other expressed or implied threats of harm. This policy applies to violent conduct of an employee while functioning in the course and scope of employment as well as off-duty violent conduct that has a potential adverse impact on a County employee's ability to perform the assigned duties and responsibilities.

Although it is not possible to set forth an all-inclusive list of all conduct that may constitute acts covered by this policy, the following examples may be illustrative:

9.A.1. Belligerence, bullying, or other inappropriate and aggressive behavior;

9.A.2. Brandishing a weapon or bringing an unauthorized weapon to the workplace;

9.A.3. Reference to weapons, incidents of workplace violence, or use of violence to solve problems; or

9.A.4. Misuse of authority vested to any employee of the County in such a way that it violates this policy.

A violation of this policy shall be considered unacceptable personal conduct. An act of off-duty violent conduct may also be grounds for disciplinary action.

9.B. Reporting Responsibilities - All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, customers and strangers. Employees shall place safety as their highest concern, and shall report all acts of violence and threats of violence. All reports of violence will be handled in a confidential manner, with information related only on a need-to-know basis. Reports shall be made to the Human Resources Director or the Department Director immediately. Law enforcement shall be informed as appropriate. All reports shall be investigated. Employees who have obtained judicial protective or restraining orders should inform the Human Resources Director and law enforcement immediately. Management shall be sensitive and responsive to employees' fear of reprisal.

9.C. Retaliation - This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

Section 10. Criminal Convictions

All employees shall report in writing any conviction for a criminal offense to the Department Director (and/or Human Resources) within 2 business days following the conviction. Non-moving violations (e.g. expired vehicle inspections, license plates, registrations, or improper equipment) and warning citations need not be reported, unless otherwise required under the Vehicle Fleet Policy.

Employees failing to report convictions shall be subject to disciplinary action up to and including termination. Convictions reported shall be evaluated with regard to the employee's position to determine whether disciplinary action is merited.

Moore County shall have the right to perform criminal background checks on any current employee or volunteer if there is a reason to believe the employee or volunteer has been arrested, convicted of, or pled guilty to any criminal offense involving moral turpitude, whether misdemeanor or felony, and based upon a report from an identifiable, reliable source.

Section 11. Personal Appearance and Behavior

Discretion in style of dress and behavior is essential to the efficient operation of Moore County Government.

Employees are expected to be neat, clean and well-groomed while on the job. All clothing must be consistent with the standards for a professional environment and not attract undue attention or serve as a distraction to others. Attire must also be appropriate to the type of work being performed and take into account the expectations of any customers served.

For general office attire, the key is a professional, conservative business appearance. Employees who are issued standard uniforms are expected to wear the complete issued uniform at all times during the performance of County-related work duties.

Unacceptable attire includes but is not limited to the following: T-shirts, shorts, cutoffs, athletic wear, spandex or Lycra such as biker shorts, tank tops, tube tops, halter tops with spaghetti straps, underwear as outerwear, beach wear, midriff length tops, provocative attire, off-the-shoulder tops, flip-flop style sandals, jewelry that interferes with the employee's ability to perform his/her job duties. Employees are expected to be professional and courteous in all interactions while performing work duties. Conduct that is likely to cause another employee, citizen, or vendor of the County embarrassment, loss of dignity, feelings of intimidation or the loss of opportunity is unacceptable behavior. Department directors and supervisors are responsible for monitoring and enforcing this policy. Employees failing to adhere to proper dress appearance for their job may be asked to leave County premises to correct their appearance on their own time. Failure to comply with either appearance or behavior requirements may be subject to disciplinary action.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

23

Section 12 Essential Positions

Employee positions that are determined essential to the successful and efficient management of an emergency situation are defined in Article I, Section 8 of the Personnel Policy. These individuals are expected to report for work when contacted by County Officials. Essential Personnel will be placed in an "alert" status. Essential personnel who are on alert status shall be available to report to work within one hour as needed. Essential non-exempt personnel will be compensated at the appropriate on-call rate for the period they are on alert. If during the alert period essential personnel are called to report for work, they will be compensated as follows:

Non-exempt Essential Personnel Will be paid according to the Fair Labor Standards Act

Exempt Essential Personnel Exempt personnel who are required to work in the EOC or are involved in providing other emergency protective measures during an emergency with duration of more than seventy-two (72

hours) will receive pay covering all hours worked. Pay will be calculated using a flat hourly rate per individual based on his/her

hourly pay rate at the time of the event as determined in the approved County of Moore Position Classification and Pay Plan

For events with duration of less than seventy-two hours (72

hours), the County Manager may at his discretion grant compensatory time to exempt personnel.

NON-INCLUSIVE EXAMPLES:

Event Officially Begins Event Officially Ends Non-Exempt

Exempt

5:00 p.m. Thursday 5:00 a.m. Sunday (Total of 60 hours)

Employees will be paid

for all hours worked

according to the FLSA.

Employee will be paid regular wages

5:00 p.m. Thursday 6:00 p.m. Sunday

(Total of 73 hours)

Employees will be paid for all hours worked

according to the FLSA

Employee will receive pay

for all hours worked calculated at a flat hourly

rate based on his/her hourly rate of pay.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

24

ARTICLE VI. ATTENDANCE AND LEAVE

Section 1. Workweek

The standard workweek for payroll purposes shall be from 12:01 a.m. Saturday through 12:00 midnight on Friday.

Section 2. Hours of Operation The regular hours of operation of County offices are between the hours of 8:00 a.m. and 5:00 p.m.,

Monday through Friday. When the activities of a particular department require some other schedule to meet work needs, the County Manager may authorize a deviation from the normal hours of operation for that department. No County office shall be closed at any time without prior knowledge and approval of the County Manager or his/her designee.

Section 3. Work Schedules

The Department Director, in developing the work schedule, must ensure that every office, division, section or unit is to be adequately staffed during operating hours. Adequate lunch periods are defined as no less than 30 minutes to no more than 1 hour.

Employees in exempt positions shall work the number of hours necessary to assure the satisfactory performance of their duties, but no less than forty (40) hours per week.

Any variable work schedule options (flextime schedule) made available to one employee in a work unit must be made available to all employees in the work unit. It is the responsibility of the Department Director to establish guidelines regarding the flextime schedule.

When a department flextime schedule has been coordinated and approved by the Department Director, such schedule(s) shall be submitted to the Human Resources Director for review, and then forwarded to the County Manager for final approval.

Section 4. Overtime

The County abides by all applicable sections of the Fair Labor Standards Act (FLSA), 29 USC §201 et seq., as amended. This overtime policy is applicable only to employees of Moore County who are non-exempt under the FLSA.

It is the responsibility of Department Directors and supervisors to manage overtime work within the availability of funds in the departmental budget for overtime pay.

4.A. Recordkeeping - Employees governed by the overtime provisions of the FLSA shall maintain true, complete and legible time records. All time worked shall be recorded to the nearest minutes and shall be submitted to the supervisor in a timely fashion. The County will properly record all applicable overtime accrued for each covered employee. This will be strictly adhered to by all agents of the County, including Department Directors, supervisors and individuals in management.

4.B. Compensatory Time (Comp time) - Compensatory time is time allowed off from work in lieu of payment for time worked. It is the policy of the County to award compensatory time at time and one-half for hours worked over 40 per week, or in the case of law enforcement, as specifically set out below. Comp time is applicable only to employees of Moore County who are non-exempt under the FLSA.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

25

Supervisors have the right and obligation to manage compensatory time. Therefore, supervisors are required to monitor time and have the right to require the employee to take time off to manage compensatory time hours. During the same pay period, a time-off plan where the employee is furloughed may also be used. Employees shall exhaust compensatory time before taking sick leave, vacation leave or leave without pay.

4.B.1. Employees may be awarded compensatory time in lieu of overtime payments for each hour of overtime worked as follows:

4.B.1.a. Law enforcement personnel - Law enforcement personnel shall be awarded compensatory time at time and one-half when the hours worked in a 28 day work period exceed 171 hours, and at straight time for hours worked in a workday over the regular schedule when total hours are not in excess of 171

hours in the 28 day period. Compensatory hours may be accrued up to a maximum of 60 hours unless otherwise approved by the County Manager,

Assistant County Manager or Human Resources. If not approved to exceed 60 hours, all compensatory time earned in excess of 60 hours shall be paid as overtime.

4.B.1.b. Rate of overtime pay when working at two different rates of pay. Employees working at multi-rates of pay are paid based on the average rate of pay as calculated pursuant to the FLSA, 29 C. F. R. § 778.112.

4.B.1.c. Other employees - Employees whose work schedules are other than those set out above shall be awarded compensatory time at time and one-half when

the hours worked in a workweek exceed 40 hours and at straight time for hours worked in a workday over the regular schedule when total hours are

not in excess of 40 hours in a workweek. Compensatory hours may be accrued up to a maximum of 40 hours unless otherwise approved by the County Manager, Assistant County Manager or Human Resources. If not approved to exceed 40 hours, all compensatory time earned in excess of 40 hours shall be paid as overtime.

4.C. Hours Worked - When computing hours worked under the FLSA, each workweek must stand alone. The FLSA does not permit the averaging of hours over 2 or more weeks, with the exception of law enforcement.

Hours worked is the time for which an employee is entitled to overtime compensation under the FLSA.

Compensation is required for the time an employee is required to be on duty, on the employer's premises, or at a prescribed workplace, and for the time the employee is suffered or permitted to work, whether or not requested to do so.

Supervisors shall arrange the work schedule of their employees to accomplish necessary work within an 8 hour workday or 40 hour workweek, except in those cases where additional hours of work are necessary.

Supervisors shall not allow and employees shall not volunteer to work over-time without receiving compensation.

Employees are expected to work during all assigned periods exclusive of mealtimes. Employees are not to perform any work at any time that they are not scheduled to work unless they receive prior approval from their immediate supervisor, except in cases of emergency. An emergency exists if a condition arises that could reasonably result in damage to property or persons or that requires the immediate attention of the employee. Employees who work excess hours because of an emergency shall advise their immediate supervisor of the overtime worked as soon as practical after the overtime work has begun.

Vacation, sick, and holiday leave are not considered hours worked for FLSA purposes.

Training-related time, either to increase efficiency or as recommended or required by the employer, is counted as hours worked for purposes of calculating overtime. Time spent by an employee during the regular workday adjusting a grievance under the County Grievance Policy is considered hours worked for purposes of calculating overtime.

All travel time which is required by the County other than the normal commuting time between home and job is considered hours worked for the purposes of calculating overtime.

4.D. On-call - Employees required to work while on-call shall receive overtime for all time actually spent in the service of the department in excess of their regular work schedule. A minimum of two (2) hours shall be guaranteed any employee on call when the employee is required to leave home to conduct duties except when the two (2) hours crosses over into the employee's regularly scheduled workday. When the employee's regular work day begins, on call time ends. If the employee is required to leave home, the recording of time shall begin when the employee leaves home and shall conclude when the employee returns home. Telephone calls while on call shall be counted as time earned for the duration of the call. Time available shall be treated as on-call duty only as required by the FLSA or other applicable law.

4.E. Overtime at Separation - All accrued overtime hours shall be compensated at the average regular rate received by the employee during the last 3 years of employment or at the regular rate of pay upon any employee's separation, whichever is higher, consistent with regular payroll practices.

Section 5. Holiday Leave

5.A. Designated Holidays - The following days and such other days as the Board of Commissioners may designate are holidays with pay for eligible employees and officers of the County:

5.A.1. New Year's Day

5.A.2. Martin Luther King, Jr. Day

5.A.3. Good Friday (The Friday prior to Easter)

5.A.4. Memorial Day

5.A.5. Independence Day

5.A.6. Labor Day 5.A.7. Veterans Day

5.A.8. Thanksgiving Day 5.A.9. Friday After Thanksgiving Day

5.A.10. Christmas (see schedule below)

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

27

When a holiday other than Christmas is on a Saturday, the preceding Friday shall be observed as a holiday. When a holiday other than Christmas is on Sunday, the following Monday shall be observed as a holiday.

The County observes the following schedule regarding Christmas Day. When Christmas Day falls on the days noted in the table below, then the following days are observed as holiday:

Sunday Friday ,Monday and Tuesday

Monday Monday ,Tuesday and Wednesday

Tuesday Monday, Tuesday and Wednesday

Wednesday Tuesday, Wednesday and Thursday

Thursday Wednesday, Thursday and Friday

Friday Thursday, Friday and Monday

Saturday Thursday, Friday and Monday

Regular part-time employees having a workweek with 20 hours or more shall earn holiday leave and be paid for 4 hours per day.

5.B. Holiday Credit for 24 Hour Services: Each employee that provides 24 hour services will be compensated by adding 8 hours to the employee's vacation leave balance for each holiday day. Time provided may be used in accordance with established leave policies.

5.C. Working on a Holiday for Non 24 hour Service: Floating holidays may be granted to employees who must work on the holiday due to the nature of their position and schedule. Floating holidays are not considered hours worked and are compensated at straight time.

Section 6. Vacation Leave 6.A. General Provisions - Vacation leave is earned and accrued from the first day of employment for eligible employees. Vacation leave must be approved by Department Director based on established timelines set forth in the department.

6.B. Initial Appointment/Probationary Employees - Employees serving a probationary period following initial appointment may accumulate vacation leave but shall not be permitted to take vacation leave during the first 6 months of the probationary period. Exceptions may be approved by the Department Director. This provision does not apply to employees serving a probationary period as a result of a transfer or promotion.

6.C. Manner of Accumulation - For the purpose of earning and accruing annual leave, the period of 12 calendar months between January 1 and December 31 is established as the leave year.

6.C.1. Full-time employees who work at least 87.65 hours per calendar month will accrue leave for that month, except that EMS 24 hour employees shall work 139.65 hours per calendar month.

6.C.2. Part-time employees who work at least 44.33 hours per calendar month will accrue leave for that month.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

28

6.C.3. Employees who are on FMLA leave and who have exhausted all sick and vacation leave shall be considered to have worked for purposes of accumulating leave under this paragraph.

6.C.4. Eligible employees working the standard workweek shall earn vacation leave at the following rates:

6.C.5. Regular part-time employees having a workweek with 20 hours or more shall earn 4 hours of vacation leave each month.

6.D. Leave accrual is based on current creditable aggregate service. Any regular employee who transfers from another unit of North Carolina local or state government shall have their years of service (determined by the current creditable number of years in the North Carolina Local Governmental Employees' Retirement System, the North Carolina Law Enforcement Retirement System, or the State of North Carolina Employees' Retirement System) credited toward the County's schedule for determining vacation leave rates (see accrual code above). No aggregate service credit will be allowed if the aggregate service time has been or will be used to qualify for other retirement system benefits.

6.E. The County will not transfer vacation leave from another jurisdiction.

6.F. Maximum Accumulation - Vacation leave may be accumulated without any applicable maximum until December 31 of each calendar year. However, if the employee separates from service, payment for accumulated vacation leave shall not exceed 240 hours. On December 31, any employee with more than 240 hours of accumulated vacation leave shall have the excess accumulation converted to the sick leave balance so that only 240 hours are carried forth to January 1 of the next calendar year.

6.G. Manner of Taking Leave - Vacation leave may be taken as earned by a regular employee subject to the approval of the supervisor. Vacation leave must be taken in one-half hour increments. Comp time must be taken before vacation or sick leave.

6.H. Retention of Benefit Status - Those employees who are promoted or transferred within Moore County Government will retain all leave credits and other related benefits.

Accrual Code

Years of Aggregate Service Accrual Hours
per Month

80 Less than 2 years 8

81 2 years but less than 5 years 9

82 5 years but less than 10 years 11

83 10 years but less than 15 years 13

84 15 years but less than 20 years 15

86 20 years or more 17

6.I. Payment for Accumulated Vacation Leave Upon Death - The estate of an employee who dies while employed by the County shall be entitled to payment for all of the accumulated vacation leave credited to the employee's account not to exceed a maximum of 240 hours.

Section 7. Voluntary Shared Leave

In cases of prolonged medical condition, an employee may apply to become a recipient of leave transferred from the vacation and/or sick leave account of another employee within County Government. For purposes of this Policy, medical condition means the medical condition of an employee or an immediate family member (spouse, parents, children or other dependents living in the employee's household) of such employee that is likely to require an employee's absence from work for a period of 4 work weeks or more, and is likely to result in a substantial loss of income to the employee due to limited leave in the employee's account. The intent of this Policy is to allow employees to assist one another in case of a crisis involving a serious or prolonged medical condition. It is not the intent of this policy to apply to incidental, normal, short term medical conditions or illnesses.

The use of vacation leave on a shared basis for any purpose other than specified by this Policy is prohibited.

Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one to one personal basis.

This Policy does not apply to employees on workers compensation leave.

Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave.

The employee donating leave must sign a release form and cannot receive remuneration for leave donated. Any donation of sick and/or vacation leave must be done on a voluntary basis. Solicitation on the part of Department Directors or supervisors is prohibited. An employee shall not directly or indirectly intimidate, threaten or coerce any other employee for the purpose of interfering with any right an employee may have in donating, receiving or using annual leave under this program. Such action by an employee will result in disciplinary action up to and including dismissal on the basis of personal conduct.

The Privacy Act makes medical information confidential; therefore, prior to making the employee's status public for the purpose of receiving shared leave, the employee must sign a release to allow the status to be known.

The Human Resources Director is responsible for administering the shared leave program. Each case will be examined and decided based on its conformity to policy intent and must be handled consistently and equitably. Participation in this program shall be based on the applicant's and donor's past compliance with leave rules.

7.A. Guidelines:

7.A.1. Applicant must be a probationary or regular full time employee.

7.A.2. Applicant must have exhausted or will exhaust all sick, annual and compensatory leave to be eligible; the applicant's sick leave and annual leave balance must be zero.

7.A.3. The applicant anticipates being out 4 weeks or more.

7.A.4. Applicant shall apply to the Department Director for participation; the Department Director shall review the request and forward to Human Resources with the recommendation to approve or not approve.

7.A.5. The application shall include name, title, department, and description of medical condition, doctor's statement, and estimated length of time needed to participate in program.

7.A.6. The amount of donated leave is not to reduce the donor's vacation leave balance below 80 hours 7.A.7. The amount of donated leave is not to reduce the donor's sick leave balance below 240 hours

7.A.8. The maximum amount of leave donated may be no more than 96 hours for sick per rolling year, either continuously or, for the same condition on a recurring basis.

7.A.9. The maximum amount of leave donated may be no more than 96 hours for vacation per rolling year, either continuously or, for the same condition on a recurring basis.

7.A.10. The minimum donation at one time is 4 hours.

7.B. Accounting and Usage Procedures

7.B.1. Human Resources, in conjunction with Financial Services, shall establish a system of leave accountability, which will accurately record leave donations and recipient's use. Such accounts shall provide a clear and accurate record for financial and management audit purposes: maintaining file of donors and the amount of leave donated; notifying recipients and donors of when leave is granted and the amount granted.

7.B.2. Actual transfer of donated leave will occur at the end of each pay period. This will eliminate the possibility of the recipient having unused donated leave in his or her sick leave account after the approved need has ended.

7.B.3. Approved recipients may start receiving shared leave as of the first day they would go into Leave without Pay status. At the expiration of the medical condition, any unused leave in the recipient's donated leave account shall be administered as follows:

7.B.3.a. The vacation and sick leave account balance shall not exceed a combined total of 40 hours.

7.B.3.b .Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated.

Fractions of 1 hour shall not be returned, based on the approved accrual rate.

Section 8. Sick Leave

8.A. General Provisions - Sick leave with pay is not a right which an employee may demand, but a privilege granted by the Board of Commissioners for the benefit of an eligible employee.

Sick leave shall be used by an employee absent from work for any of the following reasons: sickness, bodily injury, illness of self, child, spouse or parent, required physical or dental examinations or treatment, or exposure to a contagious disease when continuing to work might jeopardize the health of others.

Sick leave may be used for death in the employee's immediate family, but may not exceed 5 days for any one occurrence, except by special permission from the Department Director or County Manager. Immediate family for the purposes of bereavement shall include spouse, parent, guardian, child, sister, brother, grandparent, and grandchild, plus the various combinations of half, step, in-law and adopted relationships, as well as official foster care placements, that can be derived from those names.

Requests to take sick leave should be submitted to the employee's immediate supervisor 3 days prior to the leave for a scheduled appointment and as soon as reasonably possible when calling in sick. Sick leave must be taken in one-half hour increments. Sick leave may be taken as earned. Comp time must be taken before vacation or sick leave.

8.B. Manner of Accumulation

8.B.1. Each full-time regular or probationary employee shall earn 12 days of sick leave annually, or 8 hours each month.

8.B.2. Part-time regular employees having a workweek with 20 hours or more shall earn 4 hours of sick leave each month.

8.B.3. Full-time employees who work at least 87.65 hours per calendar month will accrue sick leave for that month,

8.B.3 a EMS 24/48 hour employees shall work 139.65 hours per calendar month.

8.B.4. Part-time employees who work at least 44.33 hours per calendar month will accrue leave for that month.

Employees who are on FMLA leave and who have exhausted all sick and vacation leave shall be considered to have worked for purposes of accumulating leave under this section.

8.C. Maximum Accumulation - Sick leave will be cumulative for an indefinite period.

8.D. Physician's Certificate - The employee's supervisor or Department Director may require a physician's certificate concerning the nature of the illness and the employee's physical capacity to resume duties for each occasion on which an employee uses sick leave to insure that there is no abuse of sick leave privileges.

8.E. Retirement Credit for Accumulated Sick Leave - Retirement credit is allowed for days accrued in an employee's sick leave account at time of retirement to employees who are members of the North Carolina Local Governmental Employees' Retirement System, in accordance with the Retirement System's policies, as periodically amended.

8.F. Transfer - The County will allow a new employee to transfer previously accumulated sick leave from another unit of North Carolina local or state government provided the separation from that unit is within 1 year of employment with the County and documentation is provided.

Section 9. Family and Medical Leave Act of 1993/Military Family Leave Entitlements 9.A. Purpose of Family and Medical Leave Act of 1993 (FMLA) - The Family and Medical Leave Act of 1993 was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity; to minimize the potential for employment discrimination on the basis of sex by ensuring that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity for women and men.

9.B. Eligible Employees and Reasons for Leave - Except as otherwise noted below, a regular employee who has been employed with the County for at least 12 months and who has worked at least 1250 hours (half-time) during the previous 12 month period is entitled to a total of 12 workweeks, paid or unpaid leave, during any 12 month period for one or more of the following reasons under the basic leave entitlement:

9.B.1. For the birth or placement for adoption or foster care of a child and to care for the child provided the leave is taken within a 12 month period following such event. This applies to both parents. When both parents are employed by the County, they are limited to a total of 12 weeks of leave per 12 month period.

9.B.2. For the employee to care for the employee's child, spouse, or parent, where that child, spouse, or parent has a serious health condition. However, when a husband and wife both work for the County, they are limited to a total of 12 weeks of leave in a 12 month period for the care of a parent.

9.B.3. For the employee who has a serious health condition that makes the employee unable to perform the functions of his/her position.

9.C. Military Family Leave Entitlements - An eligible employee, defined in 9.B., who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave shall only be available during a single 12 month period. During the single 12 month period, an eligible employee shall be entitled to a combined total of 26 workweeks of leave for any FMLA qualifying reason. Only 12 of the 26 weeks total may be for a FMLA qualifying reason other than to care for a covered service member.

9.C.1. Military Caregiver Leave - For the employee who is a spouse, son, daughter, parent, or next of kin of a

covered service member with a serious injury or illness is entitled

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

33

to a total of 26 workweeks of leave during a single 12 month period to care for the service member.

9.C.2. Qualifying Exigency Leave - Grant an eligible employee up to a total of 12 workweeks of leave during the normal 12 month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or ordered to active duty in support of a contingency operation.

9.D. For purposes of this Section Only, a workweek is defined as the number of hours an employee is regularly scheduled to work each week.

Leave without pay beyond the 12 week period or for employees not covered under the Family and Medical Leave Policy will be administered under the Leave Without Pay Policy. Under these circumstances, employees must pay for their health benefits coverage.

9.E. Temporary Employees - This Policy does not cover temporary employees since the maximum length of a temporary appointment is 1 year; however, if, by exception, a temporary employee is extended beyond 1 year, the employee would be covered if he/she had worked at least 1250 hours during the previous 12-month period. Any leave granted to a temporary employee would be without pay.

9F. Definitions - The following definitions apply to this Section Only:

9.F.1. Parent - A biological or adoptive parent or an individual who stood in loco parentis (a person who is in the position or place of a parent) to an employee when the employee was a child.

9.F.2. Child - is son or daughter - a biological, adopted, foster, step-child, legal ward, or a child of a person standing in loco parentis who is

9.F.2.a. Under 18 years of age or

9.F.2.b. Eighteen years of age and older and incapable of self-care because of a mental or physical disability.

9.F.3. Spouse - A husband or wife as recognized under state law.

9.F.4. Serious health conditions - An illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility, or that involves continuing treatment by a health care provider.

9.G. Leave Charges - When using Family and Medical Leave Act leave, an employee shall exhaust available compensatory, sick and vacation leave as appropriate before going on leave without pay.

Periods of paid leave and periods of leave without pay count towards the 12 workweeks which the employee is entitled. The County uses a "rolling" 12 month period measured backward from the date an employee uses any Family and Medical Leave Act leave.

9.H. Intermittent Leave or Reduced Work Schedule - Pursuant to this Policy, an employee may not take leave intermittently or on a reduced work schedule for a childbirth and birth-related child care or for adoption unless the employee and County agree otherwise.

When medically necessary, the employee may take leave intermittently or on a reduced schedule to care for the employee's child, spouse, or parent who has a serious health condition, or because the employee has a serious health condition. If such leave is foreseeable, based on planned medical treatment, the agency may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

When an employee is on a reduced work schedule, the time not worked is counted against the total 12 workweeks or the 26 workweeks if the leave is qualified under the Military Caregiver Leave.

9.I. Employee Responsibility - The employee shall apply in writing to the supervisor for leave requested under this policy as follows:

9.I.1. Birth or adoption - The employee shall give the County no less than 30 days notice, in writing, of the intention to take leave, subject to the actual date of the birth or adoption. If the date of birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as possible.

9.I.2. Planned Medical Treatment - When the necessity for leave is to care for the employee's child, spouse or parent or because the employee has a serious health condition, the employee must make a reasonable effort to schedule the treatment so as to not unduly disrupt operations, subject to the approval of the employee's health care provider or the health care provider of the employee's child, spouse, or parent. The employee must also give 30 days notice if practicable of the intention to take leave.

The employee shall be deemed to have applied for leave under this policy when the employee is on approved leave but has not given written notice of the intent to take family or medical leave to the supervisor, and the basis of the leave falls within the scope of this Policy. This includes worker's compensation leave. In these cases, the County shall notify the employee that time spent on paid leave or leave without pay is part of the 12 workweeks of leave.

If the employee will not return to work after the period of leave, the County should be notified in writing immediately. Failure to report at the expiration of the leave, unless an extension has been requested, may be considered as a resignation.

9.I.3. Military Family Leave Entitlements - Employees seeking to use Military Caregiver Leave must provide 30 days advance notice of the need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered service member. If leave is foreseeable, but 30 days advance notice is not practicable, the employee must provide notice as soon as practicable. An employee must provide notice of the need for foreseeable leave due to a qualifying exigency as soon as practicable. 9.J. Certification - For leave pursuant to this Policy, the County may require that a claim for leave

because of adoption be supported by reasonable proof of adoption.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

35

9.J.1. The County may require that a claim for leave because of serious illness of the employee or of the employee's child, spouse, or parent be supported by a doctor's certification which includes the following:

9.J.1.a. The date on which the serious health condition began;

9.J.1.b. The probable duration of the condition;

9.J.1.c. The appropriate medical facts regarding the condition;

9.J.1.d. Statement that the leave is needed to care for the child, spouse, or parent, and an estimate of the amount of time that is needed; or that

the employee is unable to perform the functions of the position, whichever applies; and

9.J.1.e. Where certification is necessary for intermittent leave for planned medical treatment, the dates on which the treatment is expected to be given and the duration of the treatment.

9.J.1.f. Where the County has reason to doubt the validity of the certification, the County may require the employee to get the opinion of a second doctor designated or approved by the County. Where the second

opinion differs from the opinion in the original certification provided, the County may require the employee to get the opinion of a third

doctor designated or approved jointly by the County and the employee. The third opinion is final and is binding on the County and

the employee. The County may require that the employee get subsequent recertification on a reasonable basis. The second and third certification and the recertification will be at the County expense.

9.J.2. The County may require that a request for military family leave be supported by an appropriate certification. The County may require that:

9.J.2.a. Leave for a qualifying exigency be supported by a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for

which leave is sought, including contact information if the leave involves meeting with a third party

9.J.2.b. Leave to care for a covered service member with a serious injury or illness be supported by a certification completed by an authorized

health care provider or by a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family.

Second and third opinions and recertification are not permitted for certification of a covered service member's serious injury or illness or of a qualifying exigency. The County may use a health care

provider, a human resource professional, a leave administrator, or a management official - but not the employee's direct supervisor - to authenticate or clarify a medical certification of a serious injury or illness, or an ITO or ITA. Additionally, the County may contact the individual or entity named in a certification of leave for a qualifying exigency for purposes of verifying the existence and nature of the meeting.

9.K. Employment and Benefits Protection

9.K.1. Reinstatement - The employee shall be reinstated to the same position held when the leave began or one of like pay grade, pay, benefits, and other conditions of employment. The County may require the employee to report at reasonable intervals to the Department Director and/or County Manager on the employee's status and intention to return to work. The County also may require that the employee receive certification that the employee is able to return to work.

9.K.2. Benefits - The employee shall be reinstated without loss of benefits accrued when the leave began.

9.K.3. Health Benefits - The County shall maintain coverage for the employee under the County's group health plan for the duration of leave at the level and under the conditions coverage would have been provided if the employee had continued employment. The County may recover the premiums if the employee fails to return after the period of leave to which the employee is entitled has expired for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

9.L. Interference with Rights

9.L.1. Actions prohibited - It is unlawful to interfere with, restrain, or deny any right provided by this Policy or to discharge, or in any other manner discriminate against an employee for opposing any practice made unlawful by this Policy.

9.L.2. Protected Activity - It is unlawful to discharge or in any other manner discriminate against any employee because the employee does any of the following:

9.L.2.a. Files any civil action, or institutes or causes to be instituted any civil proceeding under or related to this Policy;

9.L.2.b. Gives, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided by this Policy; or

9.L.2.c. Testifies, or is about to testify, in any inquiry or proceeding relating to any right provided under this Policy.

9.M. Enforcement - A violation of or denial of leave requested pursuant to the Family and Medical Leave Act of 1993 or the Military Family Leave Entitlements can result in any of the following or a combination of any of the following, and are enforced by the U. S. Secretary of Labor:

9.M.1. U. S. Department of Labor investigation;

9.M.2. Civil liability with the imposition of court cost and attorney's fees; or

9.M.3. Administrative action by the U.S. Department of Labor.

Any employee that knowingly provides false information for the purpose of obtaining such leave or uses FMLA leave for purposes other than those approved may be subject to having said leave withdrawn, losing all benefits accrued during said leave period and disciplinary action.

Section 10. Leave Without Pay

A regular or probationary employee may be granted leave without pay for up to 6 months by the County Manager.

10.A. Reason for Requesting Leave without pay

10.A.1. Personal Disability where the employee shall use sick and vacation leave before taking leave without pay.

10.A.2. Continuation of education that would benefit the County.

10.A.3. Other reason deemed justified by County Manager.

10.B. Manner of Approval

10.B.1. Employee shall apply in writing to the department head for leave.

10.B.2. Department Head shall make a recommendation for approval or non-approval.

10.B.3. Department Head shall forward the request and recommendation to the County Manager.

10.B.4. The County Manager will approve or disapprove the request and return the decision to the employee and department director

10.C. The employee is obligated to return to duty within or at the end of leave without pay. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same or a similar position, seniority and pay held at the time leave was granted. If, at the expiration of leave without pay, the employee decides not to return to work, the County Manager should be notified immediately. Failure to report at the expiration of leave without pay, unless an extension has been requested and granted, shall be considered a resignation.

10. D. Leave without pay may also be used by the County as a form of disciplinary action. If an employee is placed on disciplinary leave without pay, the employee may not use accrued paid leave to substitute the leave without pay.

10.E. An employee ceases to earn all leave credits on the date leave without pay begins. The employee will have the financial responsibility through COBRA for their health benefits when on approved leave without pay for four consecutive weeks unless the County Manager grants continuation of county health benefits during the approved leave status.

Section 11. Workers' Compensation Leave

When an employee is injured on the job as a result of a compensable accident and who loses time from work may draw benefits due under the North Carolina Workers' Compensation Act by choosing one of the following options:

11.A. Option 1: Elect to take accumulated sick or vacation leave during the required waiting period and then go on workers' compensation leave and begin drawing workers' compensation weekly benefits..

11.B. Option 2: Elect to go on workers' compensation leave with no pay for the required waiting period and then begin drawing workers' compensation weekly benefits.

Once an option has been selected by the employee, it may not be rescinded for the duration of the claim.

If the employee qualifies, Family Medical Leave Act (FMLA) leave will run concurrent with Workers Compensation leave. Once FMLA has been exhausted, the employee may request Leave Without Pay as defined in Section 10 of this Article. Leave Without Pay status will have no impact on the employee's Workers Compensation claim or benefits.

Upon reinstatement, an employee will have his/her salary computed on the basis of the employee's last salary plus any increase to which the employee would have been entitled during period covered by workers' compensation and enrollment to health insurance benefits. While on workers' compensation leave, the employee shall continue to accumulate vacation and sick leave to be credited to the employee's account for use upon return to permanent duty. If the employee does not return to permanent duty from workers' compensation leave, vacation accumulated only during the first 12 months of workers' compensation leave will be exhausted by a lump sum payment, along with other unused vacation leave which had been accumulated at the time of the injury not to exceed 240 vacation hours. Temporary employees will be placed in a leave without pay status and will receive all benefits for which they may be eligible under the Workers' Compensation Act.

Section 12. Modified Duty for Work Related Accidents or Injuries

Modified duty is defined as a temporary change in an employee's physical requirements, hours of work, or any other limiting factor, caused by a medical condition as certified by an authorized health care provider that prevents an employee from performing one or more of the essential duties of his/her regular position with the County. Only medically authorized and specifically defined duties will be considered by Moore County for modified duty.

Only work related accidents or injuries will be eligible for modified duty. In order for an employee to be considered for modified duty, a written signed authorization from a County-approved medical professional must be furnished. The authorization must detail specific physical duties the employee can and cannot perform along with anticipated duration of the condition. It is the responsibility of Human Resources and the respective Department Director to accommodate for the employee's limitations, either by minimizing the physical demands of his/her regular job or seeking another position within the County which meets the specific recommendations as specified by the authorized health care provider. The employee may not use sick leave, annual leave, or leave without pay in lieu of returning to

work while on modified duty status.

If available, modified duty will be provided until the employee reaches maximum medical improvement (MMI)

Upon completion of the modified duty period, medical certification must be provided to the Human Resources Department PRIOR to returning to regular duty.

In the event the County cannot provide modified duty work the employee will be placed on Workers' Compensation Leave as discussed in Section 11.

Section 13. Leave During Inclement Weather; Emergency Closing

Moore County employees can anticipate occasional periods of inclement weather each year. It is the employee's discretion to report to work at his/her assigned time and place during inclement weather and make provisions for safe travel to and from work. It is the employee's responsibility to advise his/her supervisor of his/her decision to not report to work. In extreme cases, the County Manager or his or her designee, in the interest of employee safety and welfare, may close the County offices or shorten the hours of operation to cope with the weather situation. In this situation, non-essential personnel are not to report to work. The County Manager, at his discretion may open county government for employee's only. If this is the case, employees are expected to use discretion in reporting to work. Non-essential employees choosing to not report to work may utilize vacation leave or compensatory time. When closure or delayed opening is necessary for a department, or for a particular division/unit of a department, the Department Director shall obtain the approval of the County Manager or his/her designee. Announcements of closing or curtailing hours of operation will be made through automated telephonic announcement, email notification and/or the local media. Employees of 24 hour per day operations are required to remain on duty until relieved by employees of the next scheduled shift. Employees in positions classified as Essential Positions are expected to report to work when contacted by County Officials and/or remain at work until released by County Officials.

Non-essential employees who are absent from work due to inclement weather or other emergencies will be required to take leave only for those hours the department is officially open during their work schedule.

An employee will be considered for Administrative Leave, during an inclement weather event if he/she:

13.A. Is scheduled to work on the day in which inclement weather alters the County offices standard work day AND

13.B. Is scheduled for actual hours in which offices are closed.

At no time will the use of Administrative Leave result in the employee being paid for more hours than his/her regular work day.

Administrative Leave may be granted by the County Manager to employees in Essential Positions if they are unable to report for their regular scheduled shift due to legitimate environmental conditions that preclude them from traveling to the worksite.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

40

NON-INCLUSIVE EXAMPLES

Event Employee Non-Exempt Exempt

Late Opening Elects not to report

Must use Vacation Leave for those hours the department

is officially open during

his/her work schedule

Must use Vacation Leave for those hours the department is officially

open during his/her work

schedule

Late Opening Reports to work

Paid for actual time worked

plus Administrative Leave to equal standard work day

Receives full day pay

Late Opening Reports later than announced opening

Paid for actual time worked

and Administrative Leave for

hours closed and must use annual leave to equal standard work day

Receives full day pay

Late Opening Is scheduled for annual (vacation) or sick leave

Uses Vacation or Sick

Leave for those hours the

department is officially open during his/her work schedule for unless on

FMLA

Uses Vacation or Sick Leave for

those hours the department is officially open during his/her work schedule for unless on FMLA

County Offices Closed Is scheduled to work Awarded Admin Leave for the day Awarded Admin Leave for the day

County Offices Closed Is scheduled for annual or sick leave Awarded Admin Leave for the day Awarded Admin

Leave for the day

Early Closing Elects not to report

Must use Vacation Leave for those hours the department is officially open during

his/her work schedule

Must use Vacation Leave for those hours the department is officially open during his/her work

schedule.

Early Closing Reports to Work Paid for actual time worked plus Admin Leave to equal standard work day Receives

full day pay

Early Closing Leaves work earlier

Paid for actual time worked and Admin Leave and must use annual leave to equal

standard work day

Receives full day pay

Early Closing Is scheduled for Vacation or

Sick leave

Uses Vacation or Sick Leave for those hours the department is officially open during his/her work schedule unless on FMLA

Uses Vacation or Sick Leave for those hours the department is officially open during his/her work schedule unless on FMLA

Section 14. Military Leave

Regular employees who are members of the National Guard or Armed Forces Reserve will be allowed 10 work days for military training leave annually with partial compensation. Written requests for leave shall be made to the Department Director and forwarded to the Human Resources Director. If the compensation received while on military leave is less than the salary that would have been earned during this same period as a County employee, the employee shall receive partial compensation equal to the difference in the base salary earned as a reservist or a guardsman and the salary that would have been earned during this same period as a County employee. The effect will be to maintain the employee's salary at the normal level during this period. If such military duty is required beyond this 10 workday period, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status. While taking military leave with partial pay or without pay, the employee's leave credits and other benefits shall continue to accrue as if the employee physically remained with the County during this period. Regular employees who are guardsmen and reservists have all job rights specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. In order to receive pay for this leave, an employee must submit a record of his/her military pay to the Finance Officer immediately upon return from leave.

Section 15. Civil Leave

A regular full time and regular part time County employee called for jury duty or subpoenaed as a court witness for the federal or state governments or a subdivision thereof, shall be allowed leave with pay for such duty during the required absence, without charge to accumulated vacation or sick leave.

Any County employee subpoenaed as a witness for court appearances in connection with his/her official duties for the County, must remit to the County any witness fees awarded by that Court for court appearances. Any County employee who receives a travel allowance for such a court appearance shall remit that allowance to the County unless the employee used his/her personal vehicle for travel; however, for such court appearance the employee shall first attempt to secure the use of a County vehicle.

Any County employee who must attend or appear in court for personal matters, or matters in which the employee is a party, shall use vacation leave or leave without pay.

Section 16. Community Involvement Leave: Employees may be granted a maximum of eight (8) hours of leave per employee per fiscal year for participation in school activities of their children or for volunteer activities conducted in a community organization. Schools shall include public and private, day-care and preschool. Volunteer opportunities can be performed in government, non-profit, religious, or civic organizations. Community Involvement Leave may not be used for partisan political activity. This leave will be paid for full-time regular employees and is unpaid for all other employees. Employees must have successfully completed six (6) months of employment to be eligible for Community Involvement Leave. Community Involvement Leave does not accrue and has no value at separation.

Section 17. Administrative Leave The County Manager, for purposes considered to be in the public interest, in cases

of civil

disturbances, severe weather conditions, or in such other circumstances as good judgment and common practice would dictate may authorize leave with pay.

Section 18. Pandemic Endurance Leave

Pandemic Endurance Leave is granted in recognition of Moore County employees' dedication and service during the COVID 19 pandemic. Leave will be granted per the below schedule to each employee who continues to remain in full or part time status on July 1 of each applicable fiscal year.

18.A. General Provisions – Pandemic Endurance Leave is granted per fiscal year beginning July 1, 2021 through fiscal year ending June 30, 2025 for full-time and part-time employees hired on or before May 7, 2021.

18.B. Manner of Accumulation –

18.B.1. Full-time employees will earn 16 hours per fiscal year as follows:

FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	TOTAL

16 hours	16 hours	16 hours	16 hours	64 hours

18.B.2. Part-time employees will earn 8 hours per fiscal year as follows:

FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	TOTAL

8 hours	8 hours	8 hours	8 hours	32 hours

18.C. Maximum Accumulation – Pandemic Endurance Leave will be granted per the schedule in 18.B.1. and 18.B.2. above. As of June 30 annually, any unused Pandemic Endurance Leave will convert to the employee's sick leave balance so that zero hours are carried forth to July 1 of the next fiscal year. Pandemic Endurance Leave provides no cash value at separation.

18.D. Manner of Taking Leave – Pandemic Endurance Leave may be taken as earned by a full-time and/or part-time employee subject to the normal leave approval process. Pandemic Endurance Leave may be used in lieu of any other accrued leave including, but not limited to, vacation or sick time.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

43

ARTICLE VII. EMPLOYEE BENEFITS

Section 1. Coverage

The benefits provided for under the provisions of this article are subject to the policies and procedures of the respective insurance providers and/or underwriters and Moore County does not guarantee or warrant any benefits.

Section 2. Group Health and Dental Insurance The County shall make medical and dental insurance coverage available to employees who are hired

into full time positions and regularly work full time. The coverage takes effect on the first day of employment. The County shall make medical insurance coverage available to all employees qualifying under the Patient Protection and Affordable Care Act.

The employee may elect to obtain medical and dental coverage for eligible dependents at his/her own expense through payroll deduction.

All regular full-time County employees who work at least 40 hours per week, whose retirement is under the provision of the North Carolina Local Government Employees' Retirement System through length of service, during which time at least 15 consecutive years are served with Moore County prior to retirement, may receive coverage under the County group health and dental insurance policy.

Premiums are calculated as follows:

2.A. Retiree pays 100% of current premium when eligible for state retirement and worked the last 15 years with Moore County;

2.B. Retiree pays 50% of current premium when he/she has 20 years of service with state retirement plan and worked the last 15 years with Moore County;

2.C. Retiree pays 25% of current premium when he/she has 30 years of service recognized with state retirement plan and worked the last 15 years with Moore County.

Premiums will be calculated annually and will be subject to adjustment as necessary. At the effective date of Medicare, the retiree health insurance becomes a supplement policy with a rate of 50% of current premium for retirees qualifying under the above sections 2(a) or 2(b). Retiree qualifying under section 2(c) will pay 25% of the current premium rate. The Retiree Health Plan will become secondary coverage when a retiree has become eligible for Medicare or another employer-sponsored plan.

A County of Moore retiree, as it pertains to this Section, who returns to full-time employment with the County of Moore will no longer, for the purpose of this policy, be classified as a retiree under the County group health and dental insurance plan but will be classified as a covered employee during the duration of the return to full-time Moore County government employment. Once full-time employment ends, the employee would be eligible for insurance coverage under this section at the same rate as when employee had previously retired from the County of Moore. If, however, the most recent full-time employment qualifies the employee to receive a lower premium rate the employee

would be entitled to health and dental insurance at the greater benefit level.

Formatted: Font color: Green

County of Moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

44

Example A: Employee originally retired July 1, 2005 and had worked the last 15 years with County of Moore, the employee pays 100% of the health and dental premium as a retiree. Same employee returned to full-time employment January 1, 2006 and works for 5 continual years this retiree would still qualify to pay 100% of health and dental premium the same as when they had previously retired, and would return to retiree health and dental status once retirement began again.

Example B: Employee originally retired July 1, 2005 and had worked the last 15 years with County of Moore, the employee pays 100% of the health and dental premium as a retiree. Same employee returned to full-time employment January 1, 2006 and works for 15 additional continual years, this retiree would now qualify to pay 25% of the health and dental premium.

For retirees whose hire date is on or after January 1, 2010, health coverage will end when retiree becomes eligible for Medicare at age 65 but this does not apply to a retiree who retired on or before January 1, 2010 and returns as a full-time employee.

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), health benefits can be continued, at the employee's or dependent's request and expense, after termination of employment in certain circumstances or other qualifying event.

Section 3. Group Life Insurance The County provides life insurance. To be eligible for life insurance the employee must be a member.

The following defines membership and the benefit:

3.A. An active, permanent part-time employee who is regularly working at least 20 hours per week is covered by a \$10,000 policy.

3.B. An active, full-time employee who is regularly working at least 40 hours per week is covered by twice the basic yearly earnings; or

3.C. An active Commissioner of Moore County is covered for \$25,000.

Employees, at their own expense through payroll deduction, may acquire insurance for their dependents. In some instances, employees' coverage amounts will be subject to medical underwriting. The insurer will determine the type and form of required proof.

Section 4. Unemployment Compensation

In accordance with Public Law 94-566 and Chapter 1124 of the Session Laws of 1977 of the North Carolina General Assembly, local governments are covered by unemployment insurance effective January 1, 1978.

County employees may apply for unemployment compensation through the local office of the Employment Security Commission which will determine the employee's eligibility for this benefit.

Section 5. Social Security

The County, to the extent of its lawful authority and power, has extended Social Security benefits for its eligible employees and eligible groups and classes of such employees.

Section 6. Retirement Plan

The County participates in a retirement program for employees through the North Carolina Local Governmental Employees' Retirement System and the Law Enforcement Officers' Benefits and Retirement Fund. Sworn law enforcement officers shall have the option of membership in either retirement system, only at the time of initial employment.

Each employee appointed to a regular position shall be required to join one of the retirement plans, in accordance with the rules and regulations of the applicable retirement system as currently existing or hereafter amended.

Section 7. Death Benefit

The beneficiary of an employee who dies after 1 year of contributing to the North Carolina Local Governmental Employees' Retirement System AND while still being paid a salary by the County will receive a single lump sum payment from the North Carolina Retirement System. This payment equals the highest 12 months' salary in a row during the 24 months before the employee's death, but not less than \$25,000 and no more than \$50,000. This benefit is also paid if the employee dies within 180 days of the last day for which he/she was paid salary.

Section 8. Law Enforcement Officers' Separation Allowance The County shall provide a special separation allowance as required by NC G.S. 143-166.41 and NC G.S. 143-166.42, as amended.

Section 9. Longevity Pay

In addition to regular salaries, a longevity payment may be made annually in recognition of long term service of regular full-time employees, , who have served at least three (3) continuous years with Moore County and have scored at least proficient on their performance evaluation as of July 3rd of each year. Longevity pay is subject to annual approval by the Board of Commissioners during the adoption of the budget.

Annual longevity pay amounts are based on the length of continuous service with Moore County and a percentage of the employee's annual rate of base pay on the date of eligibility as of July 3rd of each year, with the payment being made the Wednesday prior to Thanksgiving.

Longevity pay amounts are computed by multiplying the employee's base pay rate by the appropriate percentage from the following table:

Years of Aggregate Service Longevity Pay Rate

3 through 5 years 1%

6 through 10 years 2%

11 through 15 years 3%

16 through 20 years 4%

21 years or more 5%

Longevity pay is neither considered a part of annual pay for classification and pay purposes, nor is it to be recorded in personnel records as a part of annual base salary. Appropriate Federal, State, FICA and retirement will be deducted. An employee must be actively employed with the County of Moore on the Wednesday before Thanksgiving to be eligible for longevity pay.

Section 10. Supplemental Retirement Plan 401(k)

G.S. 143-166.50 requires each County to place an amount equal to a specified percentage of the gross annual salary for all sworn law enforcement personnel in a 401(k) Savings Plan. All other regular, full-time and part time County employees can voluntarily place a portion of their pre-tax salary, up to the annual limit amount established by the 401(k) plan. The County will provide funds for non-law enforcement employees in an amount as determined by the Board of Commissioners.

Section 11. Training and Educational Incentives Moore County, will, if funds are available, provide reimbursement for expenses incurred in

completing job-related training sessions, seminars, or workshops, which relate directly to the employees' duties and responsibilities with the County. Reimbursement for expenses will be limited to registration fees, mileage, meals and lodging. As a condition of incurring the expense of training and/or education of an employee, the County may require the employee to execute a contract dictating the terms of the training or education. These terms include, but are not limited to, the repayment of training expenses if the employee terminates employment with the County. The repayment term of this contract is not to exceed 5 years of service from the completion of training or education.

Employee may find the procedure for reimbursement for approved expenses and travel in the Finance Office Travel Procedure guideline.

Section 12. Employee Assistance Program

The purpose of the Employee Assistance Program (EAP) is to provide Moore County employees and their families with confidential rehabilitative services for the treatment of emotional, psychological, psychiatric, stress-related, and substance dependence problems. These disorders or problems, if left uncorrected, may result in a decreased quality of life for those affected and their families and will often result in work deficiencies, including decreased productivity, increased absenteeism, unacceptable job conduct, work injuries, increased medical care usage, poor judgment and decision-making ability, work-group conflicts, poor morale, safety hazards to the public and co-workers, and negative consequences to our employees and the community. Strict confidentiality is essential and will be maintained. While there may be occasions when a supervisor will suggest, or refer, an employee to the EAP, the program should in no way be construed as disciplinary. It is voluntary and is provided to help the employee sort through difficulties that may affect his/her job performance.

12.A. Eligibility

12.A.1. All employees are eligible

12.A.2. Members of the employee's immediate family

12.B. Self-Referrals - Employees are encouraged to utilize the EAP as the need for professional help or guidance arises and may access the EAP directly by phone. Help is available 24 hours a day, 7 days a week. No employee's job security or promotional opportunities will be jeopardized due to

participation in the program. This call is absolutely confidential.

12.C. Supervisory Referrals - In those cases where it is necessary for a supervisor to refer an employee to the EAP program due to poor performance or personal conduct to avoid the necessity for disciplinary action, it is the employee's responsibility to cooperate in the designated treatment or rehabilitation plan in order to address conditions apparently causing the poor performance or personal conduct on the job. Any employee whose performance or personal conduct does not improve, or continues to deteriorate, remains subject to the normal disciplinary actions in accordance with Article VIII.

12.D. Referrals to Network Healthcare Providers - In some cases, it is necessary for an employee to be referred by the EAP to another health care provider for additional or specialized services. In these cases, the EAP professionals are well acquainted with the County's Health Plan and will make the appropriate network referral ensuring that the employee may maximize his/her health care benefits. Any referral expenses incurred beyond that, which is covered by the insurance plan will be the responsibility of the employee. Those potential costs will be discussed between the employee and the EAP counselor in advance to consider options for meeting the expense, and the employee has the final choice of whether to accept the referral.

Section 13. Wellness Center Use

13.A. Eligibility - The County's wellness center is intended to be available to all full time employees who are eligible to be on the County's Health Plan. Employees' dependents covered by the health plan will be eligible to use the wellness center. Moore County retirees participating in the County's health plan are eligible.

13.B. Record Procedures - All personal medical services will be confidential. The medical records will be maintained by the medical providers contracted to operate the wellness center.

The medical records of Moore County employees treated for workers' compensation injuries will be shared with the County Human Resources Director in accordance with North Carolina Industrial Commission regulations.

Employees and retirees must show a current health benefit insurance card and picture identification.

Dependents must be listed on the employees' health benefit insurance card to be seen at the employee wellness center. These identifications will be checked at each visit to the wellness center.

13.C. Use of Sick Time - In order to avoid being charged for sick leave, an employee's intention must be to work on the day of the medical visit to the wellness center. If an employee is at work but visits the wellness center and then returns to work immediately following the medical visit, sick leave will not be charged.

Leave time must be used if an employee is accompanying a spouse or dependent to the wellness center.

13.D. All employees are required to use the wellness center for workers' compensation purposes. In the event that the center is closed, the employee will be directed by the Department Director or Human Resources Department where to obtain treatment. All time spent for workers' compensation visits are to be coded as workers compensation and Wellness Works Center on the individual's time sheet.

13.E The medical providers contracted to operate the wellness center have the authority to notify the County if they feel the employee is abusing the benefit of the wellness center. The medical providers at the wellness center, in conjunction with the County Manager and Human Resources have the authority to dismiss a patient from treatment as a result of this abuse.

Section 14. Other Benefits

Additional deductions or benefits may be allowed at the option of the employee, under the provisions of the insurance contracts, and may be payroll deducted. These deductions include but are not limited to the following:

14.A. Flexible Spending Account - provided by Section 125 of the Internal Revenue Code, allowing employees to spend pretax dollars on eligible healthcare products and services and/or dependent care expenses received by the employee or an eligible dependent during the coverage period;

14.B. United Way Contributions;

14.C. Credit Union deductions; and

14.D. Any miscellaneous insurance premiums as authorized.

Section 15. Employer Statement

The County of Moore reserves the right to amend or terminate any of the preceding benefits or programs, or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity.

ARTICLE VIII. DISCIPLINE AND SEPARATION

Section 1. Disciplinary Actions

1.A. General Provisions - It is the intent of Moore County to provide employees and management with a fair, clear and useful tool for correcting and improving job performance problems, as well as for providing a process to assist management in handling instances of unacceptable personal conduct. In accordance with the provisions of this Article, disciplinary actions shall be administered in as near a uniform manner as possible in all departments.

Any employee, regardless of occupation, position, or profession, may be warned, demoted, suspended or dismissed. Such actions will be the responsibility of the Department Director.

Disciplinary actions may be taken against regular employees only for just cause. The degree and type of action taken shall be based upon the sound and considered judgment of the Department Director in accordance with this Article.

Probationary employees may be dismissed without cause at any time during the probationary period following their initial appointment.

Just cause can consist of any one or a combination of the following.

2.A. Unsatisfactory Job performance - defined as work-related performance that fails to satisfactorily meet job requirements as specified in the relevant job description, work plans or as directed by management of the work unit or department.

The following examples relating to unsatisfactory job performance are representative of, but not limited to, those sufficient for discipline, up to and including dismissal:

2.A.1. Inefficiency, negligence or incompetence in the performance of duties;

2.A.2. Careless, negligent or improper use of County property or equipment;

2.A.3. Physical or mental incapacity to perform duties, as certified by a physician;

2.A.4. Discourteous treatment of the public or other employees;

2.A.5. Absence without approved leave;

2.A.6. Improper use of leave privileges;

2.A.7. Habitual pattern of failure to report for duty at the assigned time and place;

2.A.8. Failure to complete work within established time frames.

2.B. Written Warning for Unsatisfactory job performance When a supervisor determines that disciplinary action is appropriate for unsatisfactory job performance, a written warning is the first type of disciplinary action that an employee must receive. For a written warning to be official, a written warning must:

- 2.B.1. Clearly inform the employee that it is an official written warning;
 - 2.B.2. Clearly inform the employee of the specific issues that are the basis for the warning;
 - 2.B.3. State the specific improvements that must be made to address these specific issues;
 - 2.B.4. State the time frame allowed for making the required improvements/corrections and set a specified time frame. Absent a specific time frame, 60 days is the time frame allowed for correction.
 - 2.B.5. Clearly inform the employee of the consequences of failing to make the required improvements/corrections;
 - 2.B.6. Be forwarded to the Human Resources Director to be placed in the personnel file; and
- Employee has no appeal rights for a written warning.

2.C. Suspension with Pay for unsatisfactory job performance Suspension with pay may be used for any one or a combination of the following:

- 2.C.1. To provide time to investigate, establish facts, and reach a decision concerning an employee's status;
- 2.C.2. To provide time to schedule and hold a pre-dismissal conference; and/or
- 2.C.3. To avoid undue disruption of work or to protect the safety of persons or property.

Employee has no appeal rights for a suspension with pay.

A suspension with pay shall not exceed 30 calendar days unless extended by the County Manager. Extensions shall be in writing to the employee and include the specific reason for the extension and the length of the extension.

A suspension with pay shall not be used for the purpose of delaying an administrative decision on an employee's work status pending the resolution of a civil or criminal court matter involving the employee.

2.D. Suspension without Pay for Unsatisfactory Job Performance. An employee may be suspended without pay for disciplinary purposes for unsatisfactory job performance after the receipt of at least one prior disciplinary action.

2.D.1. Schedule and conduct a pre-disciplinary conference. Advance oral or written notice of the conference must be given to the employee of the time, location, and the issue for

which discipline has been recommended. The amount of advance notice should be as much as is practical under the circumstances.

2.D.2. Furnish the employee a statement in writing setting forth the specific acts or omissions that are the reasons for the suspension.

2.D.2.a Non-Exempt Employee who is subject to the overtime compensation provisions of the Fair Labor Standards Act (FLSA) must be for at least 1 full work day, but not more than 2 work weeks.

2.D.2.b. Exempt Employee is exempt from the overtime compensation provisions of the FLSA must be for at least 1 full work week, but not more than 2 full work weeks

2.D.3. Advise the employee of any applicable appeal rights in the document affecting the suspension.

2.E. Disciplinary Demotion for Unsatisfactory Job Performance. An employee may be demoted for any reason constituting just cause in accordance with the procedural requirements below. A demotion may take one of three forms:

2.E.1. The employee may be demoted to a lower pay grade with a reduction in salary rate as long as the new salary rate does not exceed the maximum of the salary range for the new lower pay grade;

2.E.2. The employee may be demoted to a lower pay grade without a reduction in salary rate as long as the salary rate does not exceed the maximum of the salary range for the new lower pay grade; or

2.E.3. The employee may be demoted while retaining the same pay grade with a reduction in salary rate. In no event shall an employee's salary rate be reduced to less than the step 1 of salary rate for the applicable pay grade or the special entry rate, if in effect.

2.E.4. To demote an employee, the appointing authority must comply with the following procedural requirements:

2.E.4.a. The employee must have received at least one prior disciplinary action before being demoted;

2.E.4.b. Review the employee's actions and the proposed discipline with the Human Resources Director; 2.E.4.c. Schedule and conduct a pre-disciplinary conference. Advance written notice of the time, location, and issue for which discipline has been recommended must be provided to the employee. The amount of advance notice should be as much as is practicable under the circumstances;

2.E.4.d. Furnish the employee with a written statement setting forth the specific acts or omissions that are the reasons for the demotion, stating clearly how and to what extent the demotion will affect the employee's salary rate or pay grade, and advising the employee of any applicable appeal rights; and

2.E.4.e. Forward a copy of the written statement to the Human Resources Director to be placed in the personnel file.

2.F. Dismissal for Unsatisfactory Job Performance - In order to be dismissed for unsatisfactory job performance, an employee must first receive at least two prior disciplinary actions, which may be a written warnings and/or other written disciplinary action, followed by a final written warning notifying the employee that failure to make the required improvements may result in dismissal. Successive disciplinary actions do not have to concern the same type of unsatisfactory job performance, nor do successive disciplinary actions have to concern the same type of just cause. For example, a final written warning for unacceptable job performance could follow an initial disciplinary action for grossly inefficient job performance, unacceptable personal conduct, or failure to maintain required credentials. After an employee has received the required prior disciplinary actions, he/she may be dismissed pursuant to the procedures outlined below.

2.F.1. Review the employee's actions and the proposed discipline with the Human Resources Director;

2.F.2. Schedule a pre-disciplinary conference with the employee. Advanced written notice of the conference must be given to the employee detailing the time and location of the conference and the issue for which dismissal has been recommended.

2.F.3. Conduct the pre-disciplinary conference with the employee. Attendance at this conference is limited to the employee and the person conducting the conference subject to the following exceptions. A second management representative and/or security personnel may be present at management's discretion. No attorneys representing either side may attend the conference. During the conference, the employee shall be given notice of the recommendation of dismissal, including specific reasons for the proposed dismissal and a summary of the information supporting that recommendation. The employee shall have an opportunity to respond to the proposed dismissal action and to offer arguments and information in support of his/her position but may not present witnesses.

2.F.4. Review and consider the response of the employee following the conference. To minimize the risk of dismissal upon erroneous information and to allow time for the review of all necessary information, a decision should not be communicated to the employee prior to the beginning of the business day immediately following the pre-disciplinary conference no later than the end of the second business day following the conclusion of the pre-dismissal conference. When extension of this time period is necessary for investigative or other purposes, the employee shall be notified.

2.F.5 If the decision is made to dismiss the employee, provide the employee with a written letter of dismissal detailing the specific reasons for dismissal, the effective date of the dismissal, and the employee's appeal rights. This letter shall be delivered to the

employee in person or by certified mail, return receipt requested, to the employee's last known address. The effective date of the dismissal is determined by the dismissing authority but shall not be earlier than the letter of dismissal.

2.F.6. Forward a copy of the letter of dismissal to the Human Resources Director to be placed in the personnel file.

2.G. Grossly inefficient job performance is defined as instances in which the employee fails to satisfactorily perform job requirements as specified in the relevant job description, work plans or as directed by the management of the work unit or department when that failure results in:

2.G.1. The creation of the potential for death or serious harm to a client(s), an employee(s), members of the public or to a person(s) over whom the employee has responsibility; or

2.G.2. The loss of or damage to County property or funds that results in a serious impact on the County and/or work unit.

When discipline of an employee for grossly inefficient job performance, follow the direction of this Article, sections 2.B, 2.C, 2.D, 2.E and 2.F.

2. H. Failure to maintain required credentials - Employees in classifications that require a certain license, registration, or certification in order to perform assigned job duties are responsible for obtaining and maintaining said credentials, and a failure to do so constitutes just cause for disciplinary action.

3.A. Unacceptable personal conduct, - defined as work-related or non-work related conduct and may be intentional or unintentional. An employee may be warned, suspended with pay, suspended without pay, demoted, or dismissed for causes relating to personal conduct detrimental to County service in order to avoid undue disruption of work, protect the safety of persons or property, or for other serious reasons.

The following examples relating to unacceptable personal conduct are representative of, but not limited to, those sufficient for discipline, up to and including dismissal:

3.A.1. Conduct for which no reasonable person should expect to receive prior warning;

3.A.2. Fraud in securing appointment;

3.A.3. Conduct unbecoming a public officer or employee;

3.A.4. Conviction of a felony or a misdemeanor which is detrimental to County Services or the performance of duties, or a plea of "no contest" to either;

3.A.5. Misappropriation of County funds or property;

3.A.6. Falsification of County records;

3.A.7. Willful violation of known or written work rules and/or policies;

3.A.8. Willful violation of the Moore County Substance Abuse Policy;

3.A.9. Insubordination which is the willful failure or refusal to carry out a reasonable order from an authorized supervisor Insubordination is considered unacceptable personal conduct for which any level of discipline, including dismissal, may be imposed without prior warning;

3.A.10. Willful damage or destruction of property;

3.A.11. Willful acts that would endanger the lives and/or property of others;

3.A.12. Acceptance of gifts in exchange for "favors" or "influence";

3.A.13. Possession of unauthorized firearms or other lethal weapons on the job;

3.A.14. Sexual, racial or other unlawful harassment of a co-worker, applicant for employment, client or member of the public;

3.A.15. Incompatible employment or conflict of interest;

3.A.16. Obtaining or conveying, without proper authorization, identified confidential information;

3.A.17. Violation of political activity restrictions;

3.A.18. Failure to pay taxes owed to the County.

A regular County employee wishing to appeal a demotion, suspension without pay, dismissal, or reduction-in-force may present the matter in accordance with the provision of the grievance procedure prescribed in Article IX of this policy. Employees subject to the State Personnel Act, NCGS Chapter 126, wishing to appeal the actions indicated above may do so in accordance with established policies approved by the State Personnel Commission. No disciplinary action shall be invalid solely because the disciplinary action is labeled incorrectly.

3.B. Written Warning for Unacceptable Personal Conduct When a supervisor determines that disciplinary action is appropriate for unacceptable personal conduct, a written warning may be issued. For a written warning to be official, a written warning must:

3.B.1. Clearly inform the employee that it is an official written warning;

3.B.3. Clearly inform the employee of the specific issues that are the basis for the warning;

3.B.3 State the specific improvements that must be made to address these specific issues;

3.B.4. State the time frame allowed for making the required improvements/corrections is immediate.

3.B.5. Clearly inform the employee of the consequences of failing to make the required improvements/corrections;

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

55

3.B.6. Employee has no appeal rights for a written warning;

3.B.7. Be forwarded to the Human Resources Director to be placed in the personnel file;
and

3.C. Suspension with Pay for Unacceptable Personal Conduct. Suspension with pay may be used for any one or a combination of the following:

3.C.1. To provide time to investigate, establish facts, and reach a decision concerning an employee's status;

3.C.2. To provide time to schedule and hold a pre-dismissal conference; and/or

3.C.3. To avoid undue disruption of work or to protect the safety of persons or property.

3.C.4. Employee has no appeal rights for a suspension with pay.

A suspension with pay shall not exceed 30 calendar days unless extended by the County Manager. Extensions shall be in writing to the employee and include the specific reason for the extension and the length of the extension.

A suspension with pay shall not be used for the purpose of delaying an administrative decision on an employee's work status pending the resolution of a civil or criminal court matter involving the employee.

3.D. Suspension without Pay for Unacceptable Personal Conduct. An employee may be suspended without pay at any time for unacceptable personal conduct or grossly inefficient job performance. An employee who has been suspended without pay must be furnished a statement in writing setting forth the specific acts or omissions that are the reasons for the suspension and the employee's appeal rights.

3.D.1. Schedule and conduct a pre-disciplinary conference. Advance oral or written notice of the conference must be given to the employee of the time, location, and the issue for which discipline has been recommended. The amount of advance notice should be as much as is practical under the circumstances.

3.D.2. Furnish the employee a statement in writing setting forth the specific acts or omissions that are the reasons for the suspension.

3.D.2.a. Non-Exempt Employee who is subject to the overtime compensation provisions of the Fair Labor Standards Act (FLSA) must be for at least 1 full work day, but not more than 2 work weeks.

3.D.2.b. Exempt Employee is exempt from the overtime compensation provisions of the FLSA must be for at least 1 full work week, but not more than 2 full work weeks

3.D.3. Advise the employee of any applicable appeal rights in the document affecting the suspension.

3.E. Demotion for Unacceptable Personal Conduct. An employee may be demoted for any reason constituting just cause in accordance with the procedural requirements below. A demotion may take one of three forms:

3.E.1. The employee may be demoted to a lower pay grade with a reduction in salary rate as long as the new salary rate does not exceed the maximum of the salary range for the new lower pay grade;

3.E.2. The employee may be demoted to a lower pay grade without a reduction in salary rate as long as the salary rate does not exceed the maximum of the salary range for the new lower pay grade; or

3.E.3. The employee may be demoted while retaining the same pay grade with a reduction in salary rate. In no event shall an employee's salary rate be reduced to less than the minimum salary rate for the applicable pay grade or the special entry rate, if in effect.

3.E.4. To demote an employee, the appointing authority must comply with the following procedural requirements:

3.E.4.a. In matters of grossly inefficient job performance, unacceptable personal conduct, or failure to maintain required credentials, no prior disciplinary actions are required;

3.E.4.b. Review the employee's actions and the proposed discipline with the Human Resources Director;

3.E.4.c. Schedule and conduct a pre-disciplinary conference. Advance written notice of the time, location, and issue for which discipline has been recommended

must be provided to the employee. The amount of advance notice should be as much as is practicable under the circumstances;

3.E.4.d. Furnish the employee with a written statement setting forth the specific acts or omissions that are the reasons for the demotion, stating clearly how and to what extent the demotion will affect the employee's salary rate or pay grade, and

3.E.4.e. Advise the employee of any applicable appeal rights in the document affecting the demotion.

3.E.4.f. Forward a copy of the written statement to the Human Resources Director to be placed in the personnel file.

3.F. Dismissal for Unacceptable Personal Conduct An employee may be dismissed on the basis of grossly inefficient job performance, unacceptable personal conduct, or failure to maintain

required credentials without any prior disciplinary action. However, nothing in this Article precludes management from using other disciplinary actions prior to proceeding to dismissal.

In dismissing an employee pursuant to this Section, the Department Director must follow:

3.F.1. Review the employee's actions and the proposed discipline with the Human Resources Director;

3.F.2. Schedule a pre-disciplinary conference with the employee. Advanced written notice of the conference must be given to the employee detailing the time and location of the conference and the issue for which dismissal has been recommended.

3.F.3. Conduct the pre-disciplinary conference with the employee. Attendance at this conference is limited to the employee and the person conducting the conference subject to the following exceptions. A second management representative and/or security personnel may be present at management's discretion. No attorneys representing either side may attend the conference. During the conference, the employee shall be given notice of the recommendation of dismissal, including specific reasons for the proposed dismissal and a summary of the information supporting that recommendation. The employee shall have an opportunity to respond to the proposed dismissal action and to offer arguments and information in support of his/her position but may not present witnesses.

3.F.4. Review and consider the response of the employee following the conference. To minimize the risk of dismissal upon erroneous information and to allow time for the review of all necessary information, a decision should not be communicated to the employee prior to the beginning of the business day immediately following the pre-disciplinary conference no later than the end of the second business day following the conclusion of the pre-dismissal conference. When extension of this time period is necessary for investigative or other purposes, the employee shall be notified.

3.F.5. If the decision is made to dismiss the employee, provide the employee with a written letter of dismissal detailing the specific reasons for dismissal, the effective date of the dismissal. This letter shall be delivered to the employee in person or by certified mail, return receipt requested, to the employee's last known address. The effective date of the dismissal is determined by the dismissing authority but shall not be earlier than the letter of dismissal.

3.F.6. Advise the employee in writing of any applicable appeal rights in the document affecting the dismissal

3.F.7. Forward a copy of the letter of dismissal to the Human Resources Director to be placed in the personnel file.

Section 2. Types of Separations 2.A. Resignation - Resignation in good standing occurs when an employee submits and works a written notice of resignation for a minimum of 2 weeks or alternate approved plan prior to the effective date of

resignation. Department Directors are required to give a 30 day written notice of

resignation to the County Manager or hiring authority. Such notice shall be provided to the Department Director who shall acknowledge the employee's resignation in writing and forward a copy of the resignation and acknowledgement to the Human Resources Director and when appropriate, the County Manager, appointing authority or governing body. The last day worked by an employee will be recorded as the date of separation. Vacation, sick or compensatory leave will not be permitted to exhaust a notice of resignation.

2.A.1. Resignation not in good standing occurs when:

2.A.1.a. An employee fails to submit and work a written notice of resignation at least 2 weeks prior to the effective date of resignation;

2.A.1.b. An employee fails to report to work following a leave of absence without pay;

2.A.1.c. An employee is absent from work 3 consecutive working days without authorized leave – separation pursuant to this policy should not occur until the employing department has undertaken reasonable efforts to locate the employee and determine when or if the employee is intending to return to work; or

2.A.1.d. An employee resigns to avoid announced disciplinary action.

2.A.2. An employee who resigns in good standing may be considered for future employment with the County. An employee who resigns from County employment not in good standing is normally ineligible for future employment with the County.

2.B. Reduction-in-Force - In the event that a reduction-in-force becomes necessary, consideration shall be given to the needs of the organization, the seniority of the employee, and the quality of each employee's past performance. No regular employee shall be separated while there are probationary, temporary or other non-regular employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the non-regular employee. Employees who are laid off because of reduction-in-force shall be given at least 2 weeks notice of anticipated layoff.

2.C. Disability - An employee may be separated for disability when the employee cannot perform the essential functions of the position because of a physical or mental impairment. Action for disability separation may be initiated by the employee or the County.

Consideration for disability separation shall be supported by medical evidence as certified by a competent physician. Furthermore, the County may require a physical and/or mental examination at its expense by a physician of its choice.

Before an employee is separated for disability, a reasonable effort shall be made to locate alternative positions within the County's service for which the employee may be suited.

2.D. Retirement - When an employee meets the conditions set forth under the provisions of any retirement plan adopted by the Board of County Commissioners for County employees, he/she may elect to retire and receive all benefits earned under said retirement plan.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

59

2.E. Dismissal - See Section 1 of this Article.

2.F. Death - All compensation due in accordance with this Policy will be paid to the estate of a deceased employee. The date of death shall be recorded as the separation date for computing compensation due.

Section 3. Reinstatement to Regular Status 3.A. An employee who resigns while in good standing, or who is separated because of reduction-in-force may be reinstated within 1 year of the date of separation, with the approval of the Department Director and the Human Resources Director.

3.B. A former regular full-time or regular part-time employee with a break in service may be reinstated and appointed to the same salary step as at separation within 1 year following the date of separation if in the same position.

3.C. A break in service occurs when an employee is in non-pay status for more than 31 calendar days. An employee is in non-pay status after the last day of work prior to separation because of resignation, dismissal, death, retirement, reduction in force or on leave without pay. An employee is in pay status when working, when on paid vacation, sick, or civil leave, when on leave pursuant to the FMLA, or when on Worker's Compensation leave.

3.D. An employee otherwise eligible for reinstatement in (3.A.) above may be offered reinstatement with a probationary period of appointment at the discretion of the Department Director, subject to the approval of the Human Resources Director. In this instance, the employee must meet all requirements of the probationary period as for initial appointments.

3.E. An employee who enters extended active duty with the Armed Forces of the United States, the Public Health Service, the National Guard or with any Reserve component of the Armed Forces will

be granted reinstatement rights commensurate with Chapter 43 of Public Law 93-508. An employee who is reinstated pursuant to this Section shall be credited with previous service time and previously accrued sick leave.

Section 4. Employee Appeal A regular employee wishing to appeal a disciplinary demotion, suspension or dismissal may present

the matter in accordance with the provisions of Article IX, Grievance Procedure.

Section 5. Time Limits For Active Warnings/Disciplinary Actions For Progressive Discipline 5.A. Any disciplinary action is deemed inactive for the purpose of this Section in the event that:

5.A.1. The Department Director notes in the employee's personnel file that the reason for the disciplinary action has been resolved or corrected; or

5.A.2. Eighteen months have passed since the warning or disciplinary action, the employee does not have another active warning or disciplinary action which occurred within the last 18 months and the department has not, prior to the expiration of the 18 month period, issued to the employee written notice, including reasons, of the extension of the period.

Section 6. Credentials

By statute and applicable rule, some duties assigned to positions may be performed only by persons who are duly licensed, registered or certified as required by relevant authority. All such requirements and restrictions are specified in the statement of essential qualifications or recruitment standards for classifications established by County Human Resources or in the position description for the position.

Employees in such classifications are responsible for obtaining and maintaining current, valid credentials as required by law or applicable rule. Failure to obtain or maintain the legally required credentials constitutes a basis for immediate dismissal without prior warning, consistent with dismissal for unacceptable personal conduct or grossly inefficient job performance.

Falsification of employment credentials or other documentation in connection with securing employment constitutes just cause for disciplinary action. When credential or work history falsification is discovered after employment, disciplinary action shall be administered as follows:

6.A. If an employee was determined to be qualified and was selected for a position based upon falsified work experience, education, registration, licensure, or certification information that was a requirement for the position, the employee must be dismissed in accordance with Article VIII.

6.B. In all other cases of post-hiring discovery of false or misleading information, disciplinary action shall be taken, but the severity of the disciplinary action shall be at the discretion of the Department Director, up to and including dismissal.

When credential or work history falsification is discovered before employment with a department, the applicant shall be disqualified from consideration for the position in question.

ARTICLE IX. GRIEVANCE PROCEDURES

Section 1. Purpose

The County is committed to providing employees an effective and responsive grievance process.

Section 2. Applicability

This procedure applies to regular employees of the County, except for employees subject to the State Personnel Act (competitive service employees) and employees of the Board of County Commissioners, the Board of Elections, Sheriff, Register of Deeds, and the Soil and Water Conservation District. Competitive service employees may appeal grievances to the Office of State Personnel pursuant to Chapter 126 of the North Carolina General Statutes. For employees of the Board of County Commissioners, Board of Elections, Sheriff, Register of Deeds, and the Soil and Water Conservation District, the decision of the Chairman of the Board of Elections, Sheriff, Register of Deeds, or the Soil and Water Conservation District Board, respectively, is administratively final.

Regular employees covered by this Article shall have the right to grieve suspensions without pay, disciplinary demotions, reductions-in-force or dismissals.

Section 3. Policy Regular employees subject to this Article shall have the opportunity to be heard without fear of reprisal or retaliation, and to be heard fairly and promptly. Grievances which are not received within the time allowed as prescribed in this Section or which are not filed with the Human Resources Director as prescribed in this Section shall be dismissed. A regular employee shall have the right to present a complaint in accordance with this established policy free from interference, discrimination, or reprisal.

Section 4. Procedure

When a regular employee is dissatisfied with an adverse action of suspension without pay, disciplinary demotion, reduction-in-force, or dismissal, the employee may file a formal written grievance with the Department Director as provided below.

In order to be considered, a grievance must be filed within 5 working days from the date that the issue is made known to the employee. While every effort shall be made to expedite the grievance process, the time limits contained in this Section may be extended when mutually agreed upon or approved by the Human Resources Director. Provided, however, that the 5 working days time limit to initially file a grievance shall not be extended. Grievances filed outside of this 5 working days time period shall be dismissed.

In filing a grievance, the following steps shall be taken:

4.A. The employee shall present the grievance in writing to the Department Director within the 5 working days time period outlined above. The grievance should contain the following information: the decision or action that the employee does not agree with, the basis on which the action is wrong or unfair, and the proposed resolution that the employee is seeking. The employee shall also file a copy of the

grievance with the Human Resources Director.

4.B. Upon receipt of the grievance, the Department Director shall arrange for the employee to present the case within 7 working days. The employee may not be represented or assisted by others at this level of the grievance, but may present evidence or have witnesses testify. The Department Director will make a decision within 7 working days after the hearing, and a written copy of this decision will be immediately furnished to the employee, the Human Resources Director and the County Manager.

4.C. If the employee is not satisfied with the Department Director's decision, the employee may request that the grievance be referred to the County Manager. This request must be made to the Human Resource Director, in writing, within 5 working days after the Department Director's decision.

4.D. The County Manager shall conduct a hearing within 7 working days to hear the employee's concerns. The County Manager will review the written documents, supporting evidence, and consult with whatever other sources he deems appropriate and shall present his decision, in writing, to the employee and the Department Head within 10 working days after completing the hearing.

4.E. If the employee is not satisfied with the County Manager's decision, the employee may request the grievance be referred to the Human Resources Appeals Committee. This request must be made to the Human Resources Director, in writing, within 10 days after the County Manager's decision.

Section 5. Organization of the Human Resources Appeals Committee The Board of Commissioners shall appoint a Human Resources Appeals Committee consisting of three members. Members of the Human Resources Appeals Committee shall serve 3 year terms. A member of the Human Resources Appeals Committee may be removed by the Board of Commissioners for just cause. Vacancies shall be filled by the Board of Commissioners by appointment.

Each member of the Human Resources Appeals Committee shall be a qualified voter of the County, and shall be known to be in sympathy with the merit principle of personnel administration. No person who has actively participated in the immediately preceding County election by seeking office, soliciting funds or votes, either by letter, telephone, personal contact or speeches, on behalf of any candidate for County office and no County employee or officer shall serve on the Human Resources Appeals Committee. No attorney practicing in any of the courts in the County shall serve on the Human Resources Appeals Committee.

Each member of the Human Resources Appeals Committee shall have had experience in public or private personnel administration. Any member of the Human Resources Appeals Committee who becomes a candidate for a political office, or actively participates in elections, in the matter herein before set forth, shall at the time he/she files, be deemed to have vacated his/her position as a member of the Human Resources Appeals Committee.

The Board of Commissioners shall appoint one of the members of the Human Resources Appeals Committee to serve as Chairman who shall preside at all meetings and shall be responsible for establishing meeting dates and calling official meetings. One member shall be elected Vice-Chairman and shall assume the duties of Chairman in the event the chairman is unavailable.

The Human Resources Appeals Committee shall:

5.A. Advise the Board of Commissioners and the County Manager regarding County personnel issues;

5.B. Conduct hearings upon the request of suspended without pay, demoted, reduced in force, or dismissed County employees as required by this procedure. The Human Resources Appeals Committee shall have all powers necessary to complete investigation of the action taken, including the examination of witnesses and relevant papers. The Human Resources Appeals Committee shall inform the employee and the County Manager in writing of its findings and recommendation; and

5.C. Keep an accurate record of all its proceedings, findings and recommendations.

Section 6. Grievance Hearings with the Human Resources Appeals Committee

The employee with the grievance may appeal in writing to the Human Resources Director within 10 working days of the written decision by the County Manager. Upon receipt of the employee's appeal, the Human Resources Director shall notify the Chairman of the Human Resources Appeals Committee within 7 working days. The Chairman will schedule a hearing within 15 working days of such notice.

Prior to a grievance hearing, each member of the Human Resources Appeals Committee shall declare any conflict of interest and, if necessary, recuse himself/herself from the hearing in order that an unbiased decision can be rendered.

Meetings of the Human Resources Appeals Committee are subject to regulations established by the North Carolina General Statutes. Notification of meeting dates, places and times shall be consistent with requirements therein.

Grievance hearings shall be formal and held in closed session.

Hearings will be taped, but not transcribed, unless ordered by the Chairman for subsequent hearings or challenge of proceedings. Tape cassettes will be punched to prevent erasure and sealed before close of the meeting and initialed by the Chairman. Tapes will be preserved in safe storage and shall be released only upon order of the Chairman. Transcripts of tapes, if made, shall be assigned control numbers and a record will be maintained of the parties to whom transcripts are released.

The Human Resources Appeals Committee may excuse all principals and witnesses from the closed session in order to complete deliberations.

A written statement, signed by the Chairman, of findings of fact and decisions recommended, will be mailed to the employee within 5 working days of the hearing with copies to the County Manager and Human Resources Director.

Witnesses may appear to testify before the Human Resources Appeals Committee upon the request of the Department Director or employee. The request shall be in writing to the Chairman of the Human Resources Appeals Committee and shall contain the names of witnesses who are requested to appear.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

64

Section 7. Maintenance of Grievance Records

The Human Resources Director shall keep a record of all grievances and complaints filed. If a grievance/complaint is withdrawn, the record shall include any statement from the complainant indicating the reason for withdrawal.

The records described above shall be retained by the Human Resources Director for a minimum of 3 years and are subject to review by the complainant, the complainant's Department Director, the County Manager and the County Commissioners.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

65

ARTICLE X. PERSONNEL RECORDS AND REPORTS

Section 1. Personnel Records Maintenance

Personnel records necessary for the proper administration of the personnel system will be maintained by Human Resources. The County shall maintain in personnel records only information that is relevant to accomplishing personnel administration.

Section 2. Public Information

The following information on each County employee is public information:

2.A. Name.

2.B. Age.

2.C. Date of original employment or appointment to service.

2.D. The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the county has the written contract or a record of the oral contract in its possession.

2.E. Current position

2.F. Title

2.G. Current salary.

2.H. Date and amount of each increase or decrease in salary.

2.I. Date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification.

2.J. Date and general description of the reasons for each promotion with the county.

2.K. Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the county. (If the disciplinary action was a dismissal, a copy of the written notice of the final decision setting forth the specific acts or omissions that are the basis of the dismissal.)

2.L. The office to which the employee is currently assigned.

Section 3. Access to Personnel Records

As required by N.C.G.S. § 153A-98, any person may have access to the information listed in Section 2 of this Article for the purpose of inspection, examination and copying during the regular business

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

66

hours, subject only to such rules and regulations for the safekeeping of public records as the Board of Commissioners may adopt.

All disclosures of records from the employee's personnel file shall be accounted for by keeping a written record (except for authorized persons processing personnel actions) of the following information: name of employee; information disclosed; date information was requested; name and address of the person to whom the disclosure is made; purpose for which information is requested.

This information must be retained for a period of 2 years.

Upon request, records of disclosure shall be made available to the employee to whom it pertains.

An individual examining a personnel record may copy the information; any available photocopying facilities may be provided and the cost may be assessed to the individual.

Section 4. Confidential Information

All information contained in a County employee's personnel file, other than the information listed in Section 2 of this Article, will be maintained as confidential in accordance with the requirement of N.C.G.S. § 153A-98 and shall be open to public inspection only in the following instances:

4.A. The employee or his duly authorized agent may examine all portions of his personnel file except letters of reference solicited prior to employment, and information concerning a medical disability, mental or physical, that a prudent physician would not divulge to his patient.

4.B. A licensed physician designated in writing by the employee may examine the employee's medical record.

4.C. A County employee having supervisory authority over the employee may examine all material in the employee's personnel file.

4.D. By order of a court of competent jurisdiction, any person may examine such portion of an employee's personnel file as may be ordered by the court.

4.E. An official of an agency of the State or federal government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the official having custody of such records to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee, or for the purpose of assisting in an investigation of the employee's tax liability. However, the official having custody of such records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.

4.F. An employee may sign a written release, to be placed with his personnel file, that permits the person with custody of the file to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

67

4.G. The County Manager, with concurrence of the Board of County Commissioners, or, in counties not having a manager, the Board of County Commissioners may inform any person of the employment or non-employment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of a County employee and the reasons for that personnel action. Before releasing the information, the County Manager or Board of Commissioners shall determine in writing that the release is essential to maintaining public confidence in the administration of County services or to maintaining the level and quality of County services. This written determination shall be retained in the office of the County Manager or the Clerk to the Board, and is a record available for public inspection and shall become part of the employee's personnel file. Each individual requesting access to confidential information will be required to submit satisfactory proof of identity. A record shall be made of each disclosure and placed in the employee's file (except for disclosures to the employee and the supervisor).

Section 5. Records of Former Employees The provisions for access to records apply to former employees as they apply to present employees.

Section 6. Remedies of Employees Objecting to Material in File

An employee who objects to material in his/her file may place in his/her file a statement relating to the material considered to be inaccurate or misleading. The employee may seek the removal of such material in accordance with established grievance procedures.

Section 7. Penalty for Permitting Access to Confidential File by Unauthorized Person

N.C.G.S. § 153A-98 provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed \$500 dollars.

Section 8. Penalty for Examining and/or Copying Confidential Material Without Authorization

N.C.G.S. § 153A-98 provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined at the discretion of the court, but not in excess of \$500 dollars.

Section 9. Destruction of Records Regulated No public official may destroy, sell, loan or otherwise dispose of any public record, except in

accordance with N.C.G.S. § 121-5(b), without the consent of the State Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever alters, defaces, mutilates or destroys it will be guilty of a misdemeanor and upon conviction will be fined not less than \$10 dollars nor more than \$500 dollars as provided in N.C.G.S. § 132-3.

ARTICLE XI. SAFETY WORKPLACE POLICY

Section 1. Safe Workplace Policy

The County is committed to making reasonable efforts to provide a safe working environment for its employees. It is expected that all County employees will adhere to this policy.

Section 2. Workplace Violence

The County has a zero-tolerance policy relating to the communication of threats, verbal harassment, physical assaults, or other forms of unreasonably aggressive behavior. Such behavior is a conduct issue.

Section 3. Safety, including Occupational Safety and Health Act (OSHA) The County is committed to providing a workplace and environment that is as safe as practicable for employees and the public. Employees are required to comply with all safety rules and regulations at all times. Personal protective and safety equipment shall be used at all times. Employees who do not comply with these requirements are subject to disciplinary action. Supervisors who fail to enforce safety rules and equipment use shall be subject to disciplinary action.

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

69

ARTICLE XII. IMPLEMENTATION OF POLICY

Section 1. Conflicting Policies Repealed

All policies, ordinances, or resolutions that conflict with the provisions of this Policy are hereby repealed.

Section 2. Separability

If any provision of this Policy is held invalid, the remainder of this Policy and the application of such remaining provisions of this Policy, other than those held invalid will not be affected.

Section 3. Violations of Policy Provision

An employee violating any of the provisions of this Policy as approved by the Board of Commissioners may be subject to disciplinary action, which may include suspension and/or dismissal, in addition to any civil or criminal penalty, which may be imposed for the violation.

Section 4. Amendments

Amendments to this Policy shall be recommended by the County Manager or County Attorney and submitted for approval to the Moore County Board of Commissioners.

Section 5. Administrative Procedures Department Directors may establish departmental administrative procedures or policies which, when

approved by the County Manager, after review by the County Attorney, shall be enforceable under this policy.

Section 6. Effective Date

This policy shall become effective as of July 1, 1988 and thereafter shall be revised as needed.

Revised and adopted effective this 1st day of March, 2004 (/s/ Michael R. Holden, Chairman; Carol T. Thomas, Clerk to the Board)

Revised and adopted this 5th day of December 2005 with an effective date of January 1, 2006.(/s David J. Cummings, Chairman, Carol T. Thomas, Clerk to the Board)

Revised and adopted this 16th day of November 2009 with an effective date of November 16, 2009. (/s Robert Timothy Lea, Chairman, Laura M. Williams, Clerk to the Board)

Revised and adopted this 17th day of May 2010 with an effective date of July 1, 2010(/s Robert Timothy Lea, Chairman, Laura M. Williams, Clerk to the Board) - [VII. Employee Benefits, Section 9, Service Pay, replaced VII. Employee Benefits, Section 9, Longevity Pay]

Revised and adopted this 19th day of July 2011 with an effective date of July 19, 2011. (/s Nicholas J Picerno, Chairman, Laura M. Williams, Clerk to the Board) – [VII. Employee Benefits, Section 9. Longevity and Service Pay, replaced VII. Employee Benefits, Section 9, Service Pay]

Revised and adopted this 3rd day of January 2012 with an effective day of January 3, 2012 (/s Larry Caddell, Chairman, Laura M. Williams, Clerk to the Board) – [IV. Recruitment and Selection, Section 4. Residency

Requirement]

County of moore

Personnel Policy

Effective Date: November 17, 2009 Revised: January 1, 2022 April 5, 2022

70

Revised and adopted this 17th day of June, 2014 with an effective date of June 17, 2014. (/s/Nicholas J. Picerno, Chairman, Laura M. Williams, Clerk to the Board)

Revised and adopted this 18th day of July, 2017 with an effective date of July 1, 2017.

Revised and adopted this 8th day of January, 2019 with an effective date of January 8, 2019.

Revised and adopted this 17th day of June, 2021 with an effective date of July 1, 2021.

Revised and adopted this 5th day of April, 2022 with an effective date of April 5, 2022.

Agenda Item: Meeting Date: 04/05/2022 MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Tammy Schrenker, Director, Moore County Department of Social Services DATE: March 30, 2022

SUBJECT: Proclamation – CHILD ABUSE PREVENTION MONTH PRESENTER: Charlotte Kelley, Social Work Investigative Assessment and Treatment

REQUEST:

Respectfully requesting that the Board of Commissioner proclaim April as Child Abuse Prevention Month in Moore County RECOMMENDATION SUMMARY:

Make a motion to proclaim April 2022 as Child Abuse Prevention Month in Moore County to promote community involvement to decrease the incidents of child abuse in this county.

ATTACHMENTS: Proposed Proclamation

CHILD ABUSE PREVENTION MONTH

April 2022

WHEREAS, in Federal Fiscal Year 2020, 3,925,000 million reports were made to child protective services; and

WHEREAS, child abuse and neglect are serious problems affecting every segment of our community, and finding solutions requires input and action from everyone; and

WHEREAS, our children are our most valuable resources and will shape the future of Moore County; and

WHEREAS, child abuse can have longterm psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

WHEREAS, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental wellbeing of children; and

WHEREAS, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community and faithbased organizations, businesses, law enforcement agencies, and families; and

WHEREAS, communities must make every effort to promote programs and activities that create strong and thriving children and families; and

WHEREAS, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional wellbeing of children and families in a safe, stable, and nurturing environment; and

WHEREAS, prevention remains the best defense for our children and families.

NOW, THEREFORE, THE MOORE COUNTY BOARD OF COMMISSIONERS, hereby proclaims April 2022 as "CHILD ABUSE PREVENTION MONTH" in Moore County and urges all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

Frank Quis, Chair

Moore County Board of Commissioner

Laura Williams Clerk to the Board

Call To – Special Use Permit – 1813 Samarcand Road – Staff Report

Agenda Item: _____ Meeting Date: April 5, 2022

MEMORANDUM TO THE BOARD OF COMMISSIONERS FROM: Debra Ensminger Planning & Transportation Director

DATE: March 4, 2022 SUBJECT: Call to a Quasi-Judicial Hearing for a Special Use Permit Request: Group Care Facility (1813 Samarcand Rd, Biscoe)

PRESENTER: Debra Ensminger REQUEST

This is a request to call for a Quasi-Judicial Hearing on April 19, 2022, at 5:30 pm for a Special Use Permit for a Group Care Facility located on a 13.13-acre parcel, ParID# 00009269, at 1813 Samarcand Road, Biscoe, owned by Wesley P. Smith and Nora M. Smith per Deed Book 657, Page 11.

BACKGROUND

Changing Destinies Ministry is requesting a Special Use Permit to operate a Group Care Facility that will serve up to seven victims of human trafficking. The property was previously a bed and breakfast, which is why the property is zoned B-1. The submitted Special Use Permit application meets the requirements of Section 8.17 (Group Care Facility) in the Moore County Unified Development Ordinance.

Adjacent land uses include undeveloped property, a farm, and single-family dwellings. IMPLEMENTATION PLAN Call for a Quasi-Judicial Hearing on April 19, 2022, at 5:30pm. FINANCIAL IMPACT STATEMENT No financial impact to the County's FY 2021-2022 budget.

RECOMMENDATION SUMMARY

Make a motion to call for a Quasi-Judicial Hearing on April 19, 2022, at 5:30pm for Special Use Permit for a Group Care Facility located on a 13.13 -acre parcel, ParID# 00009269, at 1813 Samarcand Road, Biscoe, owned by Wesley P. Smith and Nora M. Smith per Deed Book 657, Page 11.

SUPPORTING ATTACHMENTS

- Submitted Application & Site Plan
- Land Use Map
- Zoning Map

NC 211

B-1RA

CandorR-2

I

Montgomery County I

Zoning Map

NC 211

S

A

M

A

R

C

A

N

D

SPIC

E

W

O

O

D

PERD

U

E

Subject Property

Farm

Undeveloped

Solar Farm

UndevelopedLand Use Map

Single Family

Single Family

Call To – Beulah Hill Church Rd – Conditional Rezoning – Staff Report

Agenda Item: ____ Meeting Date: April 5, 2022

MEMORANDUM TO THE BOARD OF COMMISSIONERS FROM: Debra Ensminger Planning and Inspections Director

DATE: March 4, 2022 SUBJECT: Conditional Rezoning Request: Rural Agricultural (RA) to Rural Agricultural Conditional Zoning (RA-CZ) – Beulah Hill Church Rd

PRESENTER: Debra Ensminger REQUEST

Cellco Partnership d/b/a Verizon Wireless is requesting a Conditional Rezoning from Rural Agricultural (RA) to Rural Agricultural Conditional Zoning (RA-CZ) to construct a 195' monopole tower for a Wireless Communication Facility on an approximately 0.23-acre portion of one parcel of approximately 677.65 acres located on Beulah Hill Church Road, owned by Hainoa, LLC, per Deed Book 4904 Page 237 and further described as ParID 00026293 in Moore

County Tax Records.

BACKGROUND The entire parent property is undeveloped timberlands. Adjacent properties include single family dwellings, undeveloped property, and a golf course, pro-shop, restaurant & guest cottages.

While the parcel does have some freshwater forested/shrub and riverine wetlands, none are located within the rezoning area. Most of the parcel, including the portion to be rezoned, is within a half-mile of a Voluntary Agricultural District. The parcel is within a Red Cockaded Woodpecker Inactive Partition, but this does not include the rezoning area. The parcel is also

within the AE – 1% (100-year) Flood Zone, however the rezoning area is located approximately 1200' +/- from the closest boundary. The parcel is within the watershed's High Quality Water area however, the proposed construction will not exceed the impervious area requirement. This application meets the requirements of Section 8.101 (Wireless Communications Facility) of the Moore County Unified Development Ordinance.

IMPLEMENTATION PLAN Call for a Public Hearing on April 19, 2022, at 5:30 p.m. FINANCIAL IMPACT STATEMENT

No financial impact to the County's FY 2021-2022 budget. PLANNING BOARD RECOMMENDATION The Planning Board met on March 3, 2022, and unanimously recommended approval of the rezoning request (6-0).

Call To – Beulah Hill Church Rd – Conditional Rezoning – Staff Report

RECOMMENDATION SUMMARY

Make a motion to call for a Public Hearing on April 19, 2022, at 5:30 p.m. for a Conditional Rezoning from Rural Agricultural (RA) to Rural Agricultural Conditional Zoning (RA-CZ) to construct a 195' monopole tower for a Wireless Communication Facility on an approximately 0.23-acre portion of one parcel of approximately 677.65 acres located on Beulah Hill Church

Road, owned by Hainoa, LL C, per Deed Book 4904 Page 237 and further described as ParID 00026293 in Moore County Tax Records. SUPPORTING ATTACHMENTS

- Land Use Map
- Rezoning Map
- Site Specific Development Plan

NC 73

RU

B

I

C

O

N

B

E

U

L

A

H

H

I

L

L

C

H

U

R

C

H

LO

N

G

S

P

O

O

N

PAR

T

R

I

D

G

E

R

O

S

E

J
A
C
K
COO
R
E
CRE
N
S
H
A
W
MA
L
C
O
L
M
F
L
A
G
S
T
I
C
K

Land Use Map

Shaded area requested
to be rezoned to RA/CZ

Golf Course

LCID Facility

Undeveloped

Residential

ResidentialResidential

P-C
NC 73
RU
B
I
C
O
N
B
E
U
L
A
H

H
I
L
L

C
H
U
R
C
H
LO
N
G
S
P
O
O
N
PAR
T
R
I
D
G
E
R
O
S
E

J
A
C
K
COO
R
E
CRE
N
S
H
A
W
MA
L
C
O
L
M
F
L
A
G
S
T
I
C
K
RA
RA-40
RA-2
RA-20
RA-5
RA-CZ
PUD-H
Zoning Map
Shaded area requested
to be rezoned to RA/CZ

S
U
R
V
E
Y
O
R
,
S

C
E
R
T
I
F
I
C
A
T
I
O
N
:
I
,

N
e
a
l

H
.

O
,
C
o
n
n
o
r
,

J
r
.
,

d
o

h
e
r
e
b
y

c
e
r
t
i
f
y

t
h
a
t

t
h
i
s

m
a
p

w
a
s

d
r
a

w
n
u
n
d
e
r

m
y

s
u
p
e
r
v
i
s
i
o
n

f
r
o
m

a
n

a
c
t
u
a
l

G
P
S
/
c
o
n

v
e
n
t
i
o
n
a
l

f
i
e
l
d

s
u
r
v
e
y
m
a
d
e

u
n
d
e
r

m
y

s
u
p
e
r
v
i
s
i

o
n
,

a
n
d

a
c
c
u
r
a
t
e
l
y

d
e
p
i
c
t
s

t
h
e

l
o
c
a
t
i
o
n
s

o
f

t

h
i
s
s
i
t
e

a
s

s
u
r
v
e
y
e
d

i
n

t
h
e

f
i
e
l
d

a
n
d

i
s

n
o
t

i

n
t
e
n
d
e
d

t
o

r
e
p
r
e
s
e
n
t

a

B
o
u
n
d
a
r
y
S
u
r
v
e
y

o
f

t
h
e

P
r
o
p
e
r
t
y

o
r

P
r
o
p
e
r
t
i
e
s

s
h
o
w
n

h
e
r
e
o
n
.

T
h
i
s

s
u
r

v
e
y

i
s

n
o
t
f
o
r

R
e
c
o
r
d
a
t
i
o
n

p
u
r
p
o
s
e
s
.

—
—
—
—
—
—
—
—
—
—
—

Ne

Ne

a
l

H
.

O
,
C
o
n
n
o
r
,

J
r
.
D
a
t
e
N
C
P
L
S

L
-
4
0
0
5
C
r

e

a

t

i

v

e

l

y

l

n

s

p

i

r

e

d

-

T

e

c

h

n

i

c

a
l
l
y

E

x

e

c

u

t

e

d
R
E
V
I
S
I
O
N
S
D
E
S

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF LICENSED ARCHITECT, PROFESSIONAL ENGINEER, LANDSCAPE ARCHITECT, OR LAND SURVEYOR TO ALTER ANY ITEM ON THIS DOCUMENT IN ANY WAY. ANY LICENSEE WHO ALTERS THIS DOCUMENT IS REQUIRED BY LAW TO AFFIX HIS OR HER SEAL AND THE NOTATION "ALTERED BY" FOLLOWED BY HIS OR HER SIGNATURE AND SPECIFIC DESCRIPTION OF THE ALTERATIONS. COPYRIGHT 2021 DRAWING ALTERATION SUMMIT CD DESIGN AND ENGINEERING PREPARED FOR

No. DATE

C
R
I
P
T
I
O
N
B
Y

C
H
K

A
P
P
1

i
n
c
h

=

f
t
.
5
0
0
G
R

A
P
H
I
C

S
C
A
L
E
(

I
N

F
E
E
T

)

1

0

0

0

2

5

0

5

0

0

0

2

0

0

0

P

O

S

I

T

I

O

N

A
L

A
C
C
U
R
A
C
Y
:
C
l
a
s
s

o
f

S
u
r
v
e
y
:

C
l
a
s
s

"
A
"
P
o
s
i
t
i
o

n
a
l

A
c
c
u
r
a
c
y
:

<
0
.
1
0
,
G
P
S

P
r
o
c
e
d
u
r
e
:

N
C
G
S

N
e
t
w
o

r
k

R
T
K

u
s
i
n
g

a

T
r
i
m
b
l
e

S
P
S
9
8
5

G
P
S

R
o
v
e
r
w
i
t
h

T

S
C
3

C
o
n
t
r
o
l
l
e
r
D
a
t
u
m
/
E
p
o
c
h
:

N
A
D
8
3

(
N
S
R
S
2
0
1
1
)

/

N
A
V
D

8
8
P
u
b
l
i
c
/
F
i
x
e
d

C
o
n
t
r
o
l
:

N
C

V
R
S

N
e
t
w
o
r
k
G

e
o
i
d

M
o
d
e
l
:

G
e
o
i
d
1
8

(
C
O
N
U
S
)
C
o
m
b
i
n
e
d

G
r
i
d

F
a
c
t

o
r
:

0
.
9
9
9
7
7
4
5
U
n
i
t
s
:

U
S

S
u
r
v
e
y

F
e
e
t
D
a
t
e
s

o
f

S
u

r
v
e
y
:

M
a
r
c
h

8
-
1
1
,

2
0
2
1
=

P
l
a
n
t
e
r
=

B
r
i
c
k

W
a
l
k
w
a

y
=

W
a
l
l
=

P
a
r
c
e
l

L
i
n
e
=

F
e
n
c
e

L
i
n
e
=
C
u
r
b

&

G
u
t
t
e

r
L
I
N
E
T
Y
P
E

L
E
G
E
N
D
H
A
T
C
H

L
E
G
E
N
D
=

C
o
n
c
r
e
t
e
=

F
i
b
e
r

O
p
t
i
c

L
i
n
e
F
O
=

W
a
t
e
r

L
i
n
e
W
=

O
v
e
r
h
e
a
d

E
l
e
c
t
r
i
c

P
o
w
e
r

L
i
n
e
O
E
=

U
n
d
e
r
g
r
o
u
n
d

E
l
e
c
t
r
i
c

L
i
n
e
U
E
S
P
E

C
I
F
I
C

P
U
R
P
O
S
E
S
U
R
V
E
Y
T
O
W
E
R

L
E
S
S
E
E
P
R
E
M
I
S
E
S

S
I
T
E
S

H
E
E
T

1

O
F

4
(
N
o
t

V
a
l
i
d

w
i
t
h
o
u
t

a
l
l

S
h
e
e
t
s
)

D
O
R
M

I
E
-
G
O
L
F
-
C
L
U
B
B
E
U
L
A
H

H
I
L
L

C
H
U
R
C
H

R
O
A
D
W
E
S
T

E
N
D
,

N
C
M
O
O
R
E

C
O
U
N
T
Y
D
A
T
E
S

O
F

S
U
R
V
E
Y
:

M
A
R
C
H

8
t
h
-
1
1
t
h

,

2

0

2

1

AP = Antenna PoleCB = Catch BasinCO = Sanitary Sewer CleanoutDB = Deed BookDI = Drop InletFH = Fire HydrantFO = Fiber OpticGV = Gas ValveGW = Guy WireHH = HandholeIPF = Iron Pipe FoundIRF = Iron Rebar Found (1/2" rebar)LP = Light PoleMB = Miscellaneous BookMON = 4"X4" Concrete R/W MonumentPB = Plat BookPG = PagePKF = PK Nail FoundPOB = Point of BeginningPOC = Point of CommencementR/W = Right-of-WayTBM = Temporary BenchmarkTP = Telephone PedestalUP = Utility PoleWM = Water MeterWV = Water Valve

LEGEND

S

P

E

C

I

F

I

C

P

U

R

P

O

S

E

S

U

R

V

E

Y

:

G

E

N

E

R

A

L

N

O
T
E
S
1
.

T
h
i
s

S
p
e
c
i
f
i
c

P
u
r
p
o
s
e

S
u
r
v
e
y

i
s

f
o
r

t

h
e

L
e
s
s
e
e

P
r
e
m
i
s
e
s

a
n
d
E
a
s
e
m
e
n
t
s

O
n
l
y
.

T
h
i
s

S
p

e
c
i
f
i
c

P
u
r
p
o
s
e

S
u
r
v
e
y

w
a
s

p
r
e
p
a
r
e
d

f
o
r
t
h
e

e
x
c

I
u
s
i
v
e

u
s
e

o
f

V
e
r
i
z
o
n

W
i
r
e
l
e
s
s

a
n
d

e
x
c
l
u
s
i
v
e
l

y

f
o
r

t
h
e
t
r
a
n
s
f
e
r
a
l

o
f

t
h
e

L
e
s
s
e
e

P
r
e
m
i
s
e
s

a
n

d

t
h
e

R
i
g
h
t
s

o
f

E
a
s
e
m
e
n
t
s
h
o
w
n

h
e
r
e
o
n

a
n
d

s
h
a
l

I

n
o
t

b
e

u
s
e
d

a
s

a
n

e
x
h
i
b
i
t

o
r

e
v
d
i
e
n
c
e

i
n
t
h
e

f
e
e

s
i
m
p
l
e

t
r
a
n
s
f
e
r
a
l

o
f

t
h
e

P
a
r
e
n
t

P
a
r
c
e
l

n

o
r

a
n
y

p
o
r
t
i
o
n

o
r
p
o
r
t
i
o
n
s

t
h
e
r
e
o
f
.

B
o
u
n
d
a
r
y

i

n
f
o
r
m
a
t
i
o
n

s
h
o
w
n

h
e
r
e
o
n

h
a
s

b
e
e
n
c
o
m
p
i
l
e
d

f
r
o
m

t
a
x

m
a
p
s

a
n
d

d
e
e
d

d
e
s
c
r
i
p
t
i
o
n
s

o
n
l
y
.

N
o

b
o
u
n

d
a
r
y
s
u
r
v
e
y

o
f

t
h
e

P
a
r
e
n
t

P
a
r
c
e
l

w
a
s

p
r
e
f
o
r
m
e
d

.
2
.

T
h
i
s

d
r
a
w
i
n
g

d
o
e
s

n
o
t

r
e
p
r
e
s
e
n
t

a

b
o
u
n
d
a
r

y

s

u

r

v

e

y

.

3

.

T

h

e

S

p

e

c

i

f

i

c

P

u

r

p

o

s

e

S

u

r

v

e

y

w

a

s

p

r
e
p
a
r
e
d

w
i
t
h
o
u
t

b
e
n
e
f
i
t

o
f

a
t
t
i
t
l
e

r
e
p
o
r
t

w
h
i
c

h

m
a
y

r
e
v
e
a
l

a
d
d
i
t
i
o
n
a
l

c
o
n
v
e
y
a
n
c
e
s
,

e
a
s
e
m
e
n
t

s
,
o
r

r
i
g
h
t
s
-
o
f
-
w
a
y

n
o
t

s
h
o
w
n

h
e
r
e
o
n

.
4
.

S
u
r
v
e
y

e
q
u
i
p
m
e
n
t

u
s
e
d

f
o
r

a
n
g
u
l
a
r

&

l
i
n
e
a
r

m
e
a
s
u
r
e
m

e
n
t
s
:
T
r
i
m
b
l
e

S
5

R
o
b
o
t
t
i
c

T
o
t
a
l

S
t
a
t
i
o
n
.
5
.

T
h
e

1

,

c
o
n
t
o
u
r
s

a
n
d

s
p
o
t

e
l
e
v
a
t
i
o
n
s

s
h
o
w
n

o
n

t
h
e

S
p
e
c
i
f
i
c
P
u
r
p
o
s
e

S
u
r
v
e
y

a
r
e

a
d
j
u
s
t
e
d

t
o

N
A
V
D

8

D
a
t
u
m

(
c
o
m
p
u
t
e
d
u
s
i
n
g

G
E
O
I
D

1
8
)

a
n
d

h
a
v
e

a

v

e
r
t
i
c
a
l

a
c
c
u
r
a
c
y

o
f

+
/
-

0
.
5
,

.
C
o
n
t
o
u
r
s

o
u
t
s
i
d
e

t
h
e

i
m
m
e
d
i
a
t
e

s
i
t
e

a
r
e
a

a
r
e

a
p
p
r
o
x
i
m
a
t
e

.
6
.

B

e
a
r
i
n
g
s

s
h
o
w
n

o
n

t
h
i
s

S
p
e
c
i
f
i
c

P
u
r
p
o
s
e

S
u
r
v
e
y

a
r
e

b
a
s
e
d

o
n
G
r
i
d

N
o
r
t
h

(
N
A
D
8
3
)

.
7
.

P
e
r

F
E
M
A

F

I
o
o
d
p
l
a
i
n

M
a
p
s
,

t
h
i
s

s
i
t
e

i
s

I
o
c
a
t
e
d

i
n

a
n

a
r

e
a
d
e
s
i
g
n
a
t
e
d

a
s

Z
o
n
e

X

(
A
r
e
a
s

o
f

M
i
n
i
m
a
l

F
l
o
o

d

H
a
z
a
r
d
)

.
C
o
m
m
u
n
i
t
y

P
a
n
e
l

:

8
5
4
5
J
F
I
R
M

M
a
p

:

3
7
1
0
8
5
4
5
0
0
J

D
a
t
e
d
:

O
c
t
o
b
e
r

1
7
,

2
0
0
6
.
8
.

N
o

w
e

t
l
a
n
d

a
r
e
a
s

h
a
v
e

b
e
e
n

i
n
v
e
s
t
i
g
a
t
e
d

b
y

t
h
i
s

S
p

e
c
i
f
i
c
P
u
r
p
o
s
e

S
u
r
v
e
y
.
9
.

A
l
l

z
o
n
i
n
g

i
n
f
o
r
m
a
t
i
o

n

s
h
o
u
l
d

b
e

v
e
r
i
f
i
e
d

w
i
t
h

A
i
k
e
n

C
o
u
n
t
y
Z
o
n
i
n
g

O
f
f
i
c
i
a
l
s
.
1
0
.

A
n
y

u
n
d
e
r
g
r
o
u
n
d

u
t
i
l
i
t
i
e
s

s
h
o
w
n

h
a
v
e

b
e
e
n

l
o
c
a
t
e
d

f
r
o
m
a
b
o
v
e

g
r
o
u
n
d

f
i
e
l
d

s
u
r

v
e
y

i
n
f
o
r
m
a
t
i
o
n
.

T
h
e

S
u
r
v
e
y
o
r

m
a
k
e
s

n
o
g
u
a
r
a
n
t

e
e
s

t
h
a
t

a
n
y

u
n
d
e
r
g
r
o
u
n
d

u
t
i
l
i
t
i
e
s

s
h
o
w
n

c
o
m
p

r
i
s
e

a
l
l
s
u
c
h

u
t
i
l
i
t
i
e
s

i
n

t
h
e

a
r
e
a
,

e
i
t
h
e
r

i
n

-
s
e
r
v
i
c
e

o
r

a
b
a
n
d
o
n
e
d
.

T
h
e
S
u
r
v
e
y
o
r

f
u
r
t
h
e
r

d
o

e
s

n
o
t

w
a
r
r
a
n
t

t
h
a
t

a
n
y

u
n
d
e
r
g
r
o
u
n
d

u
t
i
l
i
t
i
e
s

s
h
o
w
n

a
r
e

i
n

t
h
e

e
x
a
c
t

l
o
c
a
t
i
o
n

i
n
d
i
c
a
t
e
d

a
l
t

h
o
u
g
h

t
h
e
y

a
r
e
l
o
c
a
t
e
d

a
s

a
c
c
u
r
a
t
e
l
y

a
s

p
o
s
s
i
b

l
e

f
r
o
m

i
n
f
o
r
m
a
t
i
o
n

a
v
a
i
l
a
b
l
e
.

T
h
e
S
u
r
v
e
y
o
r

h
a

s

n
o
t

p
h
y
s
i
c
a
l
l
y

l
o
c
a
t
e
d

a
n
d

u
n
d
e
r
g
r
o
u
n
d

u
t
i
l

i
t
i
e
s
.

PARENT PARCEL:Owner:HAINOA, LLC Site Address:Beulah Hill Curch Road Parcel ID:855500114523 Area:677.65
Acres Zoning:RA (Residential Assembly) References:DB 4904 pgs. 237-243 Plat Cabinet 6, Slide 418 N/FAuman
Farms LLC Parcel ID: 854500845488 DB 4625 pg. 212 N/FAvery L. Myrick Julia Beamish Etal Parcel ID:
854500953248 DB 5164 pg. 501 N/FMichelle S. McLain & Denise Sturdivant Parcel ID: 855500058827 DB 2012E pg.
259 Beulah Hill Church Road 60' Public R/W per Plat Cabinet 6, Slide 418 LESSEE PREMISES (See Sheet 2 for
Details)

P
a
r
e
n
t

P
a
r
c
e
l
H
a
i
n
o
a
,

L
L
C
P
a
r
c
e
l

I
D

:

8

5

5

5

0

0

1

1

4

5

2

3

D

B

4

9

0

4

p

g

s

.

2

3

7

-

2

4

3

P

I

a

t

C

a

b

i

n

e

t

6

,

S

I

i

d

e

4

1

8

6

7

7

.

6

5

A

c

r

e

s

PropertyLines30' LESSEENON-EXCLUSIVEACCESS, FIBER &UTILITY EASEMENT(See Sheet 2 for Details)

L

i

c

e

n

s

e

:

#

P

-

0

3

3

9

3

2
0

E
x
e
c
u
t
i
v
e

C
o
u
r
t
H
i
l
l
s
b
o
r
o
u
g
h
,

N
C

2
7
2
7
8
V
o
i
c
e

:

(

9

1

9

)

7

3

2

-

3

8

8

3

F

a

x

:

(

9

1

9

)

7

3

2

-

6

6

7

6

w

w

w

.

s

u
m
m
i
t
d
e
.
n
e
t
1
0
0
0

N/FHainoa, LLCParcel ID: 855500019812DB 4904 pg. 231Plat Cabinet 6, Slide 418 N/FCrystal V. BarberParcel ID:
854500957729DB 1252 pg. 111N/FHainoa, LLCParcel ID: 854500805000DB 4904 pg. 237

Rubicon Road

N/FAuman Farms LLCParcel ID: 854500405295DB 4625 pg. 212

N
/
F
M
a
r
k

E
.

B
r
e
n
n
e
r
Parc
e
l

I
D
:

8
5
5
5
0
0
2
6
3
9
1
7
D
B

3
3
2
7

p
g
.

4
3
5
N
/
F
B
r
i
t
t

N
.

C
a
m
p
b
e

I
I
P
a
r
c
e
I

I
D
:

8
5
5
5
0
0
3
5
6
9
3
9
D
B

4
1
5
2

p
g
.

1
3
8
N
/
F
S
h

a
r
o
n

C
.

&

J
i
m
m
y

A
.

H
u
s
s
e
y
P
a
r
c
e
l

I
D
:

8
5
5
5
0
0
4
5

9
6
9
3
D
B

2
1
5
8

p
g
.

3
4
N
/
F
J
a
m
e
s

R
.

&

E
l
i
z
a
b
e
t
h

N
.
S

u
g
g
P
a
r
c
e
l

I
D
:

8
5
5
5
0
0
4
2
6
8
0
1
D
B

2
7
8
3

p
g
.

4
7
7
N
/
F
A

r
t
h
u
r

H
.

&

W
o
n
i
a

S
.

K
e
y
P
a
r
c
e
l

I
D
:

8
5
5
5
0
0
3
0
3
7
4

0
D
B

3
7
2
6

p
g
.

5
5
1

N/FAlice C. & Justin J. StewartParcel ID: 855500212362DB 2249 pg. 1

N
/
F
S
h
a
r
o
n

C
.

&

J
i
m
m
y

A
.

H
u
s

s
e
y
P
a
r
c
e
l

I
D
:

8
5
5
5
0
0
4
4
6
6
4
4
D
B

2
1
5
8

p
g
.

3
4
N
/
F
S
h

a
r
o
n

C
.

&

J
i
m
m
y

A
.

H
u
s
s
e
y
P
a
r
c
e
l

I
D
:

8
5
5
5
0
0
4
4

0
3
2
2
D
B

2
1
5
8

p
g
.

3
4
N
/
F
A
l
i
c
e

C
.

S
t
e
w
a
r
t
P
a
r
c
e
l

l

D
:

8
5
5
5
0
0
2
0
3
8
7
0
D
B

2
2
4
9

p
g
.

5

Parent ParcelHainoa, LLCParcel ID: 855500114523DB 4904 pgs. 237-243Plat Cabinet 6, Slide 418677.65
AcresParent ParcelHainoa, LLCParcel ID: 855500114523DB 4904 pgs. 237-243Plat Cabinet 6, Slide 418677.65
Acres Pare
n
t

P
a
r
c
e
l
Hain
o
a
,

L
L
C
Parcel ID:
8
5
5
5
0
0
1
1
4
5
2
3
DB 4904
p
g
s
.

2
3
7
-
2
4
3
Plat Cabin
e
t

6
,

S
l
i
d
e

4
1
8

677.

6

5

A

c

r

e

s

N/FAuman Farms LLCParcel ID: 854500742253DB 4625 pg. 212 POCPK Nail FoundN: 555,079.5860'E:

1,848,835.5130'

X

IPFPKF IPF

M

a

r

c

h

1

7

t

h

,

2

0

2

1

M

a

r

c

h

1

7

t

h

,

2

0

2

1

4

4

5

,

445'

4

4

5

,

4

4

0

,

4

5

0

,

450'

455

,

4

6

0

,

4

6

0

,

462'

4

5

7

,

4

5

5

,

4

5

0

,

4

6

0

,

463'460'465'470'L1

L
2
L
3
L
4
L
5
S
7
6
°
0
6
'
0
6
"
E

2
2
0
.
0
1
'
N
7
6
°
0
6
'
0
6
"
W

2
2
0
.
0

1
,
S
7
6
°
0
6
,
0
6
"
E

1
0
0
.
0
0
,
S
1
3
°
5
3
,
5
4
"
W

1
0
0
.
0
0
,
N
7
6
°
0

6
,
0
6
"
W

1
0
0
.
0
0
,
N
1
3
°
5
3
,
5
4
"
E

1
0
0
.
0
0
,

S4°20'22"W 182.35'S82°57'12"W 945.02'

L
I
N
E

T
A
B
L
E
L

I
N
E

L
1
L
2
L
3
L
4
L
5
D
I
R
E
C
T
I
O
N
N
1
3
°
5
3
,
5
4
"
E
N
1
3
°
5
3
,
5
4
"

E
S
7
6
°
0
6
,
0
6
"
E
N
7
6
°
0
6
,
0
6
"
W
N
1
3
°
5
3
,
5
4
"
E
L
E
N
G
T
H
3
0
.
0
0

,
3
5
.
0
0
,
3
0
.
0
0
,
3
0
.
0
0
,
3
5
.
0
0
,
C
r

e

a

t

i

v

e

l

y

I
n
s
p
i
r
e
d

-

T
e
c
h
n
i
c
a

I
l
y

E

x
e
c
u
t
e

d
R
E
V
I
S
I
O
N
S
D
E
S
C
R
I
P
T
I
O
N
B
Y

C

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF LICENSED ARCHITECT, PROFESSIONAL ENGINEER, LANDSCAPE ARCHITECT, OR LAND SURVEYOR TO ALTER ANY ITEM ON THIS DOCUMENT IN ANY WAY. ANY LICENSEE WHO ALTERS THIS DOCUMENT IS REQUIRED BY LAW TO AFFIX HIS OR HER SEAL AND THE NOTATION "ALTERED BY" FOLLOWED BY HIS OR HER SIGNATURE AND SPECIFIC DESCRIPTION OF THE ALTERATIONS. COPYRIGHT 2021 DRAWING ALTERATION SUMMIT DESIGN AND ENGINEERING PREPARED FOR

H
K

A
P
P
=

F
e
n
c
e

L
i
n
e
=
C
u
r
b

&

G
u
t
t
e
r
L
I
N
E
T
Y
P
E

L
E
G
E

N
D
=

F
i
b
e
r

O
p
t
i
c

L
i
n
e
F
O
=

W
a
t
e
r

L
i
n
e
W
=

O
v
e
r
h
e
a
d

E
l
e
c
t
r
i
c

P
o
w
e
r

L
i
n
e
O
E
=

U
n
d
e
r
g
r
o
u
n
d

E
l
e
c
t
r
i
c

L
i
n
e
U
E
S
P
E
C
I
F
I
C

P
U
R
P
O
S
E

S
U
R
V
E
Y
:
S
P
E
C
I
F
I
C

P
U
R
P
O
S

E
S
U
R
V
E
Y
T
O
W
E
R

L
E
S
S
E
E
P
R
E
M
I
S
E
S

S
I
T
E
S
H
E
E
T

2

O
F

4

POB: EasementAP = Antenna PoleCB = Catch BasinCO = Sanitary Sewer CleanoutDB = Deed BookDI = Drop

InletFH = Fire HydrantFO = Fiber OpticGV = Gas ValveGW = Guy WireHH = HandholeIPF = Iron Pipe FoundIRF = Iron Rebar Found (1/2" rebar)LP = Light PoleMB = Miscellaneous BookMON = 4"X4" Concrete R/W MonumentPB = Plat BookPG = PagePKF = PK Nail FoundPOB = Point of BeginningPOC = Point of CommencementR/W = Right-of-WayTBM = Temporary BenchmarkTP = Telephone PedestalUP = Utility PoleWM = Water MeterWV = Water Valve

LEGEND

T
B
M
t
o
p

1
/
2
"

r
e
b
a
r

s
e
t
E
l
e
v
a
t
i
o
n
:

4
6
2
.
5
1
,
P
O

B
:

L
e
s
s
e
e
P
r
i
m
i
s
e
s
=

C
a
l
c
u
l
a
t
e
d

P
o
i
n
t
=

E
d
g
e

o
f

W
o
o
d

L
i
n
e

CPREPARED FOR 1 inch = f

t

.

GRAPHIC SCA

L

E

(IN FEET)40

=

T

e

m

p

o

r

a

y

C

o

n

s

t

r

u

c

t

i

o

n

E

s

m

t

.

=

F
e
n
c
e

L
i
n
e
=
C
u
r
b

&

G
u
t
t
e
r
=

F
i
b
e
r

O
p
t
i
c

L
i
n
e
F

O
=

W
a
t
e
r

L
i
n
e
W
=

O
v
e
r
h
e
a
d

E
l
e
c
t
r
i
c

P
o
w
e
r

L
i
n
e
O

E
=

U
n
d
e
r
g
r
o
u
n
d

E
l
e
c
t
r
i
c

L
i
n
e
U
E
S
P
E
C
I
F
I
C

P
U
R
P
O
S

E

S

U

R

V

E

Y

:

SITE INFORMATION: Lessee Premises: 10,000.00 Square Feet (0.230 Acres) Latitude at center of Premises: N 35° 16' 24.2064" (NAD83) (35.273391) Longitude at center of Premises: W 79° 30' 20.016" (NAD83) (-79.505560) Elevation at center of Premises: 447.83' A.M.S.L. LEGEND R/W Line

L

E

S

S

E

E

P

R

I

M

I

S

E

S

(

R

i

g

h

t

s

t

o

b

e

a

q

u

i

r
e
d
)
=

C
a
l
c
u
l
a
t
e
d

P
o
i
n
t
=

E
d
g
e

o
f

W
o
o
d

L
i
n
e

30' LESSE

E

NON-EXCLUS

I

V
E
ACCESS, FIB
E
R
& UTILITYEASEMEN

T
L
i
c
e
n
s
e
:

#

P
-
0
3
3
9
3
2
0

E
x
e
c
u
t
i
v
e

C
o
u
r
t
H
i

I
l
s
b
o
r
o
u
g
h
,

N
C

2
7
2
7
8
V
o
i
c
e
:

(
9
1
9
)

7
3
2
-
3
8
8
3

F
a
x
:

(
9
1
9
)

7
3
2
-
6
6
7
6
w
w
w

.
s
u
m
m
i
t
d
e
.
n
e
t

Beulah Hill Church Road60' Public R/Wper Plat Cabinet 6, Slide 418 R/W Line POCPK Nail FoundN:
555,079.5860'E: 1,848,835.5130'

P
a
r
e
n
t

P
a
r
c
e
l
H
a
i
n
o
a
,

L
L
C
P
a
r
c
e
l

I
D
:

8
5
5
5
0
0
1
1
4
5
2
3
D
B

4
9

0
4

p
g
s
.

2
3
7

-
2
4
3
P
l
a
t

C
a
b
i
n
e
t

6
,

S
l
i
d
e

4
1
8
P
a
r
e
n

t

P
a
r
c
e
l
H
a
i
n
o
a
,

L
L
C
P
a
r
c
e
l

I
D
:

8
5
5
5
0
0
1
1
4
5
2
3
D
B

4
9
0
4

p
g
s
.

2
3
7
-

2
4
3
P
l
a
t

C
a
b
i
n
e
t

6
,

S
l
i
d
e

4
1
8

N/FAuman Farms LLCParcel ID: 854500845488DB 4625 pg. 212

P
a

r
e
n
t

P
a
r
c
e
l
H
a
i
n
o
a
,

L
L
C
P
a
r
c
e
l

I
D
:

8
5
5
5
0
0
1
1
4
5
2
3

D
B

4
9
0
4

p
g
s
.

2
3
7
-
2
4
3
P
l
a
t

C
a
b
i
n
e
t

6
,

S
l
i
d
e

4
1
8

P
a
r
e
n
t

P
a
r
c
e
l
H
a
i
n
o
a
,

L
L
C
P
a
r
c
e
l

I
D
:

8
5
5
5
0
0
1
1
4
5

2
3
D
B

4
9
0
4

p
g
s
.

2
3
7
-
2
4
3
P
l
a
t

C
a
b
i
n
e
t

6
,

S
l
i
d
e

4

1
8
L
E
S
S
E
E

5
,

W
I
D
E

T
E
M
P
O
R
A
R
Y
C
O
N
S
T
R
U
C
T
I
O
N

E
A
S
E

(to 2" iron pipe found)(tie)(tie)LESSEE 5' WIDE TEMPORARYCONSTRUCTION EASEMENTSURROUNDING THE
LESSEEPREMISES AND 30' LESSEENON-EXCLUSIVE ACCESS, FIBER& UTILITY EASEMENT

M
E
N
T
S
U
R
R
O
U
N
D
I
N
G

T
H
E

L
E
S
S
E
E
P
R
E
M
I
S
E
S

A
N
D

3
0
,

L
E

S
S
E
E
N
O
N
-
E
X
C
L
U
S
I
V
E

A
C
C
E
S
S
,

F
I
B
E
R
&

U
T
I
L
I
T
Y

E
A
S
E

M
E
N
T
L
E
S
S
E
E

5
,

W
I
D
E

T
E
M
P
O
R
A
R
Y
C
O
N
S
T
R
U
C
T
I
O
N

E
A
S
E

M
E
N
T
S
U
R
R
O
U
N
D
I
N
G

T
H
E

L
E
S
S
E
E
P
R
E
M
I
S
E
S

A
N
D

3
0
,

L
E

S
S
E
E
N
O
N
-
E
X
C
L
U
S
I
V
E

A
C
C
E
S
S
,

F
I
B
E
R
&

U
T
I
L
I
T
Y

E
A
S
E

M
E
N
T
=

P
a
r
c
e
l

L
i
n
e
D
O
R
M
I
E

—
G
O
L
F

—
C
L
U
B
B
E
U
L
A
H

H
I
L
L

C
H
U
R
C
H

R
O
A
D
W
E
S
T

E
N
D
,

N
C
M
O
O
R
E

C
O
U
N
T
Y
D
A
T
E
S

O
F

S

U
R
V
E
Y
:

M
A
R
C
H

8
t
h
-
1
1
t
h
,

2
0
2
1

C
r

e

a

t

i

v

e

l

y

l

n

s

p

i

r

e

d

-

T

e

c

h
n
i
c
a
l
l
y

E
x
e
c
u
t
e

d
R
E
V
I
S

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF LICENSED ARCHITECT, PROFESSIONAL ENGINEER, LANDSCAPE ARCHITECT, OR LAND SURVEYOR TO ALTER ANY ITEM ON THIS DOCUMENT IN ANY WAY. ANY LICENSEE WHO ALTERS THIS DOCUMENT IS REQUIRED BY LAW TO AFFIX HIS OR HER SEAL AND THE NOTATION "ALTERED BY" FOLLOWED BY HIS OR HER SIGNATURE AND SPECIFIC DESCRIPTION OF THE ALTERATIONS. COPYRIGHT 2021 DRAWING ALTERATION SUMMIT CD DESIGN AND ENGINEERING PREPARED FOR

I
O
N
S
No. DATE

D
E
S
C
R
I
P
T
I
O
N
B
Y

C
H
K

A
P
P
S
P
E
C
I
F
I
C

P
U
R
P
O
S
E

S
U

R
V
E
Y
:
S
P
E
C
I
F
I
C

P
U
R
P
O
S
E
S
U
R
V
E
Y
T
O
W
E
R

L
E
S
S
E
E
P
R
E
M
I
S

E
S

S
I
T
E
S
H
E
E
T

3

O
F

4
LES
S
E
E

P
R
E
M
I
S
E
S

PARENT PARCELC

S
P
E
C
I
F
I
C

P
U
R

P
O
S
E

S
U
R
V
E
Y

:
30' L

E
S
S
E
E

N
O
N
-
E
X
C
L
U
S
I
V
E

A
C
C
E
S
S
,

F
I
B
E

R

&

U
T
I
L
I
T
Y

E
A
S
E
M
E
N
T
L
i
c
e
n
s
e
:

#

P
-
0
3
3
9
3
2
0

E
x
e
c

u
t
i
v
e

C
o
u
r
t
H
i
l
l
s
b
o
r
o
u
g
h
,

N
C

2
7
2
7
8
V
o
i
c
e
:

(
9
1
9
)

7
3
2
-
3
8
8
3

F
a
x
:

(
9
1
9
)

7
3
2
-
6
6
7
6
w
w
w
.
s
u
m
m
i
t
d
e

.
n
e
t
SITE INFORMATION: Lessee Premises: 10,000.00 Square Feet (0.230 Acres) Latitude at center of Premises: N 35° 16' 24.2064" (NAD83) (35.273391) Longitude at center of Premises: W 79° 30' 20.016" (NAD83) (-79.505560) Elevation at center of Premises: 447.83' A.M.S.L.

D
O
R
M
I
E
—
G
O
L
F
—
C
L
U
B
B
E
U
L
A
H

H
I
L
L

C
H
U
R
C
H

R
O
A

D
W
E
S
T

E
N
D
,

N
C
M
O
O
R
E

C
O
U
N
T
Y
D
A
T
E
S

O
F

S
U
R
V
E
Y
:

M
A
R

C
H

8
t
h
-
1
1
t
h
,

2
0
2
1

C
r

e

a

t

i

v

e

l

y

l

n

s

p

i

r

e

d

-

T

e

c

h
n
i
c
a
l
l
y

E
x
e
c
u
t
e

d
R
E
V
I
S

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF LICENSED ARCHITECT, PROFESSIONAL ENGINEER, LANDSCAPE ARCHITECT, OR LAND SURVEYOR TO ALTER ANY ITEM ON THIS DOCUMENT IN ANY WAY. ANY LICENSEE WHO ALTERS THIS DOCUMENT IS REQUIRED BY LAW TO AFFIX HIS OR HER SEAL AND THE NOTATION "ALTERED BY" FOLLOWED BY HIS OR HER SIGNATURE AND SPECIFIC DESCRIPTION OF THE ALTERATIONS. COPYRIGHT 2021 DRAWING ALTERATION SUMMIT CD DESIGN AND ENGINEERING PREPARED FOR

I
O
N
S
No. DATE

D
E
S
C
R
I
P
T
I
O
N
B
Y

C
H
K

A
P
P
S
P
E
C
I
F
I
C

P
U
R
P
O
S
E

S
U

R
V
E
Y
:
S
P
E
C
I
F
I
C

P
U
R
P
O
S
E
S
U
R
V
E
Y
T
O
W
E
R

L
E
S
S
E
E
P
R
E
M
I
S

E
S

S
I
T
E
S
H
E
E
T

4

O
F

4
C

r

e

a

t

i

v

e

l

y

l

n

s

p

i

r

e

d

-

T

e

c

h

n

i

c

a

l

l

y

E

x

e

c

u

t

e

d
DRAWING ALTERATION C
S
P
E
C
I
F
I
C

P
U
R
P
O
S
E

S
U
R
V
E
Y
:
L
i
c
e
n
s
e
:

#

P
-
0
3
3
9
3
2
0

E
x
e
c
u
t
i
v
e

C
o
u
r
t
H
i
l
l
s
b
o
r
o
u
g
h
,

N
C

2
7
2

7
8
V
o
i
c
e
:

(
9
1
9
)

7
3
2
-
3
8
8
3

F
a
x
:

(
9
1
9
)

7
3
2
-
6
6

7
6
w
w
w
.
s
u
m
m
i
t
d
e
.
n
e
t
D
O
R
M
I
E
-
G
O
L
F
-
C
L
U
B
B
E
U
L
A
H

H
I
L
L

C
H
U
R
C
H

R
O
A
D
W
E
S
T

E
N
D
,

N
C
M
O
O
R
E

C
O
U
N
T
Y
D
A
T
E
S

O
F

S
U
R
V
E
Y
:

M
A
R
C
H

8
t
h
-
1
1
t
h
,

2
0
2
1

Agenda Item: Meeting Date: April 05, 2022 MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: J. Wayne Vest DATE: April 05, 2022 SUBJECT: Funding Consideration for Moore Free Care Clinic

PRESENTER: Mary Lou Bernett, Moore Free Care Clinic Board Chair AGENDA PLACEMENT:

REQUEST:

Request the Board consider an allocation of \$50,000 to Moore Free Care Clinic to assist the organization with funding a dental clinic once an agreement is approved by legal and fully executed and pre-audited.

BACKGROUND:

Moore Free Care Clinic is looking to implement a dental clinic to further serve citizens in need. Moore Free Care estimates that \$206,000 is needed to start the dental clinic project. IMPLEMENTATION PLAN:

Moore Free Care will use the \$50,000 allocation to assist with implementation of the dental clinic.

The clinic has worked to raise additional funding from other sources FINANCIAL IMPACT STATEMENT: The

\$50,000 could be allocated from the carry forward Coronavirus Relief Funds which currently stands at \$546,095.

RECOMMENDATION SUMMARY: Recommend the Board consider allocating \$50,000 to Moore Free Care Clinic to assist with funding for the planned dental clinic once an agreement is approved by legal and fully executed and pre-audited.

Agenda Item: Meeting Date: April 05, 2022 MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: J. Wayne Vest DATE: April 05, 2022 SUBJECT: Funding Consideration for Habitat for Humanity

PRESENTER: Amie Fraley, Executive Director of Habitat for Humanity Farrah Newman,
General Contractor of Habitat for Humanity AGENDA PLACEMENT:

REQUEST: Request the Board consider the funding request from Habitat for Humanity for \$100,000 to assist the organization with funding a grant match for water and sewer infrastructure to serve a new Habitat community in Addor once an agreement is approved by Legal and fully executed and pre-audited. BACKGROUND: Habitat is working to develop a subdivision of at least 11 homes in the Addor community and looks to leverage the funding allocation to receive additional grant funds to complete the water and sewer infrastructure install.

IMPLEMENTATION PLAN: Habitat has secured the land for the development and will use the \$100,000 to match grant funds available through Housing and Urban Development's (HUD) Self Help Home Ownership (SHOP) program.

FINANCIAL IMPACT STATEMENT: The \$100,000 could be allocated from the carry forward Coronavirus Relief Funds which currently stands at \$546,095. RECOMMENDATION SUMMARY:

Recommend the Board consider allocating \$100,000 to Habitat for Humanity for the organization to use in matching grant opportunities through HUD's SHOP grant program which will be used to install water and sewer infrastructure in the planned Habitat development in the Addor community once an agreement is approved by Legal and fully executed and pre-audited.

SUPPORTING ATTACHMENTS: Habitat letter dated 12/08/2021

Agenda Item: Meeting Date: April 5, 2022 MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Richard Smith – Capital Projects Manager DATE: March 25, 2022 SUBJECT: “The Moore County Connector Road” as part of Proposed Court Facility Project – Request for Award of AIA Contract Documents A101-2017 & A201-2017 REQUEST: This is a request to review, approve and execute the contract with Sanford Contractors, Inc. at 628 Rocky Fork Church Rd, Sanford, NC.

BACKGROUND: On January 12, 2022, Mosley Architects and The County of Moore, NC Advertised the Moore County Connector Road construction plans and scope of work in a “Invitation to Bid” publicly. Four (4) bids were received and opened at 4:00pm on January 28, 2022, with Sanford Contractors, Inc being the apparent responsible low bidder. FINANCIAL IMPACT: Four Hundred Ninety-Five Thousand Four Hundred Fifty Dollars (\$495,450.00) for the scope Sanford Contractors, Inc. will be responsible for in the project.

IMPLEMENTATION PLAN: Approve and Execute the attached AIA Documents A101-2017 and A201-2017 and direct all responsible parties to move forward with construction of the contract's scope of work with Sanford Contractors, Inc. TWO (2) PART RECOMMENDATION SUMMARY: 1st: Make a motion to approve contract with Sanford Contractors, Inc. at 628 Rocky Fork Church Road, Sanford, NC and authorize the chair to sign all necessary documents. 2nd Make a motion to authorize the County Manager to sign all change orders for this project if necessary. SUPPORTING ATTACHMENTS:

- Mosley Architects Plan and Specifications
- AIA Documents A101-2017 and A201-2017 – Agreement Between Owner and Contractor

Agenda Item: Meeting Date: 4/5/2022 MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Randy G. Gould, Public Works Director DATE: March 23, 2022 SUBJECT: Vass Phase 2 Wastewater Collection System Expansion Amendment No. 3 to McGill Associates, P.A.

PRESENTER: Randy G. Gould, PE REQUEST: Approve Amendment No. 3 to the agreement with McGill Associates for Professional Service for the Vass Phase 2 Wastewater Collection System Expansion project.

BACKGROUND: The design phase and previously authorized project amendments for the project are substantially complete. We are awaiting the survey for one remaining easement. The engineering agreement needs to be amended to

increase the scope of services for the additional work needed for the new alignment on the final easement.

IMPLEMENTATION PLAN:

Engineer will complete work suitable for project permitting, bidding and construction. FINANCIAL IMPACT STATEMENT:

The additional Engineering Services is \$4,600. RECOMMENDATION SUMMARY: Make a motion to approve Amendment No. 3 in the amount of \$4,600 to the Agreement with McGill Associates for the Vass Phase 2

Wastewater Collection System Expansion project contingent upon approval by the County Attorney. SUPPORTING

ATTACHMENTS: Amendment No. 3 for Professional Services with McGill Associates, P.A.

1:Public Works/Projects/Vass Phase 2 Sewer/A/Agenda Items/Agenda Item McGill Agreement 3/040542022

Exhibit K – Amendment to Owner-Engineer Agreement.

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

Copyright © 2014 National Society of Professional Engineers, American Council of Engineering Companies,
and American Society of Civil Engineers. All rights reserved.

Page 1

This is EXHIBIT K, consisting of 3 pages, referred
to in and part of the Agreement between
Owner and Engineer for Professional Services
dated 4/6/2018.

AMENDMENT TO OWNER-ENGINEER AGREEMENT

Amendment No. 3

The Effective Date of this Amendment is: , 2022

Background Data:

Effective Date of Owner-Engineer Agreement: April 6, 2018

Owner: Moore County, North Carolina

Engineer: McGill Associates, P.A.

Project: Vass Phase 2 Wastewater Collection System Expansion

Nature of Amendment:

- ☒ Additional Services to be performed by Engineer
- ☒ Modifications of payment to Engineer
- ☒ Modifications to time(s) for rendering services
- ☒ Modifications to other terms and conditions of the Agreement

Description of Modifications:

Portions of the Agreement are modified as follows:

Exhibit C, Article 2, Section C2.01 Compensation for Additional Services (other than
Resident Project Representative) – Lump Sum Method of Payment

A. Owner shall pay Engineer for Additional Services set forth in Exhibit C, in addition
to Basic Services as follows:

600 1. A Lump Sum amount of \$ 4,600_ based on the following effort completed
hourly under the following scope items considered for additional
compensation:

- a. Additional topographic survey for revised sewer alignments off Lincoln
Avenue . \$ 600
- b. Revise Easement Plat related to revised sewer alignment \$ 800
- c. Revise design of the gravity sewer from area between Sellars Rd and

Exhibit K – Amendment to Owner-Engineer Agreement.

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

Copyright © 2014 National Society of Professional Engineers, American Council of Engineering Companies,
and American Society of Civil Engineers. All rights reserved.

Page 2

Lincoln Avenue to tie-in point on Lincoln Avenue, design revisions
including revisions to plans and specifications. \$3,200

2. In consideration of these changes to the project scope the Final Design schedule
is extended to April 15, 2022. All other Agreement dates shall be adjusted
accordingly.

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement,
including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this
Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in
effect.

OWNER: Moore County ENGINEER: McGill Associates, P.A.

By:

By:

Print

name:

Print

name: David Honeycutt, P.E.

Title:

Title:

Principal

Date Signed:

Date Signed:

Agenda Item: Meeting Date: 4/5/2022 MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: Solid Waste DATE: 3/25/2022 SUBJECT: Contract Amendment for extending contract term for purchase 2022 Mack Granite 64FR Truck with a Galbreath Roll Off hoist. PRESENTER: David Lambert, Solid Waste Director

REQUEST: Approve an amendment to the contract for the purchase of a Mack Granite 64FR Truck with a Galbreath Roll Off Hoist extending the term of the contract to April 30, 2022. BACKGROUND: Due to delays in the build of the truck and other materials, TranSource was unable to deliver the vehicle as previously agreed upon (Original date was early February 2022) The vehicle was delivered on 3/25/2022. This amendment will authorize us to pay the invoice.

IMPLEMENTATION PLAN: FINANCIAL IMPACT STATEMENT: RECOMMENDATION SUMMARY: 1. Make a motion to approve the contract amendment to extend the term of the contract until April 30, 2022.

SUPPORTING ATTACHMENTS: Contract Amendment for TranSource

FN 21-0326a

STATE OF NORTH CAROLINA AMENDMENT NO. 1

COUNTY OF MOORE

This Contract Amendment No. 1 (this "Amendment"), is made this 8th day of March, 2022, between the County of Moore (the "County"), and TranSource, Inc. (the "Contractor").

WHEREAS, the County and Contractor previously entered into an agreement dated August 17, 2021, which was for the purposes of purchasing of one (1) 2022 Mack Granite 64FR Truck with a Galbreath Roll Off (the "Original Agreement"); and

WHEREAS, due to issues with manufacturing delays, the County and Contractor now desire to amend the Original Agreement to extend the term of the contract from February 11, 2022 to April 30, 2022. NOW, THEREFORE, for and in consideration of the mutual covenants and agreements made herein, the parties agree as follows:

1. The first sentence of Section 2 of the Original Agreement is amended to read: "The Seller will deliver the Equipment covered by this Contract to the County on or before April 30, 2022."
2. Except as provided for by this Amendment No. 1, the Original Agreement will remain in full force and effect. The parties have expressed their agreement to these terms by causing this Amendment No. 1 to be executed by their duly authorized officers or agents as of the date first written above.

COUNTY OF MOORE TRANSOURCE, INC. Francis R. Quis, Jr. Chairman Blake Lucas
Moore County Board of Commissioners Territory Sales Manager ATTEST:

Laura M. Williams Clerk to the Board PREAUDIT CERTIFICATE This instrument has been preaudited in the manner required by the Local Government Budget and

Fiscal Control Act. Finance Officer

DocuSign Envelope ID: D6790822-67DC-4675-B296-A014DC5FE45C

Certificate Of Completion

Envelope Id: D679082267DC4675B296A014DC5FE45C Status: Sent

Subject: Please DocuSign: TranSource, Inc. Amend #1 - SW - 21-0326a.pdf

Source Envelope:

Document Pages: 1 Signatures: 2 Envelope Originator:

Certificate Pages: 6 Initials: 0 Melinda Hill

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

mhill@moorecountync.gov

IP Address: 184.2.42.2

Record Tracking

Status: Original

3/8/2022 12:05:11 PM

Holder: Melinda Hill

mhill@moorecountync.gov

Location: DocuSign

Signer Events Signature Timestamp

David Lambert

dlambert1@moorecountync.gov

Security Level: Email, Account Authentication

(None)

Completed

Using IP Address: 174.216.1.167

Signed using mobile

Sent: 3/8/2022 12:08:45 PM

Viewed: 3/8/2022 12:14:16 PM

Signed: 3/8/2022 12:14:35 PM

Electronic Record and Signature Disclosure:

Accepted: 7/29/2020 4:35:59 PM

ID: 6ecc3812-0d45-41d7-b523-40ed0fb31a6c

Blake Lucas

blake.lucas@tsource.com

Security Level: Email, Account Authentication

(None)

Signature Adoption: Drawn on Device

Using IP Address: 216.54.174.110

Sent: 3/8/2022 12:14:36 PM

Viewed: 3/8/2022 12:31:43 PM

Signed: 3/8/2022 12:31:51 PM

Electronic Record and Signature Disclosure:

Accepted: 3/8/2022 12:31:43 PM

ID: 5632be2f-23cf-442f-9ea1-bd8cdd7cb88e

Caroline Xiong

cxiong@moorecountync.gov

Security Level: Email, Account Authentication

(None)

Signature Adoption: Pre-selected Style

Using IP Address: 184.2.42.2

Sent: 3/8/2022 12:31:52 PM

Viewed: 3/22/2022 11:55:52 AM

Signed: 3/22/2022 11:56:08 AM

Electronic Record and Signature Disclosure:

Accepted: 2/11/2020 11:10:53 AM

ID: 8334da48-b01d-4e85-80e0-57ff4b8596e9

Laura Williams

clerktoboard@moorecountync.gov

Security Level: Email, Account Authentication

(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events Signature Timestamp

In Person Signing Host:

Laura Williams

clerktoboard@moorecountync.gov

In Person Signer:

Francis R. Quis, Jr., Chairman

Security Level: In Person

Sent: 3/22/2022 11:56:10 AM

In Person Signer Events Signature Timestamp

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Editor Delivery Events Status Timestamp

Agent Delivery Events Status Timestamp

Intermediary Delivery Events Status Timestamp

Certified Delivery Events Status Timestamp

Carbon Copy Events Status Timestamp

Caroline Xiong

cxiong@moorecountync.gov

Security Level: Email, Account Authentication

(None)

Sent: 3/8/2022 12:08:45 PM

Electronic Record and Signature Disclosure:

Accepted: 2/11/2020 11:10:53 AM

ID: 8334da48-b01d-4e85-80e0-57ff4b8596e9

Laura Williams

clerktoboard@moorecountync.gov

Clerk to the Board

County of Moore

Security Level: Email, Account Authentication

(None)

Sent: 3/8/2022 12:08:45 PM

Viewed: 3/8/2022 3:50:39 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Melinda Hill

mhill@moorecountync.gov

Law Office Manager

Moore County, County Attorney's Office

Security Level: Email, Account Authentication

(None)

Sent: 3/8/2022 12:08:45 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Misty Leland

mistyleland@moorecountync.gov

County Attorney

County of Moore

Security Level: Email, Account Authentication

(None)

Sent: 3/8/2022 12:08:46 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Terra Vuncannon

tvuncannon@moorecountync.gov

Purchasing Coordinator

Moore County

Security Level: Email, Account Authentication
(None)

Sent: 3/8/2022 12:08:46 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events Signature Timestamp

Notary Events Signature Timestamp

Envelope Summary Events Status Timestamps

Envelope Sent Hashed/Encrypted 3/8/2022 12:08:46 PM

Payment Events Status Timestamps

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, Carahsoft obo County of Moore - IT Department (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

Electronic Record and Signature Disclosure created on: 2/7/2018 9:07:37 AM
Parties agreed to: David Lambert, Blake Lucas, Caroline Xiong, Caroline Xiong

electronically from us.

How to contact Carahsoft obo County of Moore - IT Department:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: cbutts@moirecountync.gov

To advise Carahsoft obo County of Moore - IT Department of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at cbutts@moirecountync.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Carahsoft obo County of Moore - IT Department

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to cbutts@moirecountync.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft obo County of Moore - IT Department

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to cbutts@moirecountync.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems: Windows® 2000, Windows® XP, Windows

Vista®; Mac OS® X

Browsers: Final release versions of Internet Explorer® 6.0

or above (Windows only); Mozilla Firefox 2.0

or above (Windows and Mac); Safari™ 3.0 or

above (Mac only)

PDF Reader: Acrobat® or similar software may be required to view and print PDF files

Screen Resolution: 800 x 600 minimum

Enabled Security Settings: Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft obo County of Moore - IT Department as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft obo County of Moore - IT Department during the course of my relationship with you.

Agenda Item: Meeting Date: April 4, 2022 MEMORANDUM TO BOARD OF COMMISSIONERS:

FROM: David Lambert, Solid Waste Director

DATE: March 13, 2022

SUBJECT: Construction and Engineering Contract- Aberdeen Collection Site PRESENTER: David Lambert, Solid Waste Director

REQUEST: Execute a contract amendment with WithersRavenel, Inc. for all professional services and the necessary supervision required for the design and consulting services associated with the relocation of the current residential collection site to an area adjacent to landfill on Turning Leaf Way. This contract contracts for engineering and construction observation services associated with the collection site project. In September 2021, the Board of Commissioners approved the contract and funded Tasks 1 and 2 of the project—totaling \$60,000. The amended contract amount of \$314,900 is inclusive of the \$60,000 previously funded under the contract.

BACKGROUND: Moore County recently purchased 14.25 Acres of an adjacent parcel from Morris Properties, LLC (Recorded on January 7, 2021) for the purpose of relocating the residential collection site currently at the entrance of the Moore County Landfill on 456 Turning Leaf Way. The goal of the project is to improve the safety and flow of traffic at the landfill by separating residential and commercial traffic and construct a facility capable of serving the growing population of southern Moore County. Moore County Solid Waste has presented the concept of a new collection site at the landfill at several community meetings over the two years.

In May, Moore County advertised a Request for Qualifications for the design and construction oversight of the collection site project and Moore County received five very qualified applications. After scoring proposals and interviewing firms the selection committee recommends WithersRavenel, Inc. be the engineer for the project.

This project will be divided into 5 tasks:

- Due diligence Services- Inclusive of Natural Resources investigation, topography surveys, etc.
- Preliminary Design- review of data, layout drawings, and a narrative describing cost/benefit analysis of various waste disposal.
- Final Design- geotechnical investigation, construction drawings, erosion and sediment control permitting, water and sewer permitting. NC DOT permitting, project manual
- Bid Assistance- Scope creation, scoring, etc.

• Construction Administration- execution of contractions, pre-construction conference, shop drawing review, review progress pay requests, final inspection and close out, and construcion observation services. While this contract covers all five tasks necessary for the entire project, Moore County Solid Waste requested that only Task 1 and Task 2 be funded until more reliable project estimates can be made based on the actual preliminary design completed in Task 2. The Engineer has provided an estimate of approximately \$1.8 Million for the total construcion and design of the site. Moore County Solid Waste is excited to report that additional funds for this project can be offset by approximately \$600,000 from savings and unspent funds in the Cell 6 landfill expansion project. Moore County Solid Waste also set aside an additional \$250,000 within the budget for project design. A budget amendment to cover construcion expenses will be made before a construction contract is prepared.

Given some level of uncertainty in market and permitting processes, we request the Board to authorize the County Manager, Wayne Vest, to sign amendments up to \$20,000 for any necessary and time-sensitive change-orders.

As scheduled, the project should be completed by May 2023.

IMPLEMENTATION PLAN: Authorize contract to be signed.

FINANCIAL IMPACT STATEMENT: Contracted amount is within the amount budgeted in the Solid Waste Project Fund. RECOMMENDATION SUMMARY:

1. Make a motion to approve a contract with WithersRavenel, Inc. for all necessary engineering/consulting tasks associated with the Aberdeen residential collection site relocation, authorize funding, in the amount not to exceed \$314,900 and authorize the Chairman to execute all necessary documentations.

2. Authorize County Manager Wayne Vest to sign amendments to the contract up to \$20,000, should any amendments be necessary. SUPPORTING ATTACHMENTS:

Contract Amendment, Scope, and Timeline.

STATE OF NORTH CAROLINA CONTRACT AMENDMENT NO. 1

COUNTY OF MOORE This Contract Amendment No. 1 (this "Amendment"), is made this 30th day of March 2022, between the County of Moore (the "County") and WithersRavenel, Inc., (the "Contractor"). WITNESSETH WHEREAS, the County and Contractor previously entered into an agreement on September 21, 2021, which was for the development of the Moore County Landfill located at 456 Turning Leaf Way, Aberdeen, North Carolina, specifically, the relocation of the current residential collection site and a scale house to an adjacent site (the "Original Agreement"); and WHEREAS, due to the County's need for additional services, the County and the Contractor desire to extend the term of the contract from February 28, 2023 to June 30, 2023, to increase the amount not to exceed of the Original Agreement by \$254,900.00, from \$60,000.00 to \$314,900.00, and to change the scope of work and tasks to reflect the price change.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements made herein, the parties agree as follows:

1. The first sentence of Section 2 of the Original Agreement is amended to read, "The term of this Contract is from September 21, 2021 through June 30, 2023. 2. The first sentence of Section 3 of the Original Agreement is amended to read, "During the term of this Contract, the Contractor will receive from the County a sum not to exceed \$314,900.00 as full compensation for the provision of services as provided herein." 3. Attachment 1, The Scope of Services is being replaced by Attachment 1 incorporated herein. 4. Attachment 2, Task Order 2021-0001 Tasks 1-5 is being replaced by Attachment 2 incorporated herein. 5. Attachment 3, Schedule of Tasks is being added and incorporated herein.

6. Except as provided for by this Amendment, the Original Agreement will remain in full force and effect.

The parties have expressed their agreement to these terms by causing this Contract Amendment No. 1 to be executed by their duly authorized officers or agents as of the date first written above.

COUNTY OF MOORE WITHERSRAVENEL, INC. Frank R. Quis, Jr., Chairman Tucker McKenzie
Board of Commissioners Director

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

FN 21-0383a

ATTEST:

_____ Laura M. Williams, Clerk to the Board PREAUDIT CERTIFICATE

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

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

SCOPE OF SERVICES

- The Engineer will provide all professional engineering services and the necessary supervision, labor, materials, and equipment required for design and consulting services regarding development of the Aberdeen Collection Site located adjacent to at 456 Turning Leaf Way, Aberdeen, North Carolina, specifically, the relocation of the current residential collection site.

Engineering services will be performed in five (5) phases or Tasks as detailed in Attachment 2 which is incorporated by reference.

- Below is a general description of services to be performed by Engineer pursuant to the scope of services outlined in the RFP:

A. Design Services. Engineering consultant shall design the project to meet the standards of Moore County (or any other relevant jurisdiction) and the North Carolina Department of Environmental Quality (DEQ). These design services will include, but not be limited to:

- Preliminary design report to substantiate the basis of design concept plan, including design layout, preliminary cost estimates, preliminary phasing plan, and proposed changes in scope of work.
- Provide Design Development and Construction Document design services.
- Coordinate required design surveys, geotechnical work, and structural work; prepare detailed drawings, technical specifications, bid forms, notice to bidders and instructions to bidders.
- Submission of plans and specifications to the State, Moore County and local jurisdictions for review and approval prior to bid advertisement. Resolve, in an expeditious manner, any deficiencies in these documents as may be required by the County and regulatory agencies.
- Other normally required design activities.

B. Construction Administration Services. Engineering consultant shall provide construction administration services to include, but not be limited to:

- Preparation of the notice to bidders and advertisement for bids.
- Attend bid opening, tabulate bid proposals, analyze and make recommendations to the County.
- Conduct the pre-construction conference.
- Check and approve necessary shop and working drawings.
- Prepare change orders as may be required. (County generally treats change orders as contract amendments to the contract)
- Review and approve estimates for progress and final payment.
- Project closeout conference.
- Prepare final as-built record drawings.

C. Construction Observation Services. Engineering consultant will be required to provide construction observation services to include, but not be limited to:

- Daily or weekly inspection (as required and agreed upon by Moore County) of the work appropriate to the stage of construction.

Attachment 1

FN – 21-0383a

- Report to the construction administrator when the work is unsatisfactory, faulty, or defective, or does not conform to the contract documents.
- Make final observation of all construction and provide a written certification of final observation to the County and appropriate State regulatory agencies.

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

TASK ORDER NO. 2021-0001

ATTACHMENT 2

TASKS 1-5

ABERDEEN CONVENIENCE CENTER PROJECT

The Engineer shall perform Task 1 and Task 2 under this original Contract as specified below. To move forward with Tasks 3, 4, and 5, the County and Engineer must enter into a written contract amendment.

A. TASKS 1-5

TASK 1 – DUE DILIGENCE SERVICES

SUB-TASK 1.1 – NATURAL RESOURCES INVESTIGATION

Wetland/Stream/Riparian Buffer Delineation

- Obtain preliminary site information, including aerial photos, USGS Quadrangle Maps, Moore County Soil Survey, Moore County GIS data, prior to conducting site visit.
- Conduct a site review to determine if the project site contains jurisdictional wetlands, streams and surface waters. Jurisdictional wetlands will be determined using criteria set forth in the 1987 US Army Corps of Engineers (USACE) Wetlands Delineation Manual and applicable Regional Supplement.
- Delineate all jurisdictional wetlands and stream origins in the field using sequentially numbered Wetland Delineation flagging.
- Review the onsite streams depicted on the USGS 7.5 minute Quadrangle and the Moore County Soil Survey to determine subjectivity to the Riparian Buffer Rules (if any). Streams will be evaluated using the procedures set forth in the 2005 North Carolina Division of Water Quality (NC-DWQ) Stream Classification Method.
- Locate all wetland and stream origin flags using a mapping grade Trimble GPS unit. The GPS data will be utilized for preparation of the exhibits for agency verification requests.
- Prepare a Preliminary Delineation Exhibit documenting the results of the delineation, which will be provided to the Client for preliminary planning purposes and to the surveyor to facilitate field location of the delineated features.

US Army Corps of Engineers Jurisdictional Determination

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

TASK ORDER NO. 2021-0001

- Prepare a Jurisdictional Determination Request and all required documents, forms and datasheets in support of the wetland delineation and submit to the US Army Corps of Engineers (USACE).
- If required, coordinate with the USACE to schedule a site visit to review and verify the wetland delineation. Upon completion of the review, any changes to the original wetland line will be communicated to the surveyor for incorporation into the final wetland survey.

SUB-TASK 1.2 – TOPOGRAPHIC SURVEY

- Topographic survey will include approximately 15 acres;
- Horizontal control will be based on NC State Grid, NAD'83(2011);
- Vertical control will be based on NAVD'88;
- Locate existing property corners as may be found on the subject property, and property corners on adjacent properties as may be necessary to help reestablish the boundary of the subject property;
- The property boundary will be shown on the topographic survey, as prepared by others, and will not be prepared as a separate plat in accordance with N.C. G.S. 47-30 standards for recording;
- Conventional survey will be completed using spot grades at approximate 50' intervals and/or LiDAR mapping using UAS (Unmanned Air System);
- Locate all visible and obvious site improvements such as building footprints, roadways, drives, walkways, signs, parking spaces, roadway markings, etc.;
- Storm and Sanitary Sewer will be located to include top and invert elevations, pipe sizes and types, where such determinations are possible;
- Locate trees required to meet the Village of Pinehurst tree survey requirements.
- Sub surface utilities will be located by observation of obvious and visible surface features and the location of paint markings to be designed by WithersRavenel as described, below;
- Contours to be mapped to a 1' (one-foot) interval;
- Topographic mapping will be completed to a scale to be determined by client's Engineer and will be delivered as a signed hard copy in PDF format and as a digital CAD file in AutoCAD .dwg format.

SUB-TASK 1.3 – SUE SURVEY (LEVEL B)

Engineer will locate sub-surface utilities within the survey limits (as specified, above) based on the field observation of visible and obvious aboveground structures and the location of SUE Quality Level B paint markings as determined based on electronic sub surface investigation to be provided by us. The location of sub-surface utilities is approximate. Other sub-surface utilities may exist on site that are not included in the survey.

Engineer or their representatives will not investigate or locate utilities which are not evident from aboveground utility markers or devices, paint markings, previous surveys or other information provided by the Client or their utilities.

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

TASK ORDER NO. 2021-0001

TASK 2 – PRELIMINARY DESIGN

The preliminary design phase will focus on establishing the needs and wants of the County for the new convenience center and preparing project cost estimates that accurately reflect the scope of the project desired by the County. Engineer will:

- Review container pull data for the convenience center to evaluate the number of containers needed for the quantity of each material collected.
- Conduct a site visits during peak usage times to evaluate convenience center traffic and queuing.
- Evaluate the cost-benefit of installing compactors for the municipal solid waste containers based on the haul distance to the transfer station.
- Prepare preliminary layout drawings and a narrative describing the design concepts and approaches, pros/cons, operational considerations, schedule, and other pertinent information.
- Prepare a Preliminary design report to substantiate the basis of design concept plan, including design layout, preliminary cost estimates.

ENGINEER to contract directly with architectural consultant for attendant / office building and potential shade structures. This includes mechanical, electrical, plumbing, structural, and interiors. Note that interiors will be for finishes only and the COUNTY will be responsible for furnishings.

SUB-TASK 2.1 – 50% CONCEPTUAL DESIGN

Engineer will prepare 50% conceptual design drawings for review by the County.

SUB-TASK 2.2 – 100% CONCEPTUAL DESIGN

Engineer will incorporate County's review comments of the 50% conceptual design and submit 100% conceptual design documents for County's approval.

TASK 3 – FINAL DESIGN

SUB-TASK 3.1 – GEOTECHNICAL INVESTIGATION

Engineer will prepare a geotechnical investigation work plan to evaluate soil material properties as needed to design of retaining walls and pavement sections. Engineer will subcontract with a driller to perform approximately 5 geotechnical soil borings.

Engineer will subcontract with a soil material testing firm for soil material analysis.

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

TASK ORDER NO. 2021-0001

SUBTASK 3.1 – CONSTRUCTION DRAWINGS

Engineer will prepare construction drawings based on the conceptual design described in Task 2.

SUB-TASK 3.2 – EROSION AND SEDIMENT CONTROL PERMITTING

The Engineer will submit in pursuit of approval to NCDEQ-Land Quality. This task will cover the permitting process with NCDEQ-Land Quality and will involve the following;

- Financial Responsibility/Countyship Form;
- Plan Checklist;
- Plans and supporting documentation prepared in accordance with NCDEQ-Land Quality requirements;

SUB-TASK 3.3 – WATER AND SEWER PERMITTING

Engineer will prepare water and sewer permit applications to the Town of Aberdeen for review and signature (if required) and then to NCDEQ for review and permit issuance. Fire Flow Model to be provided by subconsultant and is not included as part of this proposal.

- Town of Aberdeen Permit Applications Review Application to be submitted to Town of Aberdeen;
- Public water distribution system permit application submitted to Town of Aberdeen for Applicant Review and signature;
- Public water distribution system permit application, once approved and signed by Town of Aberdeen as Applicant, submitted to NCDEQ;
- Cover Sheet and Plans to be prepared and submitted to NCDEQ;
- Public sanitary sewer collection system permit application to Town of Aberdeen for Applicant Review and signature;
- Public sanitary sewer collection system permit application, once approved and signed by Town of Aberdeen as Applicant, submitted to NCDEQ;

Note: Should the application be via a separate applicant (i.e. not the Town of Aberdeen), that will not be considered a change in scope. If multiple applications are required (i.e. in addition to the Town of Aberdeen), that may be considered a change in scope subject to additional fees.

SUB-TASK 3.4 – NCDOT PERMITTING

Engineer shall coordinate with the County and NCDOT to prepare and submit the necessary Driveway, Two-Party & Three-Party Encroachment agreements and DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

TASK ORDER NO. 2021-0001

construction drawings for construction of the proposed water and sewer connections, access and/or roadway improvements shown on the Preliminary Design plans. This task will include the following:

- Prepare and submit NCDOT Driveway, 2-party and 3-party Encroachment Agreements and associated cost estimates and calculations for each type of facility listed above;

- Prepare and submit construction drawings to accompany the permit applications listed above. The construction drawings will be created for each permit application and each will show only the applicable facility;

- For roadway and/or access improvements, this will include the following sheets in accordance with NCDOT requirements:

- o Site/Roadway Plan – Engineer will provide plan sheets that will include the following:

- Existing Conditions Plan;

- Proposed Plan and Profile Sheets of the road widening, restoration and associated utility work;

- Proposed access improvements and associated grading.

- o Roadway Cross Sections – Engineer will provide Cross Sections for the proposed location in accordance with Jurisdiction and NCDOT requirements. The cross sections will depict existing and proposed cross sections at minimum fifty (50) foot intervals;

- o Roadway Striping & Signage Plan – Engineer will provide a Striping & Signage plan in accordance with MUTCD and NCDOT for the required improvements.

- For water and/or sewer, this will include the following sheets in accordance with NCDOT requirements:

- o Water/Sewer Plan – Engineer will provide plan sheets that will include the following:

- Existing Conditions Plan;

- Proposed Plan and Profile sheets containing utility and restoration work.

- o Associated details;

- Includes one (1) revision to the plans based on NCDOT comments;

- Includes Environmental forms: VCER-1 Form, NPDES Form.

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

TASK ORDER NO. 2021-0001

SUBTASK 3.5 – PROJECT MANUAL

Engineer will prepare a Project Manual to include bidding and contract documents and technical specifications.

Engineer will prepare bidding and contract documents using the Standard General Conditions of the Construction Contract as prepared by the Engineer's Joint Contract Documents Committee (EJCDC).

As part of the bidding and contract documents, the Engineer will prepare a detailed unit rate bid form and measurement and payment specification.

Engineer will compile Divisions 1-16 of the technical specifications for the project based on the approved design. Specification sections will be added, in addition to those approved by DHEC, for the General Requirements of the contract including: Summary of Work, Measurement and Payment, Application for Payment, Special Project Procedures, Change Order Procedures, Field Engineering, Project Meetings, Construction Schedules, Shop Drawings, Construction Photographs, Testing and Laboratory Services, Substitutions and Product Options, Contract Closeout, Project Record Documents, and Warranties and Bonds.

Engineer will submit the Project Manual to the County for review by County staff at 90% complete. Engineer will attend one meeting for review of the 90% draft Project Manual. Based on review comments, Engineer will revise the Project Manual consistent with review comments and make additional revisions as necessary.

TASK 4 – BID ASSISTANCE

Engineer will perform public bid phase activities including the following:

Prepare line item quantity take off for use in the bid form and Technical Specifications (County to provide Front End Documents);

As requested by the County, answer Contractor/client questions during bidding;

Assist with preparation of addenda (estimated up to 2 addenda);

Evaluate bids and prepare bid tabulation;

Provide award recommendation to the County.

TASK 5 – CONSTRUCTION ADMINISTRATION

SUBTASK 5.1 - EXECUTION OF THE CONSTRUCTION CONTRACT

Under this task, Engineer will prepare and facilitate the execution of the Contract Documents for the Contractor and County. Engineer will complete the following items:

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

TASK ORDER NO. 2021-0001

1. Review the Contract Documents with the County and incorporate any changes into the final documents;
2. Review proposed changes with the Contractor prior to sending final documents for execution;
3. Prepare five sets of Contract Documents and forward them to the Contractor for execution;
4. Review the Contractor's executed Agreements including the Performance and Payment Bond, Financial Statement, Insurance coverages, etc; and
5. Forward approved contracts to the County for signature and distribute fully executed contracts to all parties.

SUBTASK 5.2 - PRE-CONSTRUCTION CONFERENCE

Engineer will attend a Pre-Construction Conference. At the pre-construction conference, Engineer will assist the County to define procedural guidelines and specific project requirements. Among the items to be addressed are: correspondence distribution, shop drawing and scheduling procedures, Notice-to-Proceed date, critical schedule requirements, staging areas, emergency procedures, survey control requirements, erosion and sedimentation control inspection procedures, and quality control procedures.

SUBTASK 5.3 - ADMINISTRATION OF THE CONSTRUCTION CONTRACT

Engineer will consult with County and act as County's representative as provided in the General Conditions. The extent and limitations of the duties, responsibilities and authority of Engineer as assigned in said General Conditions shall not be modified, except as Engineer may otherwise agree in writing. All of County's instructions to Contractor will be issued through Engineer, who shall have authority to act on behalf of County in dealings with Contractor to the extent provided in this Agreement and said General Conditions except as otherwise provided in writing.

Under this task, Engineer will act on behalf of the County and act as its representative during the construction period. Engineer will provide contract administration required for the Project, including:

1. Carry out the duties and responsibilities as stated in the General Conditions and Supplemental conditions of the construction contract;
2. On behalf of the County, Engineer shall administer the construction contract, responding to Contractor's correspondence, and issuing instructions from the County; maintain a complete document file for the project. Documents to be maintained include, but are not limited to: correspondence, quality control procedures, quality control testing for soils, inspection records, shop drawing schedule, change orders, scheduling, project meetings, costs and disbursement data, progress reports and all other documents pertaining to the construction contract.

The fee for this task is based on a 180-calendar-day construction contract time. If

conditions of the Agreement or the scope of the work defined in the Agreement between the Contractor and County is modified such that the contract time is modified, then Engineer and County may negotiate a modification to the fee for this task.

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

SUBTASK 5.4 - PROGRESS MEETINGS

During the estimated 180-calendar day construction period, Engineer will attend progress meetings approximately every two weeks from Notice-to-Proceed through Substantial Completion. It is assumed the purpose of the progress meetings is to address items such as: scheduling slippages, coordination problems, design issues, pending change orders, outstanding shop drawings, procurement delays, and any other issues related to completion of the project. This task assumes a total of 15 progress meetings.

If conditions of the Agreement or the scope of the work defined in the Agreement between the Contractor and County is modified such that the contract time is modified, then Engineer and County may negotiate a modification to the fee for this task.

SUBTASK 5.5 - SHOP DRAWING REVIEW

Engineer will review and approve (or take other appropriate action with respect to) Shop Drawings and samples, the results of tests and inspections, and other data, which the Contractor is required to submit in accordance with the Contract Documents. Engineer will transmit one copy of the shop drawings to the County with written comments. Included in the shop drawing review is the assessment of alternates proposed by the Contractor. All alternate requests will be carefully scrutinized for conformance with the Contract Specifications. During construction, Engineer will maintain a file with a copy of all shop drawings (including as-built documents) for submission to the County upon completion of the project.

SUBTASK 5.6 - REVIEW PROGRESS PAY REQUESTS

Based on our on-site observations and review of the applications for progress payment and the accompanying data and schedules; Engineer will evaluate the percentage of completion submitted by the Contractor and recommend in writing payments to Contractor in the appropriate amount.

Engineer will determine the amounts that Engineer recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Engineer's representation to County, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, the Work has progressed to the point indicated, the quality of such is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any

subsequent adjustments allowed by the Contract Documents).

By recommending any payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

TASK ORDER NO. 2021-0001

the Work as it is performed and furnished have been exhaustive, extended to every aspect of the Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement and the Contract Documents. Neither Engineer 's review of the Work for the purposes of recommending payments nor Engineer 's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control the Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the work in progress, materials, or equipment has passed to County free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between County and Contractor that might affect the amount that should be paid.

The fee for this task assumes a 180-calendar day construction period, and progress payment application by the Contractor of no more frequent than monthly. A total of four (4) progress payment applications are budgeted for this task.

If conditions of the Agreement or the scope of the work defined in the Agreement between the Contractor and County is modified such that the contract time is modified, then Engineer and County may negotiate a modification to the fee for this task.

SUBTASK 5.7 – FINAL INSPECTION/CONTRACT CLOSEOUT

At completion, Engineer will conduct a walk-through inspection with the Contractor to determine if the Project has reached completion and prepare a punch list of work items remaining. Engineer will conduct one final inspection to determine if the work is acceptable; at the appropriate time Engineer will recommend in writing final payment to Contractor and give written notice to the County and the Contractor that the work is acceptable. A certification will be provided that the project has been completed to the best of our knowledge and in accordance with the bid plans and specifications.

SUB-TASK 5.8 – CONSTRUCTION OBSERVATION SERVICES

The fee for this task is based on a 180-calendar-day construction contract time. If conditions of the Agreement or the scope of the work defined in the Agreement between the Contractor and County is modified such that the contract time is modified, then Engineer and County may negotiate a modification to the fee for this task.

Engineer will perform the following Construction Observation Services as part of this task:

Full time general observation and documentation concerning the construction of the Project's roadways and utility infrastructure which includes: water,

sanitary sewer mains and utility services (estimated 40 hours per week during the active construction period).

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

TASK ORDER NO. 2021-0001

Observation includes monitoring the operations of the Contractor during construction activities for general compliance with the approved plans and specifications. Field Reports of activities observed while on site shall include;

Photographs of project site and work performed;

Identify and document progress of work;

Identify and document non-conformance observed during site visit;

Prepare field reports of activities observed while on site;

Attend one (1) punch list inspection and provide completion requirements to the Contractor associated with the installed infrastructure;

Attend one (1) acceptance inspection of the installed public infrastructure;

Site visits by Engineer of Record (assumed a three (3) hour site visit approximately once (1) per month during active construction period).

The following is a list of critical items that Engineer staff need to observe during construction activities to meet minimum requirements to certify the installation of utility construction or SCM construction as required by the Water, Sanitary Sewer, utility extension permits and approved plans as applicable to this project:

Sewer construction- pipe installation / testing, periodic manhole installations;

Aerial sewer crossings (foundation observation in particular) and review of geotechnical reports (associated with bearing capacity and concrete strength);

Bore and jack installations (including spacer installation);

Periodic water system pipe and fittings, services & fire hydrant installation (initial tap installation and observation approximately every 1000' of water line) /

testing (including pressure testing and bacteriological sampling procedures);

Utility crossing installations (including restraint installation-initial installation, stream/wetland crossings, and sanitary sewer crossing installations in particular);

Tapping sleeve/connections to existing utilities;

Storm Drainage system installation;

Receipt of copies of water sampling results as applicable from the County or their Contractors;

Receipt of copy of CATV reports as applicable from the County or their Contractors;

Geotechnical test results on stone and asphalt densities and thicknesses (to be provided by County to Engineer;

Review construction for general compliance with the current (Jurisdiction) standard specifications and general compliance with the intent of the plans and specifications.

If the estimated schedule is accelerated or delayed, the overall fee could be adjusted accordingly.

Because Engineer will not contract directly with any Contractor performing the work, we are not responsible for the direction of work. The intent of on-site observation is to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work is

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

TASK ORDER NO. 2021-0001

being performed generally in accordance with the general construction standards and specifications, contract documents. Engineer shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work and shall not have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents. On the basis of the site visits, Engineer shall keep the County reasonably informed about the progress of the associated Work completed, and it shall be the County's responsibility to make decisions on work progress, changes, and costs. Also, it shall be the County's responsibility to engage the Contractor and schedule to repair any work that needs remediation as identified by the government agencies inspection reports or notices of violations or as identified on Engineer reports.

Engineer is also not responsible for posting bonds and financial guarantees or payment of fees and other items related to design and permitting. Engineer is not responsible for fines levied against the County for failure to complete corrective actions.

B. The responsibilities of COUNTY are as follows:

1. Provide any available CADD files including property boundaries, topography, stream locations, wetlands, and floodplains, existing and planned solid waste disposal areas, scales and scalehouse, shop, leachate tanks, forcemain, etc.
2. Review all project deliverables in a timely manner and forward submittals to Engineer as appropriate.

C. The time period for the performance of Engineer's services are as follows:

Attachment 3 will provide the tasks and the time period in which the tasks are to be completed.

D. The method of payment for services rendered by Engineer shall be set forth as follows:

Task	Fee

TASK 1 – DUE DILIGENCE	\$21,000

TASK 2 – PRELIMINARY DESIGN	\$25,000

TASK 3 – FINAL DESIGN	\$125,500

TASK 4 – BID PHASE	\$14,400

TASK 5 – CONSTRUCTION PHASE	\$129,000

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

TASK ORDER NO. 2021-0001

TOTAL \$314,900

DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

Moore County Solid Waste

Page 1 of 2Exported on March 14, 2022 7:04:56 AM PDT

Attachment 3DocuSign Envelope ID: 8026AAF1-EE4C-4833-89A3-70619F40D990

Certificate Of Completion

Envelope Id: 8026AAF1EE4C483389A370619F40D990 Status: Sent

Subject: Please DocuSign: WitherRavenel Inc Amend #1 Final 21-0383a.pdf

Source Envelope:

Document Pages: 17 Signatures: 0 Envelope Originator:

Certificate Pages: 5 Initials: 0 Melinda Hill

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

mhill@moorecountync.gov

IP Address: 184.2.42.2

Record Tracking

Status: Original

3/30/2022 4:13:40 PM

Holder: Melinda Hill

mhill@moorecountync.gov

Location: DocuSign

Signer Events Signature Timestamp

David Lambert

dlambert1@moorecountync.gov

Security Level: Email, Account Authentication

(None)

Sent: 3/30/2022 4:19:29 PM

Viewed: 3/30/2022 4:52:06 PM

Electronic Record and Signature Disclosure:

Accepted: 7/29/2020 4:35:59 PM

ID: 6ecc3812-0d45-41d7-b523-40ed0fb31a6c

Tucker McKenzie

TMcKenzie@withersravenel.com

Security Level: Email, Account Authentication

(None)

Electronic Record and Signature Disclosure:

Accepted: 9/13/2021 1:37:31 PM

ID: 09c2b432-a3e8-4918-8db3-6e8790ad03a9

Caroline Xiong

cxiong@moorecountync.gov

Security Level: Email, Account Authentication

(None)

Electronic Record and Signature Disclosure:

Accepted: 2/11/2020 11:10:53 AM

ID: 8334da48-b01d-4e85-80e0-57ff4b8596e9

Laura Williams

clerktoboard@moorecountync.gov

Security Level: Email, Account Authentication

(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events Signature Timestamp

In Person Signing Host:

Laura Williams

clerktoboard@moorecountync.gov

In Person Signer:

Frank R. Quis, Jr., Chairman

Security Level: In Person

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Editor Delivery Events Status Timestamp

Agent Delivery Events Status Timestamp

Intermediary Delivery Events Status Timestamp

Certified Delivery Events Status Timestamp

Carbon Copy Events Status Timestamp

Caroline Xiong

cxiong@moorecountync.gov

Security Level: Email, Account Authentication

(None)

Sent: 3/30/2022 4:19:29 PM

Electronic Record and Signature Disclosure:

Accepted: 2/11/2020 11:10:53 AM

ID: 8334da48-b01d-4e85-80e0-57ff4b8596e9

Laura Williams

clerktoboard@moorecountync.gov

Clerk to the Board

County of Moore

Security Level: Email, Account Authentication

(None)

Sent: 3/30/2022 4:19:30 PM

Viewed: 3/30/2022 5:59:15 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Melinda Hill

mhill@moorecountync.gov

Law Office Manager

Moore County, County Attorney's Office

Security Level: Email, Account Authentication

(None)

Sent: 3/30/2022 4:19:29 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Misty Leland

mistyleland@moorecountync.gov

County Attorney

County of Moore

Security Level: Email, Account Authentication

(None)

Sent: 3/30/2022 4:19:29 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Terra Vuncannon

tvuncannon@moorecountync.gov

Purchasing Coordinator

Moore County

Security Level: Email, Account Authentication

(None)

Sent: 3/30/2022 4:19:29 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events Signature Timestamp

Notary Events Signature Timestamp

Envelope Summary Events Status Timestamps

Envelope Sent Hashed/Encrypted 3/30/2022 4:19:30 PM

Payment Events Status Timestamps

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, Carahsoft obo County of Moore - IT Department (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

Electronic Record and Signature Disclosure created on: 2/7/2018 9:07:37 AM

Parties agreed to: David Lambert, Tucker McKenzie, Caroline Xiong, Caroline Xiong

electronically from us.

How to contact Carahsoft obo County of Moore - IT Department:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: cbutts@moirecountync.gov

To advise Carahsoft obo County of Moore - IT Department of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at cbutts@moirecountync.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Carahsoft obo County of Moore - IT Department

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to cbutts@moirecountync.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft obo County of Moore - IT Department

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to cbutts@moirecountync.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems: Windows® 2000, Windows® XP, Windows

Vista®; Mac OS® X

Browsers: Final release versions of Internet Explorer® 6.0

or above (Windows only); Mozilla Firefox 2.0

or above (Windows and Mac); Safari™ 3.0 or

above (Mac only)

PDF Reader: Acrobat® or similar software may be required to view and print PDF files

Screen Resolution: 800 x 600 minimum

Enabled Security Settings: Allow per session cookies

**** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.**

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft obo County of Moore - IT Department as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft obo County of Moore - IT Department during the course of my relationship with you.

Agenda Item: Meeting Date: 04/05/2022 MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Laura M. Williams, Clerk to the Board per request of Comm. Picerno DATE: 03/29/2022 SUBJECT: Resolution on Statewide Workforce Board Realignment REQUEST:

Consider adoption of resolution regarding statewide workforce board realignment.

BACKGROUND: Representatives of the Regional Partnership Workforce Development Board attended the Board's March 15, 2022, Regular Meeting and asked for the Board's support in retaining Regional Partnership's current designation, geographic boundary, and appointed entities in carrying out WIOA programs and activities. RECOMMENDATION SUMMARY:

Consider adoption of resolution provided by Regional Partnership representatives. ATTACHMENTS: Resolution on Statewide Workforce Board Realignment

REGIONAL PARTNERSHIP WORKFORCE DEVELOPMENT CONSORTIUM
FOR THE
REGIONAL PARTNERSHIP WORKFORCE DEVELOPMENT AREA

__Moore__ COUNTY

RESOLUTION ON STATEWIDE WORKFORCE BOARD REALIGNMENT

A resolution of __Moore__, County formally requesting the North Carolina Department of Commerce, NC Works Commission, retain the boundaries of the Regional Partnership Local Workforce Development Area in its final recommendations for statewide realignment or consolidation of Local Workforce Development Areas (LWDAs) or Local Workforce Development Boards (LWDBs). The Regional Partnership Local Workforce Development Area (RPLWDA) includes Alamance, Montgomery, Moore, Orange, and Randolph Counties. The Regional Partnership Workforce Development Consortium of Chief Elected Officials (CEOs) does not support any final recommendation that separates these five counties, merges them into larger areas, or consolidates other LWDAs into the Regional Partnership Local Workforce Development Area (RPLWDA). WHEREAS, the Regional Partnership Local Workforce Development Area (RPLWDA) is the designated planning and administrative area to receive funds from the Workforce Innovation and Opportunity Act (WIOA) for Alamance, Montgomery, Moore, Orange and Randolph Counties; and WHEREAS, the Regional Partnership Workforce Development Consortium of Chief Elected Officials (CEOs) are the designated recipients of WIOA funds for the Regional Partnership Local Workforce Development Area, and is charged with the oversight and implementation of WIOA programs and activities within the Regional Partnership Local Workforce Development Area (RPLWDA); and WHEREAS, the Regional Partnership Workforce Development Consortium of Chief Elected Officials (CEOs) appoint the members of the Regional Partnership Workforce Development Board (RPWDB), and select the Regional Consolidated Services (RCS) Fiscal Agent and Administrative Entity for the area; and

WHEREAS, Regional Partnership Workforce Development Consortium of Chief Elected Officials (CEOs) support local and regional workforce solutions to address common issues or opportunities, coordinate state and federal program service delivery in the Regional Partnership Workforce Development Area (RPLWDA), and build strategic partnerships to improve the prosperity of the five counties within the consortium; and

WHEREAS, the Regional Partnership Local Workforce Development Area (RPLWDA) was designated by the North Carolina Division of Workforce Solutions (NCDWS) based on factors such as common community growth patterns anchored by metropolitan and micropolitan statistical areas, shared labor pools, commuting patterns, coordinated economic development strategies, regional alignment with state and federal programs and services, and empowered to carry out programs and services that are of mutual interests to member governments within the Regional Partnership Workforce Local Workforce Development Area (RPLWDA); and WHEREAS, the Randolph Community Services dba Regional Consolidated Services (RCS) serves as the fiscal agent and/or administrative entity for WIOA programs; and

WHEREAS, the Regional Partnership Workforce Development Consortium of Chief Elected Officials (CEOs), the Regional Partnership Workforce Development Board (RPWDB), and Regional Consolidated Services work

together to improve the Regional Partnership Local Workforce Development Area's (RPLWDA) workforce infrastructure, and to provide a skilled workforce for area job seekers and employers,

NOW, THEREFORE, BE IT RESOLVED, that the Regional Partnership Workforce Development Consortium of Chief Elected Officials (CEOs) formally requests to retain its current designation, geographic boundary, and appointed entities to carry out WIOA programs and activities, and that we do not support any final recommendation that separates these five counties, merges them into larger areas, or consolidates other LWDAs into the Regional Partnership Local Workforce Development Area (RPLWDA).

Adopted by _____ County on _____(day) of _____(month), 202____
_____ Frank Quis, Chairman

ATTEST:

_____ Laura Williams, Clerk

Agenda Item:
COMMISSIONERS:

Meeting Date: April 5, 2022 MEMORANDUM TO BOARD OF

FROM: Caroline Ly Xiong

DATE: 04/1/22 SUBJECT: FY2022 JCPC Revised Funding Plan and Program Agreement Revisions PRESENTER:
Caroline Ly Xiong

REQUEST: Authorize the County Finance Director to execute the JCPC Program Agreement Revisions, Revised County Funding Plan and any future required document and agreement revisions with an amount not to exceed the \$270,124 (\$241,813 original grant + \$28,311 awarded discretionary funds) state grant amount. All Program Agreement Revisions and future document/agreement revisions are to be reviewed and approved by legal before executing. BACKGROUND: The County of Moore was awarded \$241,813 from the North Carolina Department of Public Safety, Division of Adult Correction and Juvenile Justice to fund services to youths most at risk of court involvement. North Carolina Statutes authorizes each County to create a Juvenile Crime Prevention to oversee the disbursement of these funds, as well as to monitor the recipients and to appoint its members.

The Moore County Juvenile Crime Prevention Council has awarded funding to three agencies as part of the County budget process and \$11,853 for JCPC Certification. JCPC: \$11,853 for Certification. The \$11,853 is to provide a resource employee to assist with administrative support, food & provisions and office supplies.

At its April 5th, 2022 meeting, the Council will approve the following funding revisions: Moore County Youth Services: Budget line items adjustment within the same funding and decrease of \$1,500 (due to cancellation of Teen Court Summit), so it will adjust their funding from \$88,230 to \$86,730 to provide juvenile restitution, teen court and interpersonal skill building. Moore Family Connections: Budget line items adjustment within the same funding and increase of \$1,500 (from Youth Services) plus increase of \$2,350 (from NCDPS Discretionary funds), so it will adjust their funding from \$88,230 to \$92,080 for Juvenile Structured Day Program to offer an alternative to suspension for middle and high school students.

Boys & Girls Club of the Sandhills: Budget line items adjustment within the same funding, plus increase of \$25,961 (from NCDPS Discretionary funds), so it will adjust

their funding from \$53,500 to \$79,461 for interpersonal skill building in the afterschool and summer programs.

IMPLEMENTATION PLAN:

Once the Revised County Funding Plan and Program Agreement Revisions are approved, the required documents will be forwarded to the NC Department of Public Safety, Division of Adult Correction and Juvenile Justice for its final approval.

FINANCIAL IMPACT STATEMENT:

The funding for these services is provided from the State. Local funding is provided by local cash match and local in-kind match. **RECOMMENDATION SUMMARY:** Authorize the County Finance Director to execute the JCPC Program Agreement Revisions, Revised

County Funding Plan and any future required document and agreement revisions with an amount not to exceed the \$270,124 (\$241,813 original grant + \$28,311 awarded discretionary funds) state grant amount. All Program Agreement Revisions and future document/agreement revisions are to be reviewed and approved by legal before executing. **SUPPORTING ATTACHMENTS:**

Agenda Item: Meeting Date: 04/05/2022 MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Laura M. Williams, Clerk to the Board DATE: 03/21/2022 SUBJECT: Appointments / Board of Health REQUEST:

Appoint three members to the Moore County Board of Health.

BACKGROUND: The term of service for pharmacist member Bill Mang expired March 31. He is eligible but not available to continue service for an additional term.

The term of service for dentist member Kamron Monroe expires April 30. She has served the limit of three terms and is not eligible to continue. The term of service for nurse member Jayne Lee expires April 30. She is serving the unexpired term of Max Muse and is eligible for reappointment to another term.

IMPLEMENTATION PLAN: Clerk will make notification of appointments and update records. RECOMMENDATION

SUMMARY: Make a motion to appoint to the Board of Health a pharmacist member for a three-year term commencing April 1, 2022 and expiring March 31, 2025, and to appoint a dentist member and a nurse member to the Board of Health for three-year terms commencing May 1, 2022 and expiring April 30, 2025. ATTACHMENTS: Appointment Applications

PharmD Ohio Northern University 2013PGY1 Pharmacy Practice Residency St. Rita's Medical Center 2014Clinical Pharmacist Moore Regional Hospital 2016-PresentClinical pharmacist experience in the hospital setting for the last nine yearsBoard Certified Pharmacotherapy Specialist and Critical Care PharmacyPharmacy resident and student preceptor

Christina Thurber

14 Beryl Circle, Pinehurst, NC 28374

724-456-2068 c-thurber@onu.edu

03/23/2022

Christina Lynn Thurber

Pinehurst, NC 28374 Cell Phone: 724-456-2068 Email: c-thurber@onu.edu

EDUCATION

PGY1 Pharmacy Practice Resident | July 2013- June 2014 St. Rita's Medical Center Lima, OH Doctor of Pharmacy
| May 2013

Ohio Northern University

Rudolph H. Raabe College of Pharmacy Ada, OH WORK

EXPERIENCE

Clinical Staff Pharmacist | FirstHealth Moore Regional Hospital, Pinehurst, NC | Dec 2016- Present

Review physician medication orders and assess appropriateness of care in decentralized and centralized roles

Collaborate with providers on multidisciplinary rounds in a critical care setting to continually educate on the use, safety, and efficacy of medications

Monitor, evaluate, and prescribe medications under pharmacy dosing consults

Co-precept the PGYI Pharmacy Practice Residency Critical Care, Education, and Pharmacy Practice Rotations

Coordinate the schedules of pharmacy student learning experiences with various rotation

preceptors for multiple pharmacy schools

Participate as a member of the Antimicrobial Stewardship Committee and Critical Care Committee Clinical Staff

Pharmacist | Cape Fear Valley Medical Center, Fayetteville, NC | Nov 2014- Apr 2019

Monitored, evaluated, and prescribed medications under pharmacy dosing consults

Reviewed physician medication orders and assess appropriateness of care in decentralized and

centralized roles

LICENSURES

North Carolina State Board of Pharmacy Pharmacist Licensure

Ohio State Board of Pharmacy Pharmacist Licensure

CERTIFICATIONS

Board Certified Critical Care Pharmacist | Dec 2021- Present AHA Advanced Cardiac Life Support Certification

(ACLS) | Apr 2020- Present

AHA Basic Life Support Certification (BLS) | Apr 2020-

Present Pharmacists as Clinical Teachers (PACT) Teaching Certificate | Nov 2019- Present Board Certified

Pharmacotherapy Specialist | Dec 2016- Present

University of Findlay Teaching Certificate | May 2014

Outcomes Medication Management Certification | Jan 2014 Health Insurance Portability and Accountability Act

Certification (HIPAA) | June 2013- Present OSHA Bloodborne Pathogens Certification | June 2013- Present

RESEARCH EXPERIENCE

Evaluation of baricitinib use in hospitalized COVID-19 patients in a rural community hospital | ASHP 2021 Midyear Clinical Meeting Poster Presentation | Mudgett, B, et al | Dec 2021 Assessment of procalcitonin assay use for suspected infection in a community hospital | ASHP 2019 Midyear Clinical Meeting Poster Presentation | Kwon J, et al | Dec 2019 Analysis of pneumonia treatment in a community hospital | ASHP 2018 Midyear Clinical Meeting Poster Presentation | KC S, et al | Dec 2018 Probiotic use for prophylaxis of Clostridium difficile-associated diarrhea | ASHP 2017 Midyear Clinical Meeting Poster Presentation | Hudson S, et al | Dec 2017 The effect of chronic pain education on patient reported pain scores | ASHP 2013 Midyear Clinical Meeting Poster Presentation | Thurber C, et al | Dec 2013

PUBLICATIONS

Hudson SL, Arnoczy G, Gibson H, et al. Probiotic use as prophylaxis for Clostridium difficile-associated diarrhea in a community hospital. Am J Infect Control. 2019; 47(8): 1028-9.

TEACHING EXPERIENCES

Advanced Pharmacy Practice Experience Critical Care Rotation Preceptor | High Point University | Jun 2020- Present
Advanced Pharmacy Practice Experience Advanced Hospital Rotation Preceptor | High Point University | Jun 2020- Present
Advanced Pharmacy Practice Experience Acute Care Rotation Preceptor | Campbell University | Jun 2019- Present
Pain Management and Equianalgesia Review | University of Findlay | Mar 2014
Pharmacotherapy of Systemic Lupus Erythematosus | University of Findlay | Mar 2014
Self-Care of Nausea/ Vomiting/ Diarrhea | University of Findlay | Mar 2014
Emergency Medicine: ACS- Patient Case Discussion | University of Findlay | Mar 2014
Emergency Medicine: Crohn's Exacerbation | University of Findlay | Mar 2014
Emergency Medicine: Tylenol PM Overdose | University of Findlay | Mar 2014
Emergency Medicine: Cat Scratch Fever | University of Findlay | Mar 2014
Emergency Medicine: Hypertensive Emergency | University of Findlay | Mar 2014
Sterile Products Series: Total Parenteral Nutrition | Ohio Northern University | Feb 2014
Professionalism, Job Interviewing, and the Residency Process | University of Findlay | Sept 2013
Pain Management | University of Findlay | Sept 2013

PROFESSIONAL PRESENTATIONS

InsightRX Clinical Pearls | FirstHealth Moore Regional Hospital | Jun 2021
Pain Management: A Review | FirstHealth Moore Regional Hospital | Mar 2018
Total Parenteral Nutrition | Cape Fear Valley Medical Center | Mar 2016
Hypertensive Emergency | St. Rita's Medical Center | Dec 2013

PROFESSIONAL PRESENTATIONS (Cont)

The Effect of Chronic Pain Education on Patient Reported Pain Scores | ASHP Midyear Clinical Meeting | Dec 2013
Pain Management for Nurses | St. Rita's Medical Center | Nov 2013 Acetaminophen Overdose: A Patient Case | St. Rita's Medical Center | Nov 2013 Oral Anticoagulant Patient Education | St. Rita's Medical Center | Oct 2013
Pumping U-500 insulin | St. Rita's Medical Center | Sept 2013 Efficacy and Safety of Dabigatran Etxilate and Warfarin in "Real-World" Patients with Atrial Fibrillation Journal Club | St. Rita's Medical Center | Aug 2013
Pharmacist Management of Patients with Diabetes Mellitus Enrolled in a Rural Free Clinic
| Blanchard Valley Medical Center | Apr 2013 Kadcylla | St. Joseph's Cancer Care Center | Mar 2013 Management of Traumatic Brain Injury | St. Rita's Medical Center | Jan 2013 Secondary Peritonitis Patient Case | St. Elizabeth Health Center | Oct 2012 Vaccine-Preventable Diseases in the Hospital Setting | Lima Memorial Health System | Sept 2012

CLINICAL PROJECTS

Operation FirstShot | Jan 2021

Assisted in preparing COVID-19 vaccines for community vaccination clinics in Moore County

InsightRX Implementation | Aug 2020

Participated in the education and training of pharmacy staff on InsightRX software being utilized to assist in Vancomycin AUC dosing calculations

Provided updates to pharmacy staff regarding troubleshooting the software and lessons learned since implementation of InsightRX software Pharmacy to Dose Warfarin Policy | Apr 2018

Developed policy to be approved by PN&T Committee for pharmacy to monitor and adjust doses of warfarin in non-orthopedic surgery patients Discharge Counseling for Acute Myocardial Infarction Patients | Jun 2016

Educated pharmacists on appropriate counseling points and documentation for patients admitted following an Acute Myocardial Infarction Sedation in the Mechanically Ventilated Patient Policy | Feb 2014

Developed policy to be approved by P&T Committee for the use of sedation in mechanically ventilated patient's Newsletter Article: Home Medication Policy Review | The Link | Feb 2014

Summarized Home Medication Policy to ensure safe storage and return of patients' home medications Newsletter Article: Summary of Updated Postexposure Prophylaxis Guidelines for Occupational Exposure in Human Immunodeficiency Virus | Mortar & Pestle | Jan 2014

Summarized 2013 guidelines for the management of occupational exposure to Human Immunodeficiency Virus

CLINICAL PROJECTS (Cont)

Norepinephrine Drug Shortage In-service | St. Rita's Medical Center | Dec 2013

Educated nurses in critical care units regarding norepinephrine drug shortage and ways they can assist pharmacy in reserving norepinephrine supply Newsletter Article: Drug Induced QT Prolongation | Mortar & Pestle | Dec 2013

Summarized physiology of QT prolongation

Discussed patient characteristics that increase risk of QT prolongation and medications that need to be carefully selected in these patient populations Inpatient Counseling on Anticoagulation Facilitated by Pharmacists | St. Rita's Medical Center | Sept 2013

Educated pharmacists on the appropriate counseling points for patients on anticoagulation therapy

Developed program to identify patients on anticoagulation that require counseling Appropriate Management of Heart Failure Exacerbations in the Emergency Department | St. Rita's Medical Center | Sept 2013

Surveyed patient charts in order to assess management of heart failure exacerbation and appropriateness of admission Medication Therapy Management | The Medicine Shoppe | Feb 2013

Reviewed patient medication profiles and addressed appropriateness of medication therapy reported by Outcomes Newsletter Article: Gout Treatment Guidelines | Mortar & Pestle | Feb 2013

Summarized new Gout Treatment Guidelines for providers Drug Utilization Evaluation: Use of Narcan for Narcotic Overdose Reversal | St. Rita's Medical Center | Jan 2013

Reviewed patient charts to assess whether Naloxone use was utilized appropriately Protocol Update on Intravenous Immune Globulin Therapy | St Elizabeth Health Center |

Oct 2012

Reviewed IVIG administration protocol for pharmacy staff

Utilized for Ohio continuing education credit Drug Utilization Evaluation: Treatment of Asymptomatic Bacteriuria in Emergency

Department | Lima Memorial Health System | Sept 2012

Collected data on on-going DUE

Enabled pharmacy to educate Emergency Department on new IDSA guidelines for treatment of asymptomatic bacteriuria OTHER PHARMACY EXPERIENCES

Staff Pharmacist | St. Rita's Medical Center, Lima, OH | Sept 2013- June 2014 Pharmacy Intern | Walberg Family Pharmacies, Jamestown, PA | 2010- 2013 Preceptor: Jeff Steiner, RPh

PROFESSIONAL MEMBERSHIPS_____

American Society of Health Systems Pharmacists (ASHP) | 2012- Present American Pharmacists Association-
Academy of Student Pharmacists (APhA-ASP) | 2010- 2013 Kappa Epsilon | 2009-2012 Vice President of Service |
2010-2012 Christian Pharmacists Fellowship International (CPFI) | 2007-2010 HONORS AND

AWARDS_____

Kappa Epsilon | 2010-2012

Executive Board Member of the Year | 2012

Executive Board Member of the Year | 2011 Outstanding Chapter-Honorable Mention | 2010-2011 Member of the
Year | 2010 National Project/ Breast Cancer Award | 2009-2011 Ohio Northern University Trustee Scholarship
Recipient | 2007

VOLUNTEER EXPERIENCES_____

Habitat for Humanity | 2007-2010

Work Week 2010, Ada, OH

Spring Break Trip 2010, Concord, NC Work Week 2009, Ada, OH Spring Break Trip 2009, Charleston, SC Work
Week 2008, Ada, OH

Spring Break Trip 2008, Jackson, MS Kappa Phi Christian Women's Service Club | 2007-2011

REFERENCES_____

Available upon request

Currently a Pharmacy Manager at a busy retail pharmacy helping patients with their prescriptions, immunizations, and insurance issues. Utilization of my broad experience in pharmacy for over 30 years as a hospital pharmacist, retail pharmacist and multi-store manager .

Robert S Lupski

Robertsl63@me.com

910-725-8001 Robertsl63@me.com

03/17/2022

RL

Robert S.Lupski

Professional Summary

Dedicated Pharmacy Manager enthusiastic about helping diverse people and offering experience with regulatory requirements. Knowledgeable in many disciplines of Pharmacy such as Retail, Hospital and Management. Bringing successful career history comprising more than 30 years.

Work History

Walgreens Pharmacy, Supervising Pharmacist - Pharmacy Manager
Southern Pines, NC

01/2006 - Current

Rite Aid Pharmacy - District Pharmacy Supervisor
East Northport, NY

01/2003 - 01/2006

Roberts163@me.com

(910)725-8001

375 Wheatfield Way, Whispering Pines,
NC 28327

Skills

Education

Long Island University

Brooklyn, NY

Master of Science: Pharmaceutical
Sciences

Long Island University

Brooklyn, NY

Bachelor of Science: Pharmacy

Pharmacy License # NY038837,

Immunization Certified CPR/AED

Certified Pharmacy License# NC20897

Diabetes Credential, DM Educate

In charge of dispensing prescriptions timely and accurately to
patients, various volumes from 1000-4000 prescriptions per week

Create and deliver med-planners for Senior citizen care in various
Long Term Care facilities

Counsel patients daily on all aspects of their care utilizing my
experience and education in Diabetes management

Developed compounding service to provide customers with a unique
pharmacy service

Compared prescription details against safety standards and insurance
requirements to support patients

Trained pharmacy interns and newly hired pharmacy technicians
Supervised team of pharmacy technicians, interns and support staff
Worked closely with store manager to maintain day-to-day operations
Administered vaccines to immunize patients against communicable diseases

Responsible for 39 stores in Suffolk County with all aspects of pharmacy management and 200 million in pharmacy sales

Recruited staff for stores that were previously understaffed to being 100 %

Responsible for all aspects of growing script business, increasing gross profit and profitability

Identified and successfully brought in more business through acquisitions and new accounts such as Hospice that still exists in

Acquisitions

Automation

CPR

Excellent customer service

Diabetes Management

Gross profit Optimization

Immunization

Inventory Control

Meetings

Merchandising

Training and mentoring

Loss prevention management

CVS Pharmacy - District Manager

East Northport, NY

01/2000 - 01/2003

CVS Pharmacy - Regional Healthcare Manager

East Northport, NY

01/1996 - 01/2000

Suffolk County

Manage and mentor staff of 100 Pharmacists by using company guidelines and quality store visits

Responsible for District of 11 stores and 86 Million in sales

Utilized MS Word, Excel and PowerPoint to run monthly meetings and annual regional meetings

Dual responsibility for both front store and pharmacy operations working with Pharmacy Supervisor that reported directly to me

Developed front end managers and pharmacists in order to be promoted to higher volume stores in higher positions within the company

Responded to community needs to stay ahead of the competition, and developed strategic merchandising decisions to better accommodate the local market

Supervised 30 stores with all aspects of pharmacy operations; shrink, gross margin, and brought in over 2 dozen file buys

Reduced turnover, staffed stores and increased retention
Worked with various insurance companies to help lower costs for their clients

Active member of Long Island Pharmacists Society and
Pharmaceutical Society of the State of New York

Managed quality assurance program including on site evaluations, internal audits and customer surveys

Responded quickly to concerns regarding community from prospective and current residents

PharmD Campbell University 1992

NC Pharmacist license # 11088

Currently employed by Senior Care Consultant Group providing medication regimen reviews for a large group home provider

Nearly 20 years experience in long term care pharmacy, 6+ years in community pharmacy, 2+ years in hospital pharmacy

Certified Immunizing Pharmacist

Benford E "Benny" Morse Jr

303 Spring Meadows Dr, Aberdeen, NC

910-757-0278 bennymorse46@gmail.com

03/16/2022

I am a recently retired dentist with a 40-year career in dental public health. I was an Associate Professor at the Gillings School of Global Public Health I submitted my curriculum vitae in a separate email. I have a strong interest in community oral health and have been involved in community-based efforts in several positions.

Benjamin Alexander White

198 Pine Branch Court, Southern Pines, NC 28387

6178727383 balexwhite@gmail.com

01/27/2022

Benjamin Alexander White
Curriculum Vitae
(July 2021)

Personal Information

Citizenship: United States

Address: 198 Pine Branch Court
Southern Pines, North Carolina 28387
H: 910.725.0596
M: 617.872.7383
balexwhite@gmail.com

Education

Institution	Degree	Date	Conferred	Major
Harvard School of Public Health	DrPH	March 1992		Program Evaluation
Harvard School of Public Health	MS	June 1987		Health Policy and Management
Harvard School of Public Health	MPH	June 1987		Public Health
University of North Carolina at Chapel Hill				
School of Dentistry				
	DDS	May 1983		Dentistry
University of North Carolina at Chapel Hill				
College of Arts and Sciences				
	BA	May 1979		Chemistry

Certificates

East Carolina University	
Engagement and Outreach Scholars Academy	
Certificate December 2012	Community engagement
Health Resources and Services Administration	
Primary Care Policy Fellow	
Certificate June 1995	Primary care policy
Harvard School of Dental Medicine	
Robert Wood Johnson Dental Services	

Research Scholar

Certificate June 1989 Dental services
research

Harvard School of Dental Medicine

Dental Public Health Resident

Certificate June 1989 Dental public
health

Brigham and Women's Hospital and
Harvard School of Dental Medicine
Resident in General Dentistry
Certificate June 1985 General dentistry

Licensure and Certification

1983 - present North Carolina Dental Practice License (#5196)

Specialty Certification

1993 – present American Board of Dental Public Health

Professional Experience

Academic Appointments

2015 – 2021 Associate Professor, Department of Health Policy and Management, Gillings School of Global Public Health and the Division of Pediatric and Public Health, Adams School of Dentistry, University of North Carolina at Chapel Hill

2014 – 2015 Visiting Associate Professor, Department of Health Policy and Management, Gillings School of Global Public Health and the Department of Dental Ecology, School of Dentistry, University of North Carolina at Chapel Hill

2012 – 2014 Assistant Professor and Unit Chief, Public Health Dentistry, East Carolina University School of Dental Medicine

Hospital Appointments

1989 – 1990 Brigham and Women's Hospital, Brigham Dental Group

Public Health Service

1990 – 1995 Commissioned Officer, U.S. Public Health Service, Final Rank: Commander

1993 – 1995 Senior Dental Research Scientist, Analytical Studies and Health Assessment Branch, Division of Epidemiology and Oral Disease Prevention, National Institute of Dental Research

1992 Deputy Associate Director, Health and Social Services Policy,

Office of Policy Development, The White House

1991 – 1992 Special Assistant to the Administrator, Office of the Administrator,
Health Care Financing Administration

1990 – 1991 Health Scientist Administrator, Division of Primary Care, Center for General
Health Services Extramural Research, Agency for Health Care Policy and
Research

Private Sector

2006 – 2010 Director of Analytics, DentaQuest Institute

2003 – 2006 Director, Oral Health Research, Dental Service of Massachusetts

2002 – 2004 Director, Oral Research, Tom's of Maine, Kennebunk, Maine

1997 – 2003 Assistant Program Director, Economic, Social, and Health Services Research Program, Kaiser Permanente Center for Health Research

1995 – 2003 Investigator/Senior Investigator, Kaiser Permanente Center for Health Research

1989 Consultant to Dental Program, Harvard Community Health Plan

1988 Part-Time Staff Dentist, Roslindale Community Health Center

Honors and Awards

2005 Outstanding Contribution to Oral Health, Friends of the National Institute of Dental and Craniofacial Research

1995 U.S. Public Health Service Citation

1993 Exemplary Service Award, Chief Dental Officer, U.S. Public Health Service

1991 U.S. Public Health Service Achievement Medal

1991 U.S. Public Health Service Unit Commendation Award

1989 Charles F. Wilinsky Award for Academic Excellence in Health Policy and Management, Harvard School of Public Health

1989 James Dunning Award for Excellence in Dental Public Health Research, Harvard School of Dental Medicine

1985 – 1987 Kellogg Foundation Fellow, Harvard School of Public Health

1983 Omicron Kappa Upsilon Honorary Dental Society

1983 American College of Dentists' Leadership Award

1983 American Association of Oral Pathologists' Senior Award

1983 American Association of Oral and Maxillofacial Surgeons' Senior Award

1983 University of North Carolina Award for Excellence in Oral Pathology

1983 Dental Ecology Community Achievement Award

1983 Who's Who Among American Colleges and Universities

1982 Basic Science Award, Table Clinic Presentations, University of North Carolina School of Dentistry

Bibliography

Books and Book Chapters

Gift HC and White BA. Health behavior research and oral health. In DS Gochman (ed.), Handbook of Health Behavior Research: Vol. IV. Relevance for Professionals and Issues for the Future. New York: Plenum Press, 1997, pp. 121-142.

White BA and Antczak-Bouckoms AA. Principles of health economics. In C Pine (ed.) Community Oral Health. Oxford: Wright Publications, 1996, pp. 163-176.

White BA and Antczak-Bouckoms AA. Improving oral health through systematic reviews and meta-analysis. In Cohen LK and Gift HC (eds.) Oral Health Promotion—Socio-Dental Sciences in Action, 1995, pp. 455-479.

White BA. Editorial overview: Dental public health. Current Opinion in Dentistry 1991;1(3):305-307.

Refereed Papers and Articles

1. Kennedy EN, White BA, Weintraub JA, Moss ME, Jordan SL, Quick KK, Ticku S, Huang B, Douglass CW. Collaborating and teaching a synchronous, multi-university, virtual course: Health policy and access to dental care. Journal of Dental Education 2021;May 31: doi: 10.1002/jdd.12650.

2. Song PH, White BA, Chisolm DJ, Berney S, Domino ME. The effect of an accountable care organization on dental care for children with disabilities. Journal of Public Health Dentistry 2020;Sep;80(3):244-249.

3. Weintraub JA, Edwards LR, Brame JL, Lampris L, White BA, Adatorwovor R, Matthews NS. Teledentistry knowledge and attitudes: Perspectives on the role of dental hygienists. Journal of Dent Hygiene 2020;Aug;94(4):13-21.

4. Weintraub JA, Birken SA, Burgette JM, Lewis TA, White BA. Use of the consolidated framework for implementation research to assess determinants of silver diamine fluoride implementation in safety net dental clinics. Journal of Public Health Dentistry 2019;Dec;79(4):298-306.

5. Rozier RG, White BA, Wang M, Meyer BD, Lee JY. Development and testing of a patient-centered dental home assessment for low-income families. *Journal of Public Health Dentistry* 2019;Sep;79(3):253-263.

6. Stephens R, White BA. Oral health status of adults in North Carolina assisted living facilities. *Journal of Public Health Dentistry* 2019;Sep;79(3):198-206.

7. Zhu Y, Close K, Zeldin LP, White BA, Rozier RG. Implementation of oral health screening and referral guidelines in primary health care. *Journal of Dental Research Clinical and Translational Research* 2019;Apr;4(2):167-177.
8. Burgette JM, Weintraub JA, Birken SA, Lewis TA, White BA. Development of a silver diamine fluoride protocol in safety net dental settings. *Journal of Dentistry Child (Chic)*. 2019;Jan 15;86(1):32-39.
9. Shea, CM, Turner K, White BA, Richard Gary RG. Providers' preferences for pediatric oral health information in the electronic health record: a cross-sectional survey. *BMC Pediatrics*. 2018;18(1):5.
10. Wright JT, White BA. Silver diamine fluoride: Changing the caries management paradigm and potential societal impact. *NC Medical Journal* 2017;78(November-December):394-397.
11. Lampiris LN, White BA, Sams LD, White T, Weintraub J. Enhancing dental students' understanding of poverty through simulation. *Journal of Dental Education* 2017 Sep;81(9):1053-1061.
12. Rozier RG, White, BA, Slade GD. Secular trends in oral diseases in the United States population. *Journal of Dental Education* 2017 Aug;81(8):eS97-eS109.
13. White BA, Gordon SM. Preventing dental caries through community water fluoridation. *North Carolina Medical Journal* November-December 2014 75:430-431.
14. Ng MW, Torresyap G, White BA, Melvin P, Graham D, Kane D, Scoville R, Ohiomoba H. Disease management of early childhood caries: Results of a pilot quality improvement project. *Journal of Health Care for the Poor and Underserved* 2012;23(3:Supplement):193-209.
15. White BA. Factors influencing demand for dental services: population, demographics, disease, insurance. *J Dent Educ* 2012;76(8):996-1007.
16. Vollmer WM, Papas AS, Bader JD, Maupomé G, Gullion CM, Hollis JF, Snyder JJ, Fellows JL, Laws RL, White BA; PACS Collaborative Research Group. Design of the Prevention of Adult Caries Study (PACS): A randomized clinical trial assessing the effect of a chlorhexidine dental coating for the prevention of adult caries. *BMC Oral Health*. 2010 Oct 5;10:23.
17. Maupomé G, Peters D, Rush WA, Rindal DB, White BA. The relationship between cardiovascular xerogenic medication intake and the incidence of crown/root restorations. *Journal of Public Health*

Dentistry 2006 Winter;66(1):49-56.

18. Caplan DJ, Cai J, Yin G, White BA. Root canal filled versus non-root canal filled teeth: a retrospective comparison of survival times. Journal of Public Health Dentistry 2005;65:90-6.

19. Maupomé G, Peters D, White BA. Use of clinical services compared with patients' perceptions of and satisfaction with oral health status. Journal of Public Health Dentistry 2004 Spring;64(2):88-95.

20. White BA, Monopoli MP. Issues regarding insurance and other third-party reimbursement for behavioral management procedures. *Pediatric Dentistry* 2004 Mar-Apr;26(2):137-42.
21. White BA. On translating new biologic-based interventions into dental practice. *Journal of the American College of Dentists* 2003(Fall);70(4):30-4.
22. Maupomé G, Gullion CM, White BA, Wyatt CC, Williams PM. Oral disorders and chronic systemic diseases in very old adults living in institutions. *Special Care in Dentistry* 2003; Nov-Dec;23(6):199-208.
23. White BA and Maupomé G. Making clinical decisions for dental care: Concepts to consider. *Special Care in Dentistry* 2003(Sep-Oct);23(5):168-72.
24. Myers CD, White BA, and Heft MW. A review of complementary and alternative medicine use for persistent facial pain. *Journal of the American Dental Association* 2002;133:1189-1196.
25. Elter JR, White BA, Gaynes BN, and Bader JD. Relationship of clinical depression to periodontal treatment outcome. *Journal of Periodontology* 2002;73:441-449.
26. Gragg K, Shugars DA, Bader JD, Elter JR, White BA. Movement of teeth adjacent to posterior bounded edentulous spaces. *Journal of Dental Research* 2001;80(11):2021-4.
27. White BA and Maupomé G. Clinical decision-making for dental caries management. *Journal of Dental Education* 2001;65(10):1121-5.
28. Patton LL, White BA, Field MJ. Extending Medicare coverage to medically necessary dental care. *Journal of the American Dental Association* 2001;132:1294-9.
29. Patton LL, White BA, Field MJ. State of the evidence base for medically necessary oral health care. *Oral Surg Oral Med Oral Pathol Oral Radiol Endod* 2001;92:272-5.
30. White BA, Williams LA, and Leben, JR. Health care utilization and cost among HMO members with temporomandibular disorders. *Journal of Orofacial Pain* 2001;15(2):158-169.
31. Aquilino SA, Shugars DA, Bader JD, and White BA. Ten-year survival rates of teeth adjacent to treated and untreated posterior bounded edentulous spaces. *Journal of Prosthetic Dentistry* 2001;85(5):455-60.
32. Caplan DJ and White BA. Clinical Factors Related to Non-Completion of Root Canal

Therapy. Journal of Public Health Dentistry 2001;61(1):6-13.

33. Hujoel PP, White BA, Garcia RI, Listgarten MA. The dentogingival epithelial surface area revisited. Journal of Periodontal Research 2001;36:48-55.

34. Hujoel PP, Leroux BG, Selipsky H, and White BA. Non-surgical periodontal therapy and tooth loss: a cohort study [see comments] Journal of Periodontology 2000;71:736-42.

35. Shugars DA, Bader JD, Phillips SW, White BA, and Brantley CF. The consequences of not replacing a missing posterior tooth. *Journal of the American Dental Association* 2000;131:1317-1324.
36. Powell V, Leroux BG, Martin JA, and White BA. Identification of adult populations at high risk for dental caries using a computerized database and patient records: A pilot study. *Journal of Public Health Dentistry* 2000;60(2):82-84.
37. Bader J, Shugars D, White B, Rindal D. Development of effectiveness of care and use of services measures for dental care plans. *Journal of Public Health Dentistry* 1999;59(3):142-9.
38. Bader J, Shugars D, White B, Rindal D. Evaluation of audit-based performance measures for dental for dental care plans. *Journal of Public Health Dentistry* 1999;59:150-7.
39. Bader J, White A, Olsen O, Shugars D. Dentist reliability in classifying disease risk and reason for treatment. *Journal of Public Health Dentistry* 1999;79:158-61.
40. Shugars DA, Bader JD, White BA, Scurria MS, Hayden WJ, and Garcia R. Survival of teeth adjacent to treated and untreated posterior bounded edentulous spaces. *Journal of the American Dental Association* 1998;129(8):1089-1095.
41. White BA. Oral health outcomes and evidence-based care *Pediatric Dentistry* 1998;20(3):214-216.
42. White BA. Oral health related quality of life and managed dental care. *Community Dental Health* 1998;15(1):27-31.
43. Bader JD, Shugars DA, Hayden WJ, and White BA. A health plan report card for dentistry. *Journal of the American College of Dentists* 1996;63(3):29-38.
44. Brown LJ, Winn DM, and White BA. Dental caries, restoration and tooth conditions in U.S. adults, 1988-1991. *Journal of the American Dental Association* 1996;127(9):1315-1325.
45. White BA, Brown LJ, Albertini T, Redford M, Robinson D, and Selwitz R. Prevalence and severity of selected restoration and tooth conditions among adults aged 18-to-74 years: United States, 1988-1991. *Journal of Dental Research* 1996;75(Spec Issue):661-671.
46. White BA, Caplan D, and Weintraub JA. A quarter century of changes in oral health in the United States. *Journal of Dental Education* 1995;59(1):19-57.

47. White BA. The costs and consequences of neglected medically necessary oral care. *Special Care in Dentistry* 1995;15(5):180-186.

48. White BA. An overview of oral health status, resources, and care delivery. *Journal of Dental Education* 1994;58(4):285-290.

49. Oral Health Coordinating Committee (BA White, editor). Toward improving the oral health of Americans: An overview of oral health status, resources, and care delivery. *Public Health Reports* 1993;108(6):657-672.

50. Capilouto EI, Piette J, and White BA. Perceived need for dental care among persons living with acquired immunodeficiency syndrome. *Medical Care* 1991;29(8):745-754.

51. Sonis ST, Woods PD, and White BA. Oral complications of cancer therapies: Pretreatment oral assessment. *NCI Monograph* 1990;(9):29-32.

52. White BA, Antczak-Bouckoms AA, and Weinstein MC. Issues in the economic evaluation of community water fluoridation. *Journal of Dental Education* 1989;53(11):646-657.

53. Antczak-Bouckoms AA, Tulloch JFC, White BA, and Capilouto EI. Methodological considerations in the analysis of cost-effectiveness in dentistry. *Journal of Public Health Dentistry* 1989;49(4):215-222.

54. White BA, Lockhart PL, Connolly SF, and Sonis ST. The use of infrared thermography in evaluation of oral lesions. *International Journal of Tissue React* 1987;9(2):105-14.

55. White BA, Lockhart PL, Connolly SF, and Sonis ST. The use of infrared thermography in evaluation of oral lesions. *Journal of the American Dental Association* 1986;113(5):783-786.

56. White BA, Deaton TG, and Bawden JW. In vivo and in vitro study of Sr90 in developing rat molar enamel. *Journal of Dental Research* 1980;59(12):2091-2099.

Referred Abstracts

1. Hayes C, Chew P, Antczak-Bouckoms AA, White BA, Mehta NR, and Lau J. Variations of surgical procedures for TMD: Analysis of utilization patterns. *Journal of Dental Research* 2004;83(Special Issue – Abstracts):A-4.2620.

2. Chew P, Hayes C, Antczak-Bouckoms AA, Mehta NR, White BA, and Lau J. Using hospital databases to examine TMD utilization patterns: Methodological issues. *Journal of Dental Research* 2004;83(Special Issue – Abstracts):A-2621.

3. Peters D, White BA, Maupomé G, Weintraub JA, and Gansky SA. The association between caries in permanent and primary teeth. *Journal of Dental Research* 2003;82(Special Issue – Abstracts):A-1336.

4. Maupomé G, Peters D, White BA. Provision of certain dental services is associated with

poorer perceived oral health, and greater dissatisfaction with oral health status. Journal of Dental Research 2003;82(Special Issue – Abstracts):A-322.

5. Rush WA, Rindal DB, White BA, and Maupomé G. Association between antidepressant use and receipt of restorations. Journal of Dental Research 2003;82(Special Issue – Abstracts):A-782.

6. White BA, Maupomé G, Weintraub JA, Gansky SA. Cost of care for children with early childhood caries in an HMO. *Journal of Dental Research* 2002;81(Special Issue – Abstracts):A-45.
7. Hujoel PP, Leroux BG, Selipsky H, and White BA. Periodontal surgery and tooth loss: A pilot outcomes study. *Journal of Dental Research* 2001;80(AADR Abstracts):157.
8. Bader J, Shugars D, White, BA, Maupomé G. Receipt of services in 60+ patients by caries risk classification. *Journal of Dental Research* 2001;80(AADR Abstracts):994.
9. White BA, Maupomé G, Bader J, Shugars D. Association between self-reported oral health status, satisfaction, and risk status. *Journal of Dental Research* 2001;80(AADR Abstracts):996.
10. Maupomé G, White BA, Shugars DA, Bader J. Receipt of services in 60+ patients by periodontal risk classification. *Journal of Dental Research* 2001;80(AADR Abstracts):997.
11. Elter JR, White BA, Gaynes BN, and Bader JD. Depression as a risk factor for poor periodontal treatment outcomes. *Journal of Dental Research* 2001;80(AADR Abstracts):1147.
12. Rindal DB, White BA, Goodman JM. Evaluation of prescribing practices for antibiotics among dentists. *Journal of Dental Research* 2001;80(AADR Abstracts):1386.
13. Rindal DB, Goodman MJ, White BA. Evaluation of prescribing practices for fluoride supplements among dentists and physicians. *Journal of Public Health Dentistry* 2001;61(4-Abstract):240.
14. White BA and Ritenbaugh C. Diagnoses associated with outpatient visits among TMD cases and controls. *Journal of Dental Research* 2000;79(IADR Abstracts):2537.
15. White BA, Weintraub JA, and Gansky SA. Use of dental services among pre-school children in a dental HMO. *Journal of Public Health Dentistry* 2000.
16. White BA and Cunningham C. Prescription drug utilization and costs among TMD cases and controls. *Journal of Dental Research* 1999;78(IADR Abstracts):441.
17. Gragg KL, Shugars DA, Bader JD, and White BA. Movement of teeth adjacent to untreated posterior bounded edentulous spaces. *Journal of Dental Research* 1999;78(IADR Abstracts):303.

18. Bader J, White BA, Olson O, Senft G, and Shugars DA. Clinician reliability in classifying disease risk and reasons for treatment. Journal of Dental Research 1999;78(IADR Abstracts):168.

19. White BA, Little SJ, and Martin JA. Fluoridation and its impact on the use and cost of dental care. Journal of Public Health Dentistry 1998;58(2):181.

20. White BA and Little SJ. Dental utilization and cost among diabetics in an HMO. Journal of Dental Research 1998;77(IADR Abstracts):653.

21. Shugars DA, Bader JD, White BA, Phillips SW, Brantley CF, and Scurria MS. Tooth alignment and alveolar bone level changes in untreated BESS. *Journal of Dental Research* 1998;77(IADR Abstracts):963.
22. Shugars DA, Bader JD, White BA, Phillips SW, Brantley CF, and Scurria MS. Tooth alignment and alveolar bone level changes in untreated BESS. *Journal of Dental Research* 1998;77(IADR Abstracts):963.
23. White BA and Little SJ. Dental care patterns and cost among HMO members with TMD. *Journal of Dental Research* 1998;77(AADR Abstracts):115.
24. White BA, Little SJ, Shugars DA, and Bader JD. Loss of teeth adjacent to treated and untreated bounded edentulous spaces. *Journal of Dental Research* 1997;76(IADR Abstracts):277.
25. Leiendecker TM, York AK, Poindexter FR, Chisick MC, Kaste LM, White BA, and Zion G. Tobacco use among Navy and Marine Corps recruits. *Journal of Dental Research* 1996;75(IADR Abstracts):83.
26. White BA, McKenna G, and Kaste LM. Types of dental services provided in the U.S. in 1987. *Journal of Dental Research* 1994;73(Special Issue):236.
27. White BA, McKenna G, and Kaste LM. Individuals' patterns of dental care during 1987. *Journal of Dental Research* 1994;73(Special Issue):383.
28. White BA, Antczak-Bouckoms AA, and Weinstein MC. Estimating the cost of interproximal dental caries using a Markov model. *Journal of Dental Research* 1993;72(Special Issue):142.
29. Tavares M and White BA. A cost-effectiveness analysis of osseointegrated dental implants. *Journal of Dental Research* 1990;69(Special Issue/Abstracts):115.
30. Woods PD, White BA, and Sonis ST. Cost-effectiveness of pretreatment screening prior to cancer therapy. *Journal of Dental Research* 1990;69(Special Issue/Abstracts):115.
31. Capilouto EI, White BA, and Piette J. Unmet dental care needs among persons living with AIDS. *Journal of Dental Research* 1990;69(Special Issue/Abstracts):259.
32. White BA, Capilouto EI, and Piette J. Perceived need for dental care among persons living with AIDS. *Journal of Dental Research* 1990;69(Special Issue/Abstracts):259.
33. Antczak-Bouckoms AA, Chang R, White BA, and Capilouto EI. Lack of evidence for the

predictive value of hairy leukoplakia in HIV infection. *Journal of Dental Research* 1989;68(Special Issue/Abstracts):958.

34. White BA, Antczak-Bouckoms AA, and Weinstein MC. Cost-effectiveness analysis of water fluoridation using a Markov model. *Journal of Dental Research* 1989;68(Special Issue/Abstracts):212.

35. White BA, Antczak-Bouckoms AA, Sonis ST, and Tulloch JFC. Value of periodontal screening prior to chemotherapy for acute leukemia. Journal of Dental Research 1987;66(Special Issue/Abstracts).

Non-refereed Reports

1. White BA, Monopoli MP, Souza BS. Catalyst Institute. The Oral Health of Massachusetts' Children January, 2008.

2. White BA. Catalyst Institute. Toward a Stronger Oral Health Safety Net: Oral Health Care in Massachusetts Community Health Centers. October 2007.

3. White BA. President's welcome and address dental public health: Our journey into the 21st century. Journal of Public Health Dentistry. 1999 Spring;59(2):81-3

4. Coordinating Author. Oral Health in America: A Report of the Surgeon General. Bethesda, MD: National Institute of Dental and Craniofacial Research. NIH Publication No. 00-4713, September 2000.

5. White BA, Patton LL, Kohn WG, Lipton JA. Medically Necessary Dental Services. In: Institute of Medicine. Extending Medicare Coverage for Preventive and Other Services. MJ Field, RS Lawrence L Zwanziger, eds. Washington, DC: National Academy Press, 2000, pp.222-285.

Presentations

1. Interprofessional policy panelist. Rural Oral Health Summit. Campbell University, February 10, 2018, Buies Creek, NC

2. East of I-95: Why Place Matters. North Carolina Dental Society, February 8, 2013, Greensboro, NC.

3. Systems and Oral Health. Midwest Regional Dental Public Health Conference. University of Iowa, October 9-10, 2011, Iowa City, IA.

4. Oral Health: Essential for Whole Body Health and Opportunity for Success in Prevention. New England Coalition for Health Promotion and Disease Prevention, December 16, 2008, Marlborough, MA.

5. Closing the Quality Gap: Using Knowledge to Improve Oral Health. Optimizing Dental Benefits 2008, November 11-12, 2008, San Francisco, CA.

6. Future Directions for Medicaid Reform. American Public Health Association, November 6, 2007, Washington, DC.

7. Issues regarding insurance and other third-party reimbursement for behavior management/general anesthesia. American Academy of Pediatric Dentistry. Behavior Management for the Pediatric Dental Patient: Conference/Workshop. November 21-23, 2003, Chicago IL.

8. Data Coordinating Centers. International Association for Dental Research, June 25-28, 2003, Göteborg, Sweden.

9. Complementary and Alternative Medicine Research in Craniofacial Disorders. Fourth National Trigeminal Neuralgia Association Conference, November 14-17, 2002, San Diego, CA.

10. Risk Assessment for Caries and Periodontal Disease and Cost Effectiveness of Community Preventive Measures. Practical Protocols for the Prevention of Dental Disease in Community Settings. University of the Pacific School of Dentistry, February 1, 2002, San Francisco, CA.

11. Complementary and Alternative Medicine Approaches to Craniofacial Disorders. 2001 Dental, Oral, and Craniofacial Technology Forum. National Institute of Dental and Craniofacial Research, December 11-13, 2001, Bethesda, MD.

12. Building an Evidence-base for Complementary and Alternative Medicine. University of Florida School of Dentistry, October 19, 2001, Gainesville, FL.

13. Oregon Center for Complementary and Alternative Medicine. National Institutes of Health Temporomandibular Disorders Interagency Working Group, June 4, 2001, Bethesda, MD.

14. The Challenges of CAM Research and Research Training: Research Methodology. White House Commission on Complementary and Alternative Medicine, May 16, 2001, Washington, DC.

15. Clinical Decision-Making for Dental Caries Management. NIH Consensus Development Conference on Diagnosis and Management of Dental Caries Throughout Life, March 26-28, 2001, Bethesda, MD.

16. Complementary and Alternative Medicine Research in Craniofacial Disorders. American Association for Dental Research, March 9, 2001, Chicago, IL.

17. Partnerships in Practice-based Research. International Association for Dental Research. April 5, 2000, Washington, DC.

18. OCCAM: One Model for Complementary and Alternative Medicine Research. Advancing Research in Complementary Medicine. The Wellcome Trust. March 20, 2000, London, England.

19. Improving Care Through Practice-based Research. Dental Research in Review.

University of North Carolina School of Dentistry, February 16, 2000, Chapel Hill, NC.

20. Oral Health and Diabetes. Workshop on Oral Diseases and Diabetes. National Institute of Dental and Craniofacial Research. December 6-7, 1999, Chevy Chase, Maryland.

21. New Advances in Dental Care Delivery. Clinical Dentistry: The New Millennium. University of Minnesota School of Dentistry. September 24-25, 1999, Minneapolis, Minnesota.

22. Key Design Issues for Outcomes Research in Dentistry. International Association for Dental Research. Annual Meeting. March 12, 1999, Vancouver, British Columbia, Canada.

23. President's Address. American Association of Public Health Dentistry Annual Meeting. October 21-23, 1998, San Francisco, California.

24. Outcomes Research. California Association of Dental Plans Ninth Annual Conference. May 29, 1998. Monterey, California.

25. Oral Health: An Exemplar of Evidence-Based Practice. Fifth National Research Utilization Conference. University of Iowa. April 24, 1998. Iowa City, Iowa.

26. Outcomes Assessment in a Managed Care Environment. 13th Dunning Memorial Symposium. Columbia University School of Dental and Oral Surgery. March 17, 1998. New York, New York.

27. Evidence-Based Dental Care. National Oral Health Conference. February 9, 1998. Seattle, Washington.

28. Financing Oral Health Care Through Managed Dental Care. World Congress on Preventive Dentistry. October 8, 1997. Cape Town, South Africa.

29. The Future of Dental Public Health. Canadian Association of Public Health Dentistry. August 16, 1997. Calgary, Alberta, Canada.

30. Outcomes and Evidence-Based Dentistry. American Academy of Pediatric Dentistry. May 25, 1997. Philadelphia, Pennsylvania.

31. Research in a Managed Dental Care Setting. Building Bridges III. American Association of Health Plans and the Agency for Health Care Policy and Research. April 4, 1997. New Orleans, Louisiana.

32. Trends in Managed Dental Care. University of Mississippi School of Dentistry Research Day. March 13, 1997. Jackson, Mississippi.

33. Program Evaluation: Cost-Effectiveness Analysis. Association of State and Territorial Dental Directors. March 9-12, 1997. Austin, Texas.

34. Dental Managed Care. Ontario Society of Public Health Dentists. November 21, 1996. North York, Ontario, Canada.

35. Use of Oral Health Status Measures in Managed Care. Assessing Oral Health Outcomes—Measuring Health Status and Quality of Life. June 13-14, 1996. Chapel Hill, North Carolina.

36. Managed Dental Care: Implications for Hospital Dentists. Federation of Special Care Organizations in Dentistry Annual Meeting. April 20, 1996. Chicago, Illinois.

37. Dental Program Evaluation. Association of State and Territorial Dental Directors. April 22, 1996. St. Augustine, Florida.

38. Dental Services Research and the General Dentist. American Association of Dental Schools. March 18, 1996. San Francisco, California.

39. Developing Outcomes of Dental Care (workshop). International Association for Dental Research. March 13, 1996. San Francisco, California.

40. The Costs and Health Consequences of Neglected Medically Necessary Oral Health Care. National Alliance for Oral Health's Consensus Conference on Medically Necessary Oral Health Care. April 29, 1995. Chicago, Illinois.

41. Cost-Effectiveness Analysis of Community Water Fluoridation Programs. Prevention '95. April 1, 1995. New Orleans, Louisiana.

42. Measuring Outcomes of Dental Care. American Association of Dental Research. March 9, 1995. San Antonio, Texas.

43. Associations Among Socio-Economic Status, Dental Insurance, and Oral Health Treatment Needs: U.S., 1988-1991. American Association for Dental Research. March 8, 1995. San Antonio, Texas.

44. Self-Assessment Questions and Impact of a Changing Environment on Hospital Dental Practices. Workshop on Financial Assessment of Hospital Dental Practices. January 13-14, 1995. Washington, DC.

45. Preserving Quality Care: What We Know About Dentist Treatment Decisions. 36th Conference of Dental School Deans. December 5-7, 1994. Scottsdale, Arizona.

46. History of Federal Financing for Special Patients. 6th Annual Meeting of the Special Care Organizations in Dentistry. April 16, 1994. Chicago, Illinois.

47. How Do Major Health Care Reform Proposals Address U.S. Oral Health Needs? Joint Symposium at the Annual Meeting of the American Association of Dental Schools and the International Association for Dental Research. March 13, 1994. Seattle, Washington.

48. Toward Improving the Oral Health of Americans. Annual Meeting of the Association of Military Surgeons of the United States. November 16, 1993. San Antonio, Texas.

49. Oral Health in the U.S.: An Overview of Oral Health Status, Resources, and Care Delivery. Symposium on Dental Health Care Reform: The Challenge Ahead. September 30 - October 1, 1993. Charlotte, North Carolina.

50. Financing and Reimbursement of Dental Services. Annual Meeting of the Association of State and Territorial Dental Directors. April 26, 1993. Atlanta, Georgia.

51. Funding Priorities for the Agency for Health Care Policy and Research. Annual Meeting of the Ambulatory Pediatric Association. April 1991. New Orleans, Louisiana.

52. Funding Priorities for the Agency for Health Care Policy and Research. Annual Meeting of the Society for Medical Decision Making. November 1990. Boston, Massachusetts.

53. Cost-Benefit Analysis of Preventive Dentistry Programs. Lunch and Learning Series, International Association for Dental Research. March 1990. Cincinnati, Ohio.

54. Bayesian Systems. AADR/AADS Joint Symposium: New Approaches to Computer-Assisted Diagnosis and Decision Making in Dentistry. March 1990. Cincinnati, Ohio.

55. Tracing and Reporting Uncompensated Care. 1st Annual Meeting of the Federation of Special Care Organizations. May 1989. Chicago, Illinois.

56. Trends in Financing and Reimbursement in Dentistry. Northeast Regional Meeting of the American Academy of Dental Group Practice and the Dental Group Management Association. August 1987. Hyannis, Massachusetts.

57. Use of Infrared Thermography in Evaluation of Oral Lesions and Its Use with Benzydamine Hydrochloride. 2nd Annual World Conference on Inflammation. March 1986. Monte Carlo, Principality of Monaco.

58. Use of Infrared Thermography in Evaluation of Oral Lesions. 24th Annual Meeting of the American Association of Hospital Dentists. September 1984. New Orleans, Louisiana.

Teaching Record

Course Director

2020 HPM 751: Dental Public Health Policy (Fall)

2015 – 2021 DENT 217: Health Care Systems (Spring)

2015 – 2020 Dental Public Health Board Preparation Workshop

2014 – 2021 Program Director, Dental Public Health Residency

Oral Health Section

Department of Health and Human Services

Raleigh, North Carolina

2012 – 2014 Community Oral Health and Practice, East Carolina University School of Dental Medicine (Doctoral; 52 students)

DENT 8140: Introduction to Public Health Dentistry

DENT 8240: Introduction to the Evidence Base for Oral Health

DENT 8340: Oral Disease Prevention and Health Promotion

DENT 8440: Leadership for Improving Community Health

DENT 8540: Patient Safety and Quality Improvement

DENT 8640: Oral Health Systems

DENT 8740: Oral Health Policy, Advocacy, and Interprofessional Care

DENT 8840: Oral Health in North Carolina

Student Advising

Doctoral Students

Jamie Howgate (Co-Chair of Committee)

Laurie Stradley (Member of Committee)

Master Students

Shereen Bahader

Ankit Khatri

Anna Hilla (dental hygiene - chair)

Caroline Dunham McLeod (dental hygiene)

Lectures and Grand Rounds (Selected) at East Carolina University School of Dental Medicine

2014 – 2014 Ethics and Professionalism (8X30.01) (Doctoral)

2012 – 2013 Operative Dentistry (8X20.03) (Doctoral): Selected sessions

2012 – 2013 Periodontology (8X20) (Doctoral): Selected Sessions

2013 Pediatric Dentistry (8X20): Dental Health Issues Among Infants and Children

2012 ECU Physician Assistant Program, School of Allied Health,
Lecture on Oral Health

2012 Grand Rounds on Patient Registries, ECU School of Dental Medicine

2012 – 2013 Accessing the dental literature. Lecture for the ECU AEGD and GPR residents (with Christine Andresen, Laupus Library liaison).

Grants

As Principal Investigator

Title: Training Community Health Centers in Use of Silver Diamine Fluoride

Supported by: Blue Cross and Blue Shield of North Carolina Foundation

Funding: \$100,000 total cost

Project period: 6/24/2016 – 6/24/2017

Title: Enhancing Student Leadership to Improve Community Health:
Building the East Carolina University School of Dental Medicine's
Leadership Curriculum

Supported by: BB&T Leadership Grants

Funding: \$10,000 total cost

Project period: 3/1/13 – 12/31/12

Title: Prevention of Adult Caries (PACS) (R01 DE13730)

Supported by: National Institute of Dental and Craniofacial Research

Funding: \$1,422,243 total cost

Project period: 9/22/06-5/31/10

Title: Carious Effects of Drug Induced Xerostomia (R01 DE13730)
Supported by: National Institute of Dental and Craniofacial Research
Funding: \$434,315 total cost
Project period: 9/1/00-8/31/02

Title: Craniofacial Complementary & Alternative Medicine Center
(P50 AT00076)
Supported by: National Center for Complementary and Alternative Medicine
Funding: \$7,963,701 total cost
Project period: 10/99-9/04

Title: Evaluation of Dental Treatment and Dental Treatment Costs Attributable
to Water Fluoridation (Supplement; Contract Number: #200-95-0953
Task Number: #0953-005 (Modification #2)
Supported by: Centers for Disease Control and Prevention
(subcontract with the Alliance for Community Health Plans)
Funding: \$ 27,001 total cost
Project period: 10/99-12/99

Title: Evaluation of Prescribing Practices for Antibiotics and Fluoride
Supplements in Dentistry
Contract Number: 200-95-0953
Task Order: #0953-0391
Supported by: Centers for Disease Control and Prevention
(subcontract with the Alliance for Community Health Plans)
Funding: \$47,500 total cost
Project period: 9/21/99-9/20/00

Title: Pharmacological Management of Temporomandibular Pain (R29
DE12629)
Supported by: National Institute of Dental and Craniofacial Research
Funding: \$558,467 total cost
Project period: 9/97-6/02

Title: Oral Health and Diabetes (R03 DE12034)
Supported by: National Institute of Dental and Craniofacial Research
Funding: \$79,304 total cost
Project period: 01/97-12/98

Title: Patterns of Care and Costs Among TMD Patients in an HMO (R03
HS09347)

Supported by: Agency for Health Care Policy and Research

Funding: \$79,804 total cost

Project period: 9/96-10/98

Title: Evaluation of Dental Treatment and Dental Treatment Costs Attributable to Water Fluoridation (Contract Number: 200-95-0953)

Supported by: Centers for Disease Control and Prevention
(subcontract with The HMO Group)

Funding: \$120,000 total cost

Project period: 7/96-6/97

As Co-Investigator

Title: Multivariate Examination of caries Risk Assessment (R01 HS 13339)

PI: Nancy Perrin, PhD

Support by: Agency for Healthcare Research and Quality

Funding: \$485,588

Project period: 10/1/02-9/30/04

Title: Periodontal Intervention for Cardiac Events: Pilot Trial (U01 DE13940)

PI: Robert Genco, DDS, PhD

Support by: National Institute for Dental and Craniofacial Research

Funding: \$491,895 total subcontract cost

Project period: 7/15/01-7/14/04

Title: Validation of Existing and Potential Oral Health Questions for Use on the Behavioral Risk Factor Surveillance System (BRFSS)

PI: Gerardo Maupomé, PhD

Contract Number: 200-95-0953, Task Order: #0953-057

Supported by: Centers for Disease Control and Prevention (subcontract with the Alliance for Community Health Plans)

Funding: \$60,185 total cost

Project period: 10/1/00-3/31/02

Title: New Strategies for Enhancing Tissue Integrity and Repair
(P60 DE13058)

Subcontract Title: Retrospective Cohort Study of Early Childhood Caries in an Insured Population

PI: Caroline Damsky, PhD, University of California, San Francisco
(BA White Principal Investigator on subcontract)

Supported by: National Institute of Dental and Craniofacial Research

Funding: \$ 86,768 total subcontract cost

Project period: 08/99-01/01

Title: The Effectiveness of Treatments for Adult Periodontitis (1R29 DE12190)

PI: Phillippe Hujoel, DDS, MSD, MS, PhD,

University of Washington

Supported by: National Institute of Dental and Craniofacial Research

Funding: \$12,561 total subcontract cost

Project period: 3/97-2/02

Title: Clinical Performance Measures for Dental Care Plans
(1U18 HS09453)

PI: James D. Bader, DDS, MPH, University of North Carolina

Supported by: Agency for Health Care Policy and Research

Funding: \$86,772 total subcontract cost

Project period: 9/96-9/98

Professional Service

Gillings School of Global Public Health, University of North Carolina

2014 – 2021 Director of Dental Public Health Residency Program, North Carolina

Oral Health Section, Division of Public Health, Department of Health
and Human Services, Raleigh, North Carolina

2015 – 2018 Executive Master Program Advisory/Admissions Committee

2015 – 2016 Faculty Track Task Force

2014 – 2020 Early Childhood Oral Health Collaborative, Member

2016 – 2019 Brushing is Fun – consultant

2014 – 2021 North Carolina Oral Health Collaborative, Leadership Team Member

2016 – 2017 Committee on Diversity and Inclusion, Member

2017 – 2021 Doctor of Public Health Advisory Committee

School of Dentistry, University of North Carolina

2015 – 2021 2nd Year Teaching Committee

2017 - 2019 Undergraduate Admissions Committee

School of Dental Medicine, East Carolina University

2012 Member, Selection Committee for CODE Student Scholarships

2012 – 2013 Member, Student Affairs Committee

2012 – 2014 Ex officio Member, Community-based Service Learning Center
Advisory Committee, Ahoskie, North Carolina

2013 – 2014 Ex officio Member, Community-based Service Learning Center
Advisory Board, Elizabeth City, North Carolina

2012 – 2014 Member, Student Progress Committee

2012 – 2014 Member, Curriculum Committee

East Carolina University

2012 Member, Crossing Borders Interprofessional Education Activity

2013 – 2014 Elected Member, ECU Faculty Senate

2013 – 2014 Institute for Healthcare Improvement Open School Student Chapter (School of Dental Medicine) Faculty Advisor

2013 – 2014 Member, Committee on Carnegie Elective Classification for Community Engagement

Center for Health Research, Kaiser Permanente Northwest Division

2000 – 2002 Chair, Natural Products Advisory Subcommittee of the Regional Formulary and Therapeutics Committee

2000 – 2001 Chair, Biostatistical Support Services Ad Hoc Committee

1999 – 2000 Co-Chair, Social Science Methodology Search Committee

1998 – 2002 Vice Chair, Professional Board

1998 – 2001 Representative, Formulary and Therapeutics Committee, Kaiser Permanente Northwest Division

1998 – 1999 Chair, Dental Services Research Investigator Search Committee

1997 – 2003 Member, Research Leadership Council

1997 – 2003 Member, Economics Core

1997 – 1998 Member, Joint Leadership Team

1997 Chair, Senior Epidemiology Investigator Search Committee

1996 – 2003 Director, Center for Health Research Component, Oregon Health Sciences University/Center for Health Research Academic and Applied Health Services Research Postdoctoral Training Program

1996 – 2002 Member, Joint Administrative Team, Permanente Dental Associates and Kaiser Permanente Dental Care Program

1996 – 2002 Member, Long Range Planning Committee

1995 – 2003 Member, Professional Board

1995 – 1996 Chair, Health Services Research Investigator Search Committee

International/American Associations for Dental Research

2001 – 2003 Chair, National Affairs Committee, American Association for Dental Research

2000 – 2001 Co-Chair, National Affairs Committee, American Association
for Dental Research

1999 – 2004 Member, National Affairs Committee, American Association
for Dental Research

1998 – 1999 Immediate Past President, Behavioral Sciences and
Health Services Research Group

1997 – 1998 President, Behavioral Sciences and Health Services Research Group

1996 – 1997 President Elect, Behavioral Sciences and Health Services Research Group

1995 – 1996 Program Chair, Behavioral Sciences and Health Services Research Group

1994 – 1995 Symposium Coordinator, Behavioral Sciences and
Health Services Research Group

1993 – 1994 Director, Behavioral Science and Health Services Research Group
American Association of Public Health Dentistry

2004 – 2005 Editor, Journal of Public Health Dentistry

2002 – 2004 Member, American Association of Public Health Dentistry Foundation Board

2000 – 2003 Member, Editorial Board, Journal of Public Health Dentistry

1998 – 2000 Immediate Past President

1997 – 1998 President

1996 – 1997 Chair, National Office Search Committee

1996 – 1997 President Elect

1995 – 1996 Vice President

1993 – 1995 Member, Executive Council and Chair, Policy Committee
American Board of Dental Public Health

2007 – 2008 Immediate Past President

2006 – 2007 President

2005 – 2006 Vice President and Auditor

2004 – 2005 Treasurer

2002 – 2004 Director

2001 – 2002 Director-Elect

American Association of Health Plans

1998 – 2002 Member, Maternal and Child Health Task Force

U.S. Public Health Service

2013 – 2016 Member, National Advisory Dental and Craniofacial Research Council

2012 Grant Reviewer, Health Resources and Services Administration

2001 – 2003 Non-Federal Technical Review, Special Emphasis Panels,

National Institute of Dental and Craniofacial Research

2000 Non-Federal Technical Reviewer, Health Resources and Services

Administration, Evaluation of Advances Education Program

in General Dentistry

1999 Non-Federal Technical Reviewer, Health Resources and Services

Administration, Evaluation of General Practice Residency Programs

in Dentistry

1999 Reserve Reviewer, Agency for Health Care Policy and Research/Agency for

Healthcare Research and Quality, Measures of Quality of Care

for Vulnerable Populations

1997 Non-Federal Technical Reviewer, Health Resources and Services

Administration Dental Public Health Specialty Training Grant Program

1995 – 1997 Primary Care Policy Fellowship Alumni Society, 1995 Class Representative

1993 – 1995 Co-Director of Dental Public Health Residency Program, National Institute of

Dental Research

1991 Agency for Health Care Policy and Research Representative to Healthy

People 2000 HIV Subgroup of USPHS Executive Task Force on AIDS

1990 – 1991 Staff Person, Task Force on Building Capacity in Primary Care Research,

Agency for Health Care Policy and Research

1990 – 1991 Alternate Representative to U.S. Public Health Service Oral Health

Coordinating Committee

American Dental Association, Oregon Dental Association, & Multnomah County Dental Society

2012 – present Dental Public Health Site Visitor

2009 – 2012 Commissioner, Commission on Dental Accreditation

1997 – 2002 Multnomah County Delegate, Oregon Dental Association House of Delegates

1999 – 2003 Secretary/Treasurer, Multnomah Dental Society
Harvard School of Dental Medicine/Brigham and Women's Hospital
1989 – 1990 Co-Chair, Medical Care Section, Massachusetts Public Health Association
1989 American Association of Dental Schools/American Association of Hospital
Dentists Advisory Committee for Hospital-based Dentistry Financial Self-study
1989 Participant in Workshop on Cost-effectiveness of Caries Prevention in Dental
Public Health, Ann Arbor, Michigan
University of North Carolina (undergraduate)
1982 – 1983 American Association of Dental Schools,
Southeast Regional Student Coordinator
1982 – 1983 President, UNC School of Dentistry Student Government
1982 – 1983 Treasurer, Psi Omega Dental Fraternity
1980 – 1982 Dental Class President
1979 – 1980 Dental Class Vice-President
1976 – 1979 Student Representative, Student-Faculty Committee on Fraternities
1976 – 1978 President, Sigma Phi Epsilon Fraternity

Director of Infection Control/Patient Safety and Employee Health for FirstHealth of the Carolinas. I have worked as a nurse in Infection Control and Prevention for over 25 years and have been at FirstHealth of the Carolinas since 1997. Throughout my career I have worked closely with the health department in several counties.

Jayne P. Lee

845 Seven Lakes North West End, NC 27376

9106900190 JLEE@FIRSTHEALTH.ORG

11/23/2021

CURRICULUM VITAE

NAME: Jayne P. Lee, RN, BSN, MPH, CIC, FAPIC

ADDRESS: 845 Seven Lakes North PHONE: 910-715-1533(w) 910-690-0190 (H)
 West End, NC 27376 EMAIL: jlee@firsthealth.org

LICENSURES and CERTIFICATIONS:

North Carolina Registered Nurse, 1982 – current

Certification in Infection Control (CIC), 1996 – current

Lean Healthcare Projects Certified, 2016- current

Six Sigma Green Belt, 2008-current

Certification in Critical Care Nursing (CCRN), 1985-1997

Fellow in the Association of Professionals in Infection Control and Epidemiology – 2019

EDUCATION:

Institution Degree Dates Major

UNC-Chapel Hill	MPH	1993	Public Health Nursing

Barton College	BSN	1982	Nursing

PROFESSIONAL EXPERIENCE:

Institution Dates

FirstHealth of the Carolinas/ July, 1997 – present

Moore Regional Hospital

Pinehurst, North Carolina

October, 2001 to current – Director Infection Control/Patient Safety and
 Employee Health (January, 2005 – January 2007 additionally directed Case
 Management and Quality)

March, 1999 – October, 2001 – Assistant Director, Performance Improvement
 and Infection Control

July, 1997 – March, 1999 - Infection Control Coordinator

Moses Cone Hospital System July, 1995 – July, 1997

Greensboro, North Carolina

Infection Control Practitioner

Wilson Memorial Hospital September, 1983 – July, 1995

Wilson, North Carolina

1993-1995 Infection Control Coordinator

1988-1993 Staff Development Instructor

1987-1988 Manager, Emergency Department

1985-1987 Manager, Telemetry Unit

1983-1985 Staff Nurse, Critical Care Unit

Wake Medical Center June, 1981 – August, 1983

Raleigh, North Carolina

1982-1983 Staff Nurse, Telemetry/Medical Unit

1981-1982 Nurse Technician – Telemetry/Medical Unit

PUBLICATIONS:

Articles in Refereed Journals

Arnoczy, G., Forest, E., Lee, J., Elkins, E., Goins, D., Gilleland, W., Canfield, E., Coe, S., Barnes, D., Schirmer, C.(2021) SARS-CoV2 Antibody Positivity Rates and Employee Expectations of Positivity Rates among healthcare workers at a Community hospital in North Carolina. American Journal of Infection Control & Epidemiology, 49(9), 1204-1205.

Hudson, S., Arnoczy, G., Gibson, H., Thurber, C., Lee, J., Kessell, A. (2019). Probiotic Use As Prophylaxis for Clostridium Difficile-Associated Diarrhea in a Community Hospital. American Journal of Infection Control & Epidemiology, 47(8), 1028-1029.

Flippo, P. L., & Lee, J. (2011). Clinical Evaluation of the Sorbaview SHIELD Securement Device Used on Peripheral Intravenous Catheters in the Acute Care Setting. Journal of the Association for Vascular Access, 16(2), 95-102.
doi:10.2309/java.16-2-6.

Additional Publications and Presentations

Lee, J. Infection Prevention in Dermatology in the 21st Century. Presentation North Carolina Dermatology Nurses' Association. Raleigh, NC, September, 2018.

Lee, J. & Pegg, S. Discontinuing Contact Isolation Precautions. Presentation APIC-NC Spring Conference, Smithfield, NC, April, 2018.

Lee, J. Improving Catheter Maintenance to Decrease Catheter Associated Urinary Tract Infections. Poster Presentation National SHEA Conference, Orlando, FL, May, 2015.

Lee, J. The Open Experience: The Role of the IP in Disaster Planning. Presentation APIC-NC Fall Conference, Concord, NC, September, 2014.

Lee, J. & Pugliese, G. Infection Prevention and Safety Collaboration for Maximum Impact. Presentation APIC 41st Annual Education Conference and International Meeting, Anaheim, CA, June 2014.

Walters, G., Lee, J. & Riddle, L. Determining Effects of Education and Improved Foley Catheter Care on Nurses' Knowledge and Catheter Associated Urinary Tract Infections. Poster Presentation 21st National Evidence-Based Practice Conference, University of Iowa, April, 2014.

Lee, J. Disinfection Cap Makes Critical Difference in Central Line Bundle for Reducing CLABSIs. Poster Presentation APIC 38th Annual Educational Conference & International Meeting, Baltimore, MD, June 2011.

Lee, J. & Dobin, A. (2010). Disinfection Cap for Luer Access Valves: A Key to Preventing Catheter Infections. Infection Control Today, November 2010, 14(11), 42-44.

PROFESSIONAL ACTIVITIES:

Memberships Held in Professional Organizations

Association for Professionals in Infection Control & Epidemiology (APIC) 1994 – current

NC Chapter President – 2013

NC Chapter President - 2006

NC Chapter Fall Conference Committee Chair –2005, 2012

NC Chapter Fall Conference Committee Member - 2006, 2007, 2013, 2014, 2015

NC Chapter Membership Chair and Board Member – 1997-2000

Sigma Theta Tau, National Nursing Honor Society – 1982 – present

American Association of Critical-care Nurses (AACN) 1984- 1997

North Carolina Governor's Advisory Board for Public Reporting of Hospital Infection Rates – 2008

Dr. Pamela Herbig Wall

10 Sunset Lane, Jackson Springs, NC 27332

2672430801 2672430801

luvridley@aol.com college professor; nurse practitioner

clinical associate professor; psychiatric nurse practitioner; USN nurse corps veteran retired; NC IOPL graduate

Board of Health

Nursing/Adult Care

Community Collge

Social Services

10/06/2021

Agenda Item: Meeting Date: 04/05/2022 MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Laura M. Williams, Clerk to the Board DATE: 03/29/2022 SUBJECT: Appointments / Human Resources Appeals Committee REQUEST:

Appoint member to the Human Resources Appeals Committee.

BACKGROUND: Current HR Appeals Committee member Samantha King is moving out of state and has submitted resignation from the Committee effective April 15, 2022. Her colleague, Liane York, Director of Employee Relations at FirstHealth, has been recommended to fill the position and has submitted application.

IMPLEMENTATION PLAN:

Clerk will make notification of appointment and update records. RECOMMENDATION SUMMARY: Make a motion to appoint Liane York to fill the unexpired term of Samantha King on the Human Resources Appeals Committee effective upon her resignation April 15, 2022, through June 30, 2022.

ATTACHMENTS:

Appointment Applications

Director, Employee Relations

Over twenty (20) years of experience in Human Resources.

Liane York

FirstHealth PO Box 3000 Pinehurst, NC 28374

910-715-1440 lyork@firsthealth.org

03/28/2022

Agenda Item: Meeting Date: 04/05/2022 MEMORANDUM TO THE MOORE COUNTY BOARD OF COMMISSIONERS:

FROM: Laura M. Williams, Clerk to the Board DATE: 03/22/2022 SUBJECT: Appointments / Juvenile Crime Prevention Council REQUEST:

Reappoint member to the Juvenile Crime Prevention Council (JCPC).

BACKGROUND: The current term of service for JCPC member Ciara Suros expires April 30. She is willing and recommended for reappointment.

IMPLEMENTATION PLAN: Clerk will make notification of appointment and update records.

RECOMMENDATION SUMMARY: Make a motion to reappoint Ciara Suros to the JCPC for a two-year term expiring April 30, 2024.