

*Committee Reports
and Recommendations*

Vance County
Committee Reports and Recommendations
October 3, 2011

A. Human Resources Committee

Position Vacancies. (A) The Sheriff's Office has a position vacancy for a *Deputy Sergeant*. This position supervises the employees and activities of a patrol shift or the activities of staff assigned to an investigations or court security unit. The employee serves as a working supervisor in performing similar work as the subordinates and also serves in a troubleshooting, advisory, and technical advisory, and supervisory capacity in the Sheriff's Department. (B) Social Services has a position vacancy for an *Income Maintenance Caseworker III*. This lead worker position is critical due to the complexity of the Long Term Care and Community Alternative Partners programs. (C) Social Services has a position vacancy for an *Income Maintenance Caseworker II* in Family & Children's Medicaid. This position determines eligibility for a variety of Medicaid programs and is needed to provide excellent customer service to our clients while allowing the workers to manage their caseloads in a timely and accurate manner. (D) Social Services has a position vacancy for a *Social Worker II* in Work First. This position is responsible for ensuring that Work First clients become job ready. (E) Emergency Operations has a position vacancy for a *Telecommunicator I*. This position is critical to the department's ability to adequately process calls from the public and handle the call volume from the public safety agencies. **Committee Recommendation:** *[Recommendations are contingent upon endorsement by the Human Resources Committee.] Authorize the staff to fill the vacant positions as requested.*

B. Public Safety Committee

This Committee is scheduled to meet Monday, October 3. A report will be provided to the Board Monday evening.

*Finance Director's
Report*

Sale of Surplus Personal Property

The Finance Director request to dispose of the following surplus personal property owned by the County of Vance:

2007 Ford Crown Vic 2FAFP71W97X148957

The above property has been determined to be no longer necessary for the conduct of public business.

Sound property management principles and financial considerations indicate the interests of the County of Vance would best be served by disposing of the property.

The Finance Director request to dispose of the above surplus personal property by any means which he judges is reasonably calculated to yield the highest attainable sale price in money, including but not limited to the methods of sale provided in Article 12 of the N.C. Gen. Stat. Chapter 160A. Such sale may be public or private, with or without notice and minimum waiting period.

The above surplus property shall be sold to the party who tenders the highest offer to the County of Vance and to have the Finance Director authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the Finance Director may retain the property, obtain any reasonably available salvage value, or cause it to be disposed of as waste material. No surplus property may be donated to any individuals or organization except by resolution of the Commissioners.

The Finance Director shall keep a record of all property sold and shall describe the property sold, to whom it was sold, and the amount of money received for each item sold and report back to the Commissioners the proceeds form the sale of the above surplus property.

*County Manager's
Report*

Vance County
County Manager's Report to the Board
October 3, 2011

A. CDBG Administration. In support of the Semprius project, the County has applied for and received a Community Development Block Grant - Economic Development in the amount of \$750,000. The funding will be used to make building improvements to accommodate the manufacturing process. The grant does not include administrative funds. There is an inordinate amount of specialized work and staff time required to receive and administer the grant. The Council of Governments has provided a turn-key proposal not to exceed \$22,500 which is 3% of the total grant. Traditionally, administrative costs run 10% for administration of CDBG grants. *Recommendation: Appropriate \$22,500 from the Contingency for a contract with Kerr-Tar COG to administer the CDBG - Economic Development for the Semprius project.*

B. School Property. The Vance County Schools are no longer using the old multi-story building and auditorium on the south side of the Eaton Johnson campus. The Board of Education will consider declaring the property as surplus in its October 10th meeting and offering it to the County as required by law. If the County has no use for it and does not wish to purchase it, the School System can proceed to dispose of the property. There is an interested buyer who must meet some tight deadlines. In order to save time, the County can in advance express its interest or lack thereof in purchasing the property, allowing the Schools to move forward in a timely manner. *Recommendation: Inform the Vance County Schools that , in anticipation of the Board of Education declaring the property as surplus and offering it to the County for sale, the County is not interested in purchasing it.*

Proposal to Provide CDBG Administrative Services For The County of Vance

I. INTRODUCTION

The Kerr-Tar Regional Council of Governments respectfully submits the following proposal to provide Administrative Services to implement the County's CDBG Economic Development Project.

II. SCOPE OF WORK

A. PROJECT ADMINISTRATION

Upon approval of the County of Vance's CDBG Economic Development Application by the NC Department of Commerce - Commerce Finance Center, the Kerr-Tar Regional Council of Governments will provide administrative services to complete the items of work outlined in the County's Application in accordance with guidelines and requirements of the NC Department of Commerce - Commerce Finance Center. The duties of the Kerr-Tar Regional Council of Governments will include but not be limited to the following:

1. General Administration:

- a. Preparation of required documents, pursuant to NC Department of Commerce - Commerce Finance Center's Funding Approval for Release of Funds;
- b. Prepare a Citizen Participation Plan and LAP Plan;
- c. Develop and maintain project files in accordance with CDBG standards;
- d. Prepare project budget ordinance;
- e. Provide general oversight of procurement procedures;
- f. Review and process all program expenditures for payment by the County and prepare requisitions for all approved grant expenditures (provides second person review of all invoices and requests for payments);
- g. Provide Davis Bacon compliance functions;
- h. Provide the County Commissioners with quarterly status report on expenditures and accomplishments;
- i. Assist in resolving any contractor disputes;
- j. Assist the County in complying with requirements of Fair Housing Program; Section 504 Plan; and Section 3 and Equal Employment Opportunity Plans per CDBG's requirements;
- k. Prepare necessary program amendments, in accordance with applicable CDBG requirements;
- l. Assist in monitoring visits conducted by Commerce Finance Center staff;
- m. Prepare Annual Performance Reports and submit to Commerce Finance Center staff;
- n. Assist in close-out procedures for the CDBG Program; and
- o. Other general administrative functions necessary to complete the tasks outlined in the CDBG Economic Development Application.

III. COUNCIL OF GOVERNMENTS PRIOR EXPERIENCE IN CDBG PROGRAMS

The Kerr-Tar Regional Council of Governments has been successful in preparing and administering various types of CDBG applications for its member governments since 1986. Attached is a list of recent grants written and administered for member units. Kerr-Tar Regional Council of Governments has a proven track record in the development of successful CDBG applications as well as successful application administration.

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IV. STAFFING OF COUNCIL OF GOVERNMENTS FOR CDBG PROJECT

The Kerr-Tar Regional Council of Governments maintains an adequate staff of qualified employees to conduct the CDBG work the COG has under contract. In addition to the COG Executive Director, who has developed a history of CDBG experience, the COG presently has four staff members - three full time and one part time devoted to working on Community Development projects. The number of staff employed by the COG for CDBG work activities is at all times directly related to the amount of CDBG work under contract with local member governments.

The following is a brief background of the CDBG experience of existing COG staff:

Timmy Baynes, Executive Director has developed over 5 years experience in CDBG administration since becoming Executive Director. Mr. Baynes' CDBG experience involves housing rehabilitation, urgent needs, Economic Development, infrastructure, and economic development types of projects. Mr. Baynes has developed a good working relationship with the staff at the NC Department of Commerce's NC Department of Commerce - Commerce Finance Center. General oversight services provided by the COG Executive Director will be provided at no cost to the County.

Rick Seekins, Community and Economic Development Director has worked with various economic development projects including many NC Rural Center Building Reuse grants, CDBG Economic Development grants and US EDA Economic Development grants. Mr. Seekins has considerable experience in administering compliance with the required Davis Bacon, Fair Housing, Section 3 and Equal Employment Opportunity Plans.

Julie Reid, Community Development Administrator has worked with CDBG Programs since 1980. Ms. Reid has designed, written, implemented and administered various CDBG programs. Additional grant experience has included water quality, criminal justice and community facilities grants. Ms. Reid has experience in the development of both publicly and privately funded housing and affordable development initiatives and funding. Ms. Reid also has extensive experience in the management of right-of-way acquisition.

Karen Foster, a multi-faceted Community Development Planner, has both experience with the CDBG Housing Rehabilitation program and the Workforce Development program of the COG. She worked with a consulting Community Development firm for 15 years providing CD training, writing grant proposals, and coordinating housing development.

Gwen Wright, Community Development Assistant has over 30 years of CDBG experience with the County of Henderson and since retirement, part-time with the Kerr-Tar Regional Council of Governments.

If additional staff is required to provide any required service, such will be acquired.

V. LOCAL NEEDS AND PREFERENCES

We will work with County staff to identify local needs associated with the project. The CDBG program encourages the use of local/minority owned and run businesses. Efforts will be made to locate and identify local businesses who may wish to participate in the project. The COG staff serves as an extension of the County's own staff. There has been a good working relationship between both the County's staff and elected officials and the COG for many years. Employees of the COG are often in Vance County working with various groups and projects. Some of the employees of the COG have lived and are currently living in the Vance area and are familiar with the families and geography of the area.

Proposal to Provide CDBG Administrative Services For The County of Vance

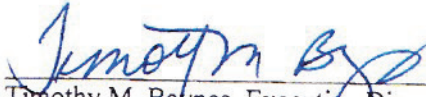
VI. FEE PROPOSAL

A. Administration Fee for the performance of program administration services will be on an hourly basis for COG staff that perform the administrative services, based on their annual salary as approved by the COG Executive Committee. Hourly rates will include salary, overhead and fringe benefits. In addition to the hourly staff rate, travel cost including mileage, meals and lodging necessary to provide the administrative services will be charged by the COG. The administrative fee will not exceed **\$22,500**. However, *the maximum fee will not be paid to the COG unless the COG earns the maximum amount based on hours worked.*

B. Current Billable rates for FY 2011-2012 (subject to change)

1.	Timothy Baynes	\$119.01	4.	Gwen Wright	\$37.31
2.	Julie Reid	\$ 60.29	5.	Rick Seekins	\$82.87
3.	Karen Foster	\$ 50.85			

This proposal for administrative services for the CDBG Economic Development Project is submitted to County of Vance this 21st day of September, 2011.



Timothy M. Baynes, Executive Director
Kerr-Tar Regional Council of Governments