



**COUNTY OF DARE**  
PO Box 1000, MANTEO, NC 27954

**DARE COUNTY BOARD OF COMMISSIONERS**

Dare County Administration Building  
954 Marshall C. Collins Dr., Manteo, NC

**Monday, January 06, 2020**

**“HOW WILL THESE DECISIONS IMPACT OUR CHILDREN AND FAMILIES?”**

**AGENDA**

- 9:00 AM            CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1**            Opening Remarks - Chairman's Update
- ITEM 2**            Presentation of County Service Pins - January 2020
- ITEM 3**            Employee of the Year - 2019
- ITEM 4**            Employee of the Month
- ITEM 5**            Public Comments
- ITEM 6**            EMS Demonstration of New Equipment
- ITEM 7**            Dare County Farm Lease
- ITEM 8**            Monarch Beach Club of Dare Lease
- ITEM 9**            Dare County Tourism Board Request Consent Expenditure from Long Term Unappropriated Line Item 4585
- ITEM 10**          Review of 2020-21 Grant Application from the Economic Improvement Council
- ITEM 11**          Update on Dare County Flood Maps
- ITEM 12**          FEMA Grants Update
- ITEM 13**          **Consent Agenda**
1. Approval of Minutes
2. NCDOT Utility Relocation Agreement
3. Budget Amendment Approval for Community of Juvenile Services
- ITEM 14**          **Board Appointments**
1. Commission for Working Watermen
2. Dare County Tourism Board
3. Upcoming Board Appointments
- ITEM 15**          **Commissioners' Business & Manager's/Attorney's Business**

**ADJOURN UNTIL 5:00 P.M. ON JANUARY 21, 2020**



*Opening Remarks - Chairman's Update*

**Description**

Dare County Chairman Robert Woodard will make opening remarks.

**Board Action Requested**

Informational Presentation

**Item Presenter**

Chairman Robert Woodard



*Presentation of County Service Pins - January 2020*

**Description**

The following employees are scheduled to receive service pins this month:

- Matthew Stowe - 10 year pin
- Ashia Norman - 15 year pin
- Selena Simpson - 20 year pin

**Board Action Requested**

Approval

**Item Presenter**

Robert Outten, County Manager



*Employee of the Year - 2019*

**Description**

Employee of the Month Committee will recognize and present the Employee of the Year Award.

Employees of the Month for 2019 were:

January: Jeff Deringer, Sheriff's Office; February: Kristen Stilson, Information Technology; March: Chuck Meile, Facilities Maintenance; April: Emily Cunningham, Public Health Div.; May: Ashley Johnson, DC EMS; June: Mike Hollowell, Human Resources; July: Randy Grantham, Public Utilities; August: Willer Spencer, Dept./Health & Human Ser.; September: James DeGroff, EMT; October: Kelly McPherson, Human Resources; November: Bob Bostain, DC's HVAC technician; December: Jodi Wyant, Dept./Health & Human Services

**Board Action Requested**

None

**Item Presenter**

Robert Outten, County Manager





*Employee of the Month*

**Description**

The Employee of the Month Certification will be presented.

**Board Action Requested**

None

**Item Presenter**

To Be Determined



*Public Comments*

**Description**

The Board of Commissioners encourages citizen participation and provides time on the agenda at every regularly scheduled meeting for Public Comments. This is an opportunity opportunity for anyone to speak directly to the entire Board of Commissioners for up to five minutes on any topic or item of concern.

Comments can be made at the Commissioners Meeting Room in Manteo or through an interactive video link at the Fessenden Center Annex in Buxton.

Commissioners Meeting Room - Administration Building, 954 Marshall Collins Drive, Manteo  
Video Link - Fessenden Center Annex, 47017 Buxton Back Road, Buxton

**Board Action Requested**

Hear Public Comments

**Item Presenter**

Robert Outten, County Manager



*EMS Demonstration of New Equipment*

**Description**

The mission of Dare County EMS is to provide innovative and high quality services that are supportive and receptive to the needs of the community in an environment that encourages dedication and excellence.

This mission is accomplished through a system approach which included pioneering, state-of-the-art training that is challenging, interactive and motivational; excellent public relations and education; as well as, proactive measures and high quality service delivery.

EMS will provide a presentation of newly purchased equipment funded with the 2020 CIP.

**Board Action Requested**

None - Presentation

**Item Presenter**

Jennie Collins, EMS Director



*Dare County Farm Lease*

**Description**

Previously the Dare County Board of Commissioners authorized the issuance of a Request For Proposal (RFP) for the lease of County owned farm land consisting of approximately 348.98 acres located at 1603 Cub Road, Manns Harbor.

A total of 1 bid was received. Matt Respass, submitted a bid in the amount of \$115.00/acre. (\$40,132.70/year) Attached is the RFP, 1 submitted bid, proof of publication and the lease agreement.

**Board Action Requested**

Approve the lease agreement terms with proposed tenant, adopt the resolution and authorize the County Manager to execute the lease.

**Item Presenter**

Robert Outten, County Manager

**Dare County**

**Farm Lease Ad**

**October 28, 2019**

Dare County is soliciting proposals to lease to a qualified farmer, for farming purposes only, approximately 349 net acres of farmland for the season beginning July 1, 2020. The acreage consists of five plots located at 1603 Cub Road Manns Harbor, NC 27953. The lease will be for a 3 year term plus two additional one (1) year optional renewals at the County's discretion. Qualified tenants must be bona fide farmers with at least 5 years' experience in farming, demonstrate knowledge of farming best practices and crop rotation practices. Dare County will require a minimum of two references for each interested tenant. Proposals will be received until November 22 2019 at 3PM; no electronic proposals will be accepted. For more details on this opportunity please see the request for proposal on Dare County's website at [www.darenc.com/finance/purch\\_bids.asp](http://www.darenc.com/finance/purch_bids.asp). Direct all questions to Dustin Peele in the Finance Department, at [dustin.peele@darenc.com](mailto:dustin.peele@darenc.com) or 954 Marshall C Collins Drive, PO Box 1000 Manteo, NC 27954. Dare County reserves the right to accept or reject any and all proposals and to enter into any contract deemed to be in the best interest of the county as allowed by North Carolina General Statutes.

**Dare County**  
**Request for Proposal**  
**Farm Lease**  
**October 28, 2019**

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<u>Field No.</u>	<u>Block Nos.</u>	<u>Net Acres</u>
15-16 (Southern half)	Creef B2	10.67
8-9 (Southern half)	Creef B2	17.20
2-7	Creef B2	83.40
17-25	Creef B3	216.51
26-27 (Southern half)	Creef B3	<u>21.20</u>
	TOTAL	348.98

all as shown on First Colony Farms, Inc.’s Unit Planning Map for District 1, Creef Unit. This property is located at 1603 Cub Road Manns Harbor, NC 27953. To schedule an appointment to visit the properties please contact Shanna Fullmer, Dare County Public Works Director, at shanna@darenc.com or at 252-475-5844. All interested parties will include with their response a proposed annual payment to the County for the use of the property. The selected tenant will be responsible for all necessary equipment and supplies at their expense. Proposals will be received until November 22nd 2019 at 3PM; no electronic proposals will be accepted. Send proposals to Dustin Peele, Dare County Finance Department, 954 Marshall C Collins Drive PO Box 1000, Manteo, NC 27954. Direct any questions to Dustin Peele at [dustin.peele@darenc.com](mailto:dustin.peele@darenc.com). Dare County reserves the right to accept or reject any and all proposals and to enter into any contract deemed to be in the best interest of the county as allowed by North Carolina General Statutes.



Pricing Sheet

Price per acre \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Request for Proposal**  
**Farm Lease**  
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Pricing Sheet

Price per acre \$ 115.00

Signature Matt Reppas - 252-945-2961  
Date 11-18-19

I have been farming for 26 years.

References - Tommy Ormand (sow + Reap)  
252-943-7346

Mike Harris - 252-791-2158

THIS LEASE AGREEMENT made and entered into as the 1st of July 2020, by and between the COUNTY OF DARE, hereinafter referred to as OWNER, and Matt Respass, hereinafter referred to as TENANT:

WITNESSETH:

In consideration of the mutual promises herein contained, and subject to the terms and conditions hereinafter set forth. OWNER hereby leases to TENANT, and TENANT hereby accepts as tenant land located in Dare County, North Carolina, hereby agreed to be comprised of the net acreage as provided below and being described as follows:

<u>Field No.</u>	<u>Block Nos.</u>	<u>Net Acres</u>
15-16 (Southern Half)	Creef B2	10.67
8-9 (Southern Half)	Creef B2	17.20
2-7	Creef B2	83.40
17-25	Creef B3	216.51
26-27 (Southern Half)	Creef B3	21.20
TOTAL:		348.98

All as shown on First Colony Farm Inc.'s Unit Planning Map for District 1, Creef Unit.

"Net Acres" are the areas of the above-described land available to TENANT for cultivation exclusive of farm roads, canals, "V" Ditches and windrows. Landlord reserves the right to, at any time after harvest and prior to planting, reduce the acreage available to tenant as set forth above. Upon such reduction, the rent shall be reduced by \$115 dollars per net acre reduced.

The terms and conditions of this Agreement are as follows:

1. TERM. This lease shall begin on July 1, 2020 and continue through December 31<sup>st</sup>, 2023. Owner reserves the right to delay the beginning if necessary to allow the current Tenant to harvest crops in the field.
2. USE. Tenant's covenants with OWNER that he shall use and occupy said premises for agricultural purposes only. No other rights are conveyed. TENANT shall plant soybeans, winter wheat, and/or corn on all of the Net Acreage. It shall be a material breach of this lease to leave any acreage unplanted without the written consent of OWNER.
3. TENANT OBLIGATIONS. TENANT shall use and apply at his sole expense such fertilizer, pesticides, seed, soil supplements, trace elements and herbicides (including analysis quantities, and method of application) as may be mutually agreed upon by OWNER and TENANT, and in conformity with reasonable and generally accepted agricultural practices, and he shall furnish at

his sole cost and expense all equipment, fuel and labor that shall be necessary to farm the above described premises.

4. **ASCS REGULATIONS.** TENANT agrees to comply with all federal and state rules and regulations of the Agricultural Stabilization and Conservation Service (the "ASCS"). The parties agree that (a) this lease is to be construed as a Cash Lease, (b) OWNER is not construed as an Operator or Producer, and (c) TENANT is not to be construed as a Custom Farmer, Joint Venturer, or Partner as those terms are defined or described in the ASCS Handbook.
5. **NO ASSIGNMENT.** TENANT shall not sell, mortgage, assign, or in any way transfer his rights under this lease or in the crops growing, or to be grown, upon said land, without written permission from OWNER.
6. **RENT.** For each year of the lease term, a cash rent of \$40,132.70 (\$115 per leased acre) will be paid by the TENANT to the OWNER on January 20 of each year. A prorated payment for the dates of July 1<sup>st</sup>, 2020 to December 31<sup>st</sup> 2020 will also be due July 1<sup>st</sup> of 2020.
7. **LANDLORD'S LIEN.** No lien created by TENANT shall ever be or become prior to OWNER'S Landlord's Lien. TENANT agrees that he is able to use and possess said premises pursuant to this Lease and understands that under no circumstances will OWNER release, waive or subordinate its Landlord's Lien provided by law, and TENANT will not request such action or accommodation by OWNER.
8. **RIGHT OF ENTRY.** OWNER shall have the right to inspect said crops at all times and if TENANT fails, neglects, or refuses to farm said land in a good husbandry-like manner, spray, dust, rotate or properly cultivate said crops when needed, make every reasonable effort possible to control weeds and grass growing in crops and cultivate, gather and harvest the same, OWNER may perform the same and deduct reasonable and necessary expenses from TENANT'S share of the crop.
9. **FIRE.** TENANT will not burn, or cause to be burned, any windrows, hedgerows, ditch banks, fields, or stubble or otherwise start or cause to be started any fire upon the above described land without first obtaining the written consent of the OWNER.
10. **MAINTENANCE** Unless otherwise agreed by Owner, (i) TENANT agrees that prior to the planting of each crop, except soybeans following wheat, he will, at his sole expense, mow all field or "V" ditches on the above-described land, and the interior slopes or side of all collections canals on and bounding the above described land.  
  
(ii) TENANT agrees that prior to the planting of corn and soybeans, he will, at his sole expense, clean out either by backhoe or Dondi Ditcher, the field or "V" ditches on the above-described land as needed. OWNER may at its option but shall not be required to participate in the cost if in the OWNER'S opinion the activity will enhance the farm beyond the lease term.
11. **DRAINAGE.** TENANT agrees to compensate US Fish and Wildlife for the drainage of the property under such terms and conditions as TENANT, OWNER, and US Fish & Wildlife agree upon. The



fair market value of said compensation, to be determined by OWNER, USFWS and TENANT, shall be deducted from the rents due OWNER by the TENANT.

12. HUNTING. OWNER, for itself, its successors and assigns, reserves unto itself all hunting rights and privileges, including the right to post the land hereinabove described and the right to designate said lands as part of any state or federal conservation or public hunting program or plan; and TENANT agrees that he will in no way interfere with the exercise of such rights and privileges by OWNER, its successors or assigns, licensees or invitees. The TENANT has the right to have the cultivated land, but not the woods and roads, posted to protect unharvested crops from hunters. Tenant shall not hunt or allow hunting upon the property.
13. MINERAL RIGHTS. Nothing in this Lease shall confer upon TENANT any right to minerals underlying the Leased Premises, but same are hereby reserved by OWNER together with the full right to enter upon the Leased Premises and to bore, search, and excavate for same, to work and remove same, and to deposit excavated rubbish and with full liberty to pass over the Leased Premises with vehicles and to lay down and work any railroad track, or tracks, pipelines, power lines, and structures as may be necessary or convenient for the above purposes. OWNER agrees to reimburse TENANT for any actual damage TENANT may suffer for crops destroyed by these activities and upon written request of TENANT to release TENANT from any obligation to continue farming the Leased Premises if development of mineral resources interferes materially with TENANT'S opportunity to make a satisfactory return.
14. NAME AND ADDRESS OF CROP PURCHASER. TENANT shall provide written notice to OWNER no less than seven (7) days prior to the sale of TENANT'S crops grown on the premises listing name, address and telephone number of all purchases. TENANT is aware that failure to properly advise OWNER of the identity of purchasers may subject TENANT to a fine of \$5,000.00 or 15% of the value of the crop as described in Paragraph 1324 (h) of the Food Security Act of 1985.
15. ESTOPPEL CERTIFICATES. TENANT shall, upon not less than ten (10) days prior written notice from OWNER, execute, acknowledge and deliver to OWNER, in form reasonably satisfactory to Landlord and/or OWNER'S mortgage, a written statement certifying (if true) that TENANT has accepted the Leased Premises, that this Lease is unmodified and in full force and effect (or if there have been modifications, that the same is in full force and effect (or if there have been modifications), that the OWNER is not in default hereunder, the date to which the rental and other charges have been paid in advance, if any, and such other accurate certification as may reasonably be required by OWNER or OWNER'S mortgagee, and agreeing to give to any mortgagee of Landlord copies of all notices by TENANT to OWNER. It is intended that any such statement delivered pursuant to this paragraph may be relied upon by any prospective purchaser or mortgage of the Leased Premises or Real Estate and their respective successors and assigns.

- 16. OWNER designates the County Manager or his designee as its agent in all matters herein except those recited in paragraphs 12 and 13. This agency may be terminated at any time and TENANT shall receive written notice thereof.
- 17. EARLY TERMINATION. OWNER may, at its sole discretion, terminate this Lease Agreement prior to the term provided herein. Notice of such termination shall be provided in writing by OWNER to TENANT, and shall be delivered to TENANT at least 90 days prior to such termination date. Upon termination that is not for cause, Tenant shall be authorized to harvest crops in the field and any prepaid rent shall be prorated from the date harvest is complete.
- 18. TENANT'S WARRANTY. Tenant acknowledges warrants and agrees that Tenant is an experienced farmer, is familiar with usual and customary farming practices, with crop rotation best practices and will farm the property according to customary farming and crop rotation practices. Breach of this condition shall constitute a material default and upon sue default, Landlord at its sole discretion may immediately terminate this lease and Tenant shall have no other or further rights hereunder, notwithstanding the condition or existence of crops in the field.
- 19. TERMINATION FOR CAUSE. Owner may terminate this lease for cause upon any breach of the terms and conditions of this lease by TENANT. OWNER shall give TENANT ten days notice of such termination. Upon such termination, TENANT shall have no further rights of entry upon the property or rights under the terms of this lease. Any crops remaining on the premises after such termination shall become the property of owner and owner may destroy or harvest and sell such crops as liquidated damages for TENANT's breach.

IN TESTIMONY WHEREOF, TENANT has hereunto set his hand, and OWNER has caused this Agreement to be executed in its name. This Agreement is executed in duplicate counterparts, one of which is retained by each party.

OWNER

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TENANT

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**PUBLIC NOTICE  
LEASE OF COUNTY  
PROPERTY**

The Dare County Board of Commissioners intends to enter into an agreement to lease 349 acres of County owned property located at 1603 Cub Road, Manns Harbor, NC. The County intends to lease the property to Matt Respass for a term of three years with two additional one (1) year renewal options at the County's discretion. The annual rental payment will be \$40,132.70.

The Dare County Board of Commissioners intends to authorize the lease agreement at the regularly scheduled meeting to be held Tuesday, January 6, 2020, at 9:00 AM at the Dare County Administration Building located at 954 Marshall C. Collins Drive, Manteo, NC.

11-27c





**RESOLUTION APPROVING LEASE AGREEMENT BETWEEN DARE COUNTY AND MATT RESPASS**

**WHEREAS**, the County of Dare owns farm land consisting of approximately 348.98 acres located at 1603 Cub Road, Manns Harbor, NC;

**WHEREAS**, the County of Dare and Matt Respass have agreed upon a lease under which Matt Respass will lease the acreage, more particularly described as “Net Acres” in that certain lease agreement, located at 1603 Cub Road, Manns Harbor, NC, as shown on First Colony Farm Inc’s Unit Planning Map for District 1, Creef Unit, for a term of three years beginning on the date of execution of the lease, for the purpose of cultivation exclusive of farm roads, canals, “V” ditches and windrows; and

**WHEREAS**, North Carolina General Statute 160A-272 authorizes the County to enter into leases of up to 10 years upon resolution of the County Commissioners adopted at a regular meeting after 10 days public notice; and

**WHEREAS**, the required notice has been published and the Dare County Board of Commissioners is convened in a regular meeting;

**THEREFORE, BE IT RESOLVED**, that the Dare County Board of Commissioners approves lease of the county property described above to Matt Respass for three years, and directs the County Manager to execute any instruments necessary to the lease.

Adopted this the 6<sup>th</sup> day of January, 2020.

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Robert Woodard, Sr., Chairman  
Dare County Board of Commissioners

Attest: \_\_\_\_\_  
Clerk to the Board



*Monarch Beach Club of Dare Lease*

**Description**

The Monarch Beach Club of Dare leased a portion of space at the old COA building and will be relocating to lease a portion of a space at 715 N. Hwy. 64/264, Manteo, NC.

NCGS 160A-272 authorizes counties to enter into leases of up to 10 years upon resolution of the county commissioners at a regular meeting after public notice. At their November 4, 2019 meeting, the Dare County Board of Commissioners voted to authorize the publication of a public notice of intent to enter into a lease for a period of three years.

Attached is the proposed lease and the notice of intent that was published giving the required public notice.

**Board Action Requested**

Approve the lease agreement with the Monarch Beach Club of Dare for a period of three years, adopt the resolution and authorize the County Manager to execute the lease.

**Item Presenter**

Robert Outten, County Manager



STATE OF NORTH CAROLINA  
COUNTY OF DARE

**LEASE AGREEMENT**

**THIS LEASE AGREEMENT**, made and entered into this the — day of \_\_\_\_\_, 2020 by and between Dare County (hereinafter referred to as "Landlord"), and Monarch (hereinafter referred to as "Tenant").

W I T N E S S E T H:

In consideration of the mutual covenants and conditions as hereinafter set forth, the parties do appear agree as follows:

1. **LEASED PREMISES** - The Landlord hereby leases to Tenant, subject to the conditions hereinafter expressed, a portion of that certain building located at 715 N. Hwy 64/264, Manteo, NC 27954 commonly known as “the Old Kellogg Supply Building”, containing approximately 3600 square feet and being more particularly show on Exhibit A together with adjacent parking and signage. Tenant acknowledges that other tenants may use portions of the improvements, parking and signage. Signage shall be in compliance with Manteo Town ordinances and must be preapproved as to size and location by Landlord. Landlord reserves the right to assign parking should parking conflicts arise.

2. **TERM** - The term of this Lease shall be for three (3) years commencing on \_\_\_\_\_, 2020 and continuing until \_\_\_\_\_, 2023.

3. **RENT** –Rent shall be in the amount of \$1.00 annually and shall be due and payable on the lease inception date and on the same date annually thereafter by Tenant to Landlord for the Leased Premises.

4. **USE OF PREMISES** - Tenant shall use the Leased Premises for the purpose of a day activity program for adults with intellectual and developmental disabilities (I/DD)and for no other purposes.. The Tenant shall not use or knowingly permit any part of the Leased Premises to be used for any unlawful purpose.

5. **WASTE OR NUISANCE** - Tenant shall not commit or suffer to be committed any waste upon the Leased Premises or any nuisance or other act or thing which may disturb the quiet or enjoyment of any other neighboring owner or tenant.

6. **MAINTENANCE:**

(a) General - Tenant is assuming the Leased Premises “as is” and represents that it has inspected the premises and is satisfied with the condition thereof. Landlord shall perform maintenance necessary to maintain the premises in good condition, including, without limitation, the structure, the septic system, electrical, plumbing, as well as the repairs to the HVAC systems serving the premises. Landlord shall be

responsible to maintain the roof, grounds, foundation and exterior walls including glass; windows; doors; door closure devices; window and door frames, molding, locks, and hardware. In the event Landlord breaches this provision, Tenant's sole remedy shall be termination of this lease.

- (b) Maintenance of Equipment and furnishings owned by Tenant – Tenant shall be responsible for the maintenance of any equipment that Tenant brings on to the Leased Premises including but not limited to computers, phones, electronic equipment and any furnishings.
- (c) Cleaning – Tenant shall be responsible for any costs associated with the cleaning of the Leased Premises.
- (d) Except as provided in paragraph 6(a), Tenant shall be responsible for all costs associated with the leased premises and Landlord shall have no other costs or expenses.

7. RIGHT OF ENTRY - Landlord shall have the right during normal business hours to enter the leased premises; (a) to inspect the general condition and state of repair thereof, (b) to make repairs required or permitted under this lease, or (c) for any other reasonable purpose.

8. SURRENDER OF PREMISES - The Tenant shall on the expiration or the sooner termination of the lease terms, surrender to the Landlord the Leased Premises, in the same condition in which said property was delivered into possession of Tenant, reasonable wear and tear expected.

9. TAXES AND UTILITIES:

- (a) Utilities – Tenant shall pay the charges for sewer, electricity, telephone and other services and utilities used by Tenant on the Leased Premises during the term of this Lease. If other tenants share the premises such utility costs shall be prorated between the tenants based upon the square footage of each tenant..
- (b) Ad Valorem Taxes – In that the County of Dare is the owner of the premises, there are no assessments for ad valorem taxes. Tenant shall be responsible for any ad valorem taxes on personal property and equipment owned by tenant. In the event the property is sold, subject to this lease, Tenant shall be responsible for and shall pay before delinquency all ad valorem taxes with regard to the real property and equipment existing on the property during the term of this Lease.

10. ASSIGNMENT AND SUBLEASE – Tenant shall not assign or sublease all or any part of the Leased Premises without the written consent of the Landlord.

11. TERMINATION - Either party may terminate this lease for any reason or no reason upon 180 day notice to the other party. Tenant's sole remedy for any breach of this lease by Landlord shall be termination.

12. INSURANCE

(a) Liability – Tenant hereby covenants and agrees to hold Landlord harmless from any loss, expense or damage for any injury or damage to any person or any property at any time on the demised premises or in the buildings or improvements thereon from any cause whatsoever which may arise from the use or occupancy of the premises or improvements by Tenant and shall carry, at its own expense, adequate public liability insurance on the premises for the protection and benefit of both Landlord and Tenant, which said insurance coverage shall be with a reputable carrier authorized to do business in the State of North Carolina, and shall provide protection to Landlord as a named insured. The policy shall be in an amount of not less than \$1,000,000.00 for any accident together with \$100,000.00 for property damage. Tenant shall name Landlord as an additional insured on such policies. Landlord shall be given copies of all policies.

(b) Hazard – Landlord may, if desired, at Landlord’s expense, keep in full force and effect a general policy of hazard insurance, insuring loss or damage by fire and such other risks as are now or hereinafter included in the extended coverage endorsements, including vandalism, explosion and malicious mischief coverage.

12. ENTIRE AGREEMENT – This Lease sets forth the covenants, promises, agreements, conditions and understandings between Landlord and Tenant concerning the Leased Premises and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Lease shall be binding upon Landlord or Tenant unless reduced to writing and signed by them.

13. NOTICES – Any notice, demand, request or other instrument which may be or is required to be given under this Lease shall be delivered in person or sent by United States Certified Mail postage prepaid and shall be addressed to:

LANDLORD:  
Dare County  
P.O. Box 1000  
Manteo, NC 27954  
Attn. County Manager

TENANT:  
Chief Development Officer  
350 Pee Dee, Ste. 101  
Albemarle, NC 28001

Copy to:  
Nicole L. Gardner  
Gardner Skelton PLLC  
505 East Blvd.  
Charlotte, NC 28203.

**IN WITNESS WHEREOF**, the parties hereto have hereunder set their hands and seals all by authority duly given in duplicate originals the day and year first above written.

**LANDLORD:**

**TENANT:**

DARE COUNTY

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

SUNDAY, NOVEMBER 24, 2019



**PUBLIC NOTICE  
LEASE OF COUNTY  
PROPERTY**

The Dare County Board of Commissioners intends to enter into an agreement to lease the Old Kellogg Building located at 715 Highway 64/264, Manteo, North Carolina 27954. The County intends to lease the property to Monarch for a term of three years. The annual payment will be \$1.00.

The Dare County Board of Commissioners intends to authorize the lease agreement at the regularly scheduled meeting to be held Monday, January 6, 2020, at 9:00 AM at the Dare County Administration Building located at 954 Marshall C. Collins Drive, Manteo, NC. Patrick Irwin at [pat.irwin@darenc.com](mailto:pat.irwin@darenc.com).

11-24c



**RESOLUTION APPROVING LEASE AGREEMENT BETWEEN DARE COUNTY AND MONARCH BEACH CLUB OF DARE**

**WHEREAS**, the County of Dare owns 715 N. Highway 64/264, Manteo, NC;

**WHEREAS**, the County of Dare and the Monarch Beach Club of Dare have agreed upon a lease under which the Monarch Beach Club of Dare will lease of portion of that certain building located at 715 N. Hwy 64/264, Manteo, NC 27954, commonly known as “the Old Kellogg Supply building”, containing approximately 3,600 square feet, together with adjacent parking and signage, for a term of three years beginning on the date of execution of the lease, for the purpose of a day activity program for adults with intellectual and developmental disabilities; and

**WHEREAS**, North Carolina General Statute 160A-272 authorizes the County to enter into leases of up to 10 years upon resolution of the County Commissioners adopted at a regular meeting after 10 days public notice; and

**WHEREAS**, the required notice has been published and the Dare County Board of Commissioners is convened in a regular meeting;

**THEREFORE, BE IT RESOLVED**, that the Dare County Board of Commissioners approves lease of the county property described above to the Monarch Beach Club of Dare for three years, and directs the County Manager to execute any instruments necessary to the lease.

Adopted this the 6<sup>th</sup> day of January, 2020.

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Robert Woodard, Sr., Chairman  
Dare County Board of Commissioners

Attest: \_\_\_\_\_  
Clerk to the Board



*Dare County Tourism Board Request Consent  
Expenditure from Long Term Unappropriated Line Item 4585*

**Description**

Request consent to award \$70,000 to Chicamacomico Historical Association to purchase property immediately adjacent to the Life Saving Museum and Historic Site, known as Parcel No. 012530000, Rodanthe

**Board Action Requested**

Consent for expenditure totaling \$70,000 Long Term Unappropriated Line Item 4585

**Item Presenter**

Lee Nettles, Executive Director, Outer Banks Visitors Bureau



*Review of 2020-21 Grant Application from the Economic Improvement Council*

**Description**

The Economic Improvement Council (EIC) will present their 2020-21 Community Services Block Grant Program (CSBG) application for funding to the Board of Commissioners for review. This federal grant is designed to help support a wide range of community-based activities to reduce poverty. These include activities to help low-income individuals and families secure and retain meaningful employment; adequate education; obtain adequate housing and other community services.

**Board Action Requested**

None - Information for review by Commissioners, any comments to be provided and Clerk to return acknowledgement to EIC

**Item Presenter**

Dr. Landon B. Mason, EIC Executive Director  
Robert Outten, County Manager



# North Carolina Department of Health and Human Services

## Division of Social Services

### OFFICE of ECONOMIC OPPORTUNITY

#### Community Services Block Grant Program

Fiscal Year 2020-21 Application for Funding

Project Period July 1, 2020 – June 30, 2021

Application Due Date: February 14, 2020

Agency Information			
Agency:	Economic Improvement Council, INC		
Federal I.D.	560857026		
DUNS Number:	081423030		
Administrative Office Address:	712 Virginia Road. Edenton, North Carolina 27932		
Mailing Address (include the 4-digit zip code extension):	Post Office Box 549 Edenton, North Carolina 27932		
Telephone Number:	252-482-4458		
Fax Number:	252-482-8227		
<b>Proposed Funding:</b>	<b>CSBG:</b> \$ 285,027	<b>Additional Resources:</b> \$ 10,045,496.00	<b>Agency Total Budget:</b> \$ 10,330,523.00
<b>Application Period:</b>	<b>Beginning:</b> July 1, 2020	<b>Ending:</b> June 30, 2021	
Board Chairperson:	Robert Williams		
Board Chairperson's Address: (where communications should be sent)	119 US Highway 158 Business West Gatesville, NC 27938		
Board Chairperson's Term of Office (enter beginning and end dates):	08/2019- 09/2024		
Executive Director:	Dr. Landon B. Mason		
Executive Director Email Address:	Dr.Landon.Mason@eicca.org		
Agency Fiscal Officer:	Robin Hunter		
Fiscal Officer Email Address:	robin.hunter@eicca.org		
CSBG Program Director:	Interim- Lillian Dance		
CSBG Program Director Email Address:	lillian.dance@eicca.org		
Counties Served with CSBG funds:	Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrell and Washington		
Agency Operational Fiscal Year:	July through June		

North Carolina Department of Health and Human Services  
Office of Economic Opportunity  
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

**Proposed Funding**

**CSBG:** Enter the proposed amount of CSBG funds allocated for FY 2019. **\$285,027**

**Additional Resources:** Enter the amount of other resources the agency expects to receive during the 2020 program year. If an exact figure is not known at this time, the best possible estimate. **10,045,496.00**

**Agency Total Budget:** Enter the sum of CSBG and Additional Resources for the period of July 1, 2020 - June 30, 2021. **10,330,523.00**

**Board of Directors' Membership Roster**

Total Seats Per Agency Bylaws	15			Total Current Vacant Seats	0	
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Total Number of Seats Reserved for Each Sector	Poor	6	Public	5	Private	4
Total Number of Vacant Seats Per Each Sector	Poor	0	Public	0	Private	0

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
<b>Representatives of the Poor</b>					
1. Jakema Spencer	Hyde	Certified Nursing Assistant	05/2019	0	02/2024
2. Preciosa Diaz	Chowan	Head Start Policy Council	11/2017	0	10/2019
3. Shelia Gregory	Currituck	Currituck County Community	06/2012	1	05/2022
4. Jessica Davenport	Dare	Dare County Community	06/2012	1	06/2022
5. Fred Yates	Perquimans	Perquimans County Community	09/2015	0	09/2020
6. Wanda Harvey	Beaufort	Beaufort County Community	11/2017	0	08/2022
<b>Public Elected Officials</b>					
1. Brenda Lassiter	Perquimans	County Commissioners	09/2017	0	07/2020
2. Robert Williams	Gates	County Commissioners	09/2012	2	08/2019
3. Nina Griswell	Tyrrell	County Commissioners	11/2015	0	11/2020
4. Jerry McCrary	Martin	County Commissioners	9/2018	0	09/2020
5. William Sawyer	Camden	County Commissioners	05/2015	0	07/2022
<b>Representatives of Private Organizations</b>					
1. Pearl Sutton	Pasquotank	Pasquotank County Community	7/2019	0	07/2021
2. Melvin Norman	Washington	Washington County Community	03/2013	1	07/2018
3. Thomas Wood	Chowan	Chowan County Community	11/2015	0	11/2020
4. Linda Layden White	Perquimans	Perquimans County Community	01/2017	0	01/2021

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

\_\_\_\_\_  
Board of Directors Chairperson

**Board of Directors' Membership Contact Listing**

<b>Board Member</b>	<b>Physical Address</b>	<b>Email Address</b>
Linda White	125 Howell's Lane Hertford, North Carolina 27944	lwhite@ecps.k12.nc.us
Preciosa Diaz	2884 Little Gem Circle Winterville, NC 28590	Diamonddiaz69@gmail.com
Melvin Norman	749 Mariner Road Roper, NC 27970	normanm23@mchsi.com
Shella Gregory	108 South Gregory Road Shawboro, NC 27973	shella_gregory@ncsu.edu
William Sawyer	533 N. Trotman Road Camden, NC 27921	wsawyers@wildblue.net
Robert Williams	119 US Highway 158 Business W. Galesville, NC 27938	robertewilliams46@hotmail.com
Jessica Davenport	P.O. Box 669 Manteo, NC 27954	davenportj@dcdss.org
Fred Yates	147 Winfall Blvd. Winfall, NC 27905	fred@intilport.com
Nina Griswell	175 Travis School Road Columbia, NC 27925	ngriswell@tyrellcounty.net
Thomas Wood	105 West King St. Edenton, NC 27932	thomas@godwinandgodwin.net
Jerry McCrary	P.O. Box 98 Pamela, NC 27861	mayorjerry@gmail.com
Wanda Harvey	1303 Nicholson Street Washington, NC 27889	cnellrae@gmail.com
Pearl Sutton	1222 Soundneck Road Elizabeth City, NC 27908	pearljos71@gmail.com
Glorius Elliott	342 Sandy Ridge Road Edenton, NC 27932	joy@hughes.net
Jerry M. McCrary	P.O. Box 98 Pamela, NC 27861	mayorjerry@gmail.com

### Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Linda White	125 Howell's Lane Hertford, North Carolina 27944	lwite@scps.k12.nc.us
Preciosa Diaz	2884 Little Gem Circle Winterville, NC 28590	Diamonddiaz63@gmail.com
Melvin Norman	743 Mariner Road Roper, NC 27970	normanm23@mchsl.com
Shella Gregory	108 South Gregory Road Shawboro, NC 27973	shella_gregory@ncsu.edu
William Sawyer	533 N. Trotman Road Camden, NC 27921	wsawyers@wildblue.net
Brenda Lassiter	725 Sandy Cross Road Belvidere, NC 27919	blassiter@pcs.k12.nc.us
Robert Williams	119 US Highway 158 Business W. Gatesville, NC 27938	robertwilliams46@hotmail.com
Jessica Davenport	P.O. Box 669 Manteo, NC 27954	davenportj@dcdss.org
Fred Yates	147 Winfall Blvd. Winfall, NC 27985	fred@intlport.com
Mina Griswell	175 Travis School Road Columbia, NC 27925	ngriswell@lynnelcounty.net
Thomas Wood	105 West King St. Edenton, NC 27932	thomas@godwinandgodwin.net
Jerry McCrary	P.O. Box 98 Pamela, NC 27861	mayorjerrym@gmail.com
Wanda Harvey	1303 Nicholson Street Washington, NC 27889	cnellrae@gmail.com
Jakeema Spencer	P.O. Box 25 Engelhard, NC 27824	siakeema@yahoo.com
Pearl Sutton	1222 Soundneck Road Elizabeth City, NC 27909	pearljos@gmail.com

**Board of Directors' Officers and Committees**

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
<b>Officers of the Board</b>			
Robert Williams	President	Public	Gates
William Sawyer	Vice-President	Public	Camden
Nina Griswell	Secretary	Public	Tyrrell
Nina Griswell	Treasurer	Public	Tyrrell
<b>Committee Name: Executive Committee</b>			
Robert Williams	Chairperson	Public	Gates
Melvin Norman		Private	Washington
Nina Griswell		Public	Tyrrell
William Sawyer		Public	Camden
<b>Committee Name: Personnel Committee</b>			
Fred Yates	Chairperson	Poor	Perquimans
Shelia Gregory		Poor	Cumhuck
Thomas Wood		Private	Chowan
<b>Committee Name: Planning/Evaluation Committee</b>			
Jessica Davenport	Chairperson	Poor	Dare
Jerry McCrary		Public	Marlin
Pearl Sutton		Private	Pasquotank
<b>Committee Name: Audit Committee</b>			
Dr. Linda White	Chairperson	Private	Perquimans
Preciosa Diaz		Public	Chowan
Wanda Harvey		Poor	Beaufort
<b>Committee Name: Finance</b>			
Nina Griswell	Chairperson	Public	Tyrrell
Jakeema Spencer		Poor	Hyde
Glorius Elliott		Public	Chowan
<b>Committee Name:</b>			
	Chairperson		

\*To be completed by agencies serving multiple counties.

## Community Service Block Grant Certification of Community Assessment

The Economic Improvement Council, Inc.  
(applicant) has conducted a Community Assessment of its service area within the past three (3) years  
utilizing the following method(s):

(Check one or more of the following methods)

- Surveys of the community(s) - door to door, telephone, etc.
- Review of Records - agency intake forms, program participant records, etc. (may be used with at least one other type of needs assessment; will not meet compliance on its own)
- Review of demographical information - U.S. Census, welfare statistics, unemployment statistics, etc.
- Discussions/information/testimony provided by individuals and community members - social service professionals, agency staff, program participants, etc.
- Public meetings to solicit input on community needs
- Other (Describe) \_\_\_\_\_

The most recent Community Assessment was completed on: 11-25-  
2019  
(date)

The Community Assessment was completed by: Economic Improvement Council, Inc.  
(agency or contractor)

It is expressly understood that this Community Assessment should include community and consumer input. It is to be used as a basis for prioritizing the needs of the low-income population in the service area and for planning the applicant's projects to meet those needs.

It is further understood that documentation validating that a Community Assessment was completed and is to be retained by the applicant and is subject to review by the Office of Economic Opportunity.

Please provide a 4-5 sentence summary of your most recent Community Needs Assessment:

Recently the Economic Improvement Council, Inc. conducted a Community Needs Assessment among the 10 counties in which the CSBG Program serves. This was done, door to door, via email, text and phone. Documentation was gathered, viewed and prioritized. Low income individuals in the community and their families were very cooperative in letting their voice be heard by way of questionnaire. As we move forward to address the issues and concerns of the community, we know that the community approves of our efforts as we fight against those barriers that keep individuals and families from living a better quality of life.

(continue to next page)

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The following is a list of needs as prioritized, with community input, through the needs assessment process.

1. <u>Employment</u>	4. <u>Finances</u>
2. <u>Housing</u>	5. <u>Secondary Education</u>
3. <u>Affordable Child Care</u>	6. <u>Safety</u>

Certification (Original Signature)

\_\_\_\_\_  
Signature of Chairperson/President

\_\_\_\_\_  
Date



**Economic Improvement Council, Inc.**

**PLANNING PROCESS NARRATIVE**

**Fiscal Year 2020 - 2021**

1. **Explain in detail how each of the following was involved in the planning and development of this strategic plan:**
  - a. **Low-income Community:** The low-income participated in communities and their local County Commissioners meetings to determine the priorities, needs and resources that were available to assist them. The result of the meeting indicated that the Self-Sufficiency Project would be the number one priority for the Community Services Block Grant Program.
  - b. **Agency Staff:** The Community Services Block Grant staff acted as resource providers and facilitators during the planning process. The staff did not influence the low-income families of their decisions. They offered suggestions and provided technical assistance as requested by the target communities and residents.
  - c. **Agency's Board Members:** The Economic Improvement Council Board approved the Anti-Poverty planning process as presented by the Community Services Block Grant Director.
  
2. **Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area:**
  - a. Community-based organizations;
  - b. Faith-Based Organizations;
  - c. Private Sector;
  - d. Public Sector;
  - e. Educational Sector;
  
3. **Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty cause.**
  - a. The agency's method of identifying poverty causes was through the Census Statistics, County Assessments and the Poor Sectors Representation on the Economic Improvement Council Board. The HHS Poverty Guidelines are also used to determine the enrollment of families into the Family Self-Sufficiency Program.

Identifying poverty vary among different groups and family conditions. The following is a list of poverty causes in our Northeastern area:

- Lack of Education
- Lack of Industrial Development
- High incidence of single family households
- Lack of job training and adequate skill development
- Lack of adequate public and private transportation
- High incidence of job lay off
- Health and Mental condition

**1. Lack of cost of living increases**

- b. The methods and criteria used to determine priorities and strategies is through an application process which will include; income, employment skills, education, health and resource availability.

**4. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.**

The activities that EIC has undertaken to advocate and empower low-income individuals to achieve a greater sense of authority over their lives is through the implementation of the Limited Opportunities To Family Self-Sufficiency Project. Family enrollment along with positive guidance will give individuals and families the opportunity to make lifelong decisions in determining their own lives and future. To achieve economic independence and security, families will identify their own strengths and weakness. Case Managers will provide supportive services when needed and suggest ways to handle their future challenges.

**5. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources, religious organizations, charitable groups, and community organizations.**

The Economic Improvement Council plans to maintain a relationship with organizations serving low-income families/individuals. The agency's Board of Directors solicits representation from the community organizations including religious and charitable groups to comprise the private sectors of the Board.

The CSBG Case Managers will work with local churches, schools, teachers, health care, public housing organizations, community based organizations and job training for welfare recipients to help move towards self-sufficiency.

- **State Welfare Form - Continue to have a rapport with Social Services**
- **Public and Private Resources -Attend meeting, send/receive referrals and follow-ups**
- **Religious Organizations - Send notifications to churches and organizations on our agency activities, etc.**
- **Charitable Groups- Volunteer our services when needed.**
- **Community Organizations - Attend meetings and build a rapport and maintain seats on various community boards.**

**Economic Improvement Council, Inc.**

- 6. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.**

EIC has a satellite office in each of the ten counties. These offices are primarily "One Stop" Centers that provide information and services on all of EIC programs and all other programs in the surrounding area. These satellite offices are shared by other agencies and programs to help fill in the service gaps.

EIC will continue to make referrals to other agencies that will meet the need of our customers. Services that are provided through the satellite offices would include eligibility determination, referrals and follow-up consultations. The mutual relationships between agencies would help to prevent duplication of services. It will provide an incentive for other public and private agencies to use our offices for their information and referral activities.

- 7. Provide a description of how your agency will support innovative community and neighborhood based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with goal of strengthening families and encouraging effective parenting).**

The mission and philosophy of the Economic Improvement Council is hinged upon assisting families to become self-sufficient. The Self-Sufficiency Program as proposed is designed to support innovative community and neighborhood initiatives geared to remove barriers to self-sufficiency.

The Community Services Block Grant staff will support innovative community and neighborhood based initiatives by providing transportation, promotional advertisement, being in attendance, serving as a volunteer and encouraging community support.

- 8. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.**

In promoting community Food Drives, agency's collaboration with Food Banks, Churches and other organizations such as, the Department of Social Services, local Head Start Programs, Food and Nutrition Programs and the Cooperative Extension Programs help with the conditions of starvation and malnutrition among low-income individuals. EIC Staff and Board Members currently occupy seats on other agency boards that provide nutritional assistance to low-income individuals.

**Economic Improvement Council, Inc.**

9. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. Provide the dollar amount of your allocation that will go towards employment training.

EIC will coordinate provision of employment and training activities through the job screening process. The agency will collaborate with other state/local employment agencies such as: Temp Agencies, Regional Job Fairs, Colleges, Universities, and other businesses to provide referrals for employment and training activities.

All agencies will promote the development and implementation to a more unified system of measuring accountability and performances.

10. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

The Economic Improvement Council has developed a rapport with the county Department of Social Services. EIC will make referrals to families/individuals that are in need of emergency to the energy crisis intervention program. Through consistent coordination with the county Department of Social Services information will be disseminated to other departments.

11. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

The involvement of youth age is an integral part of the fabric of EIC and the CSBG Programs. EIC plans and coordinates activities regularly with other programs and agencies such as the National Youth Sports Program, local schools, Colleges and Universities. The needs of our youth are varies and generally reflects the needs of the greater community. Several needs have been identified and are listed below:

- Transient Families
- Family Isolation
- Lack of Recreational Facilities
- School Dropout Rate
- Child Abuse and Neglect
- High Delinquency Rate

### **Economic Improvement Council, Inc.**

The Economic Improvement Council involves a multitude of public and private resources to combat the needs for youth.

- Public Schools
- Department of Social Services
- Albemarle Rehabilitation Center
- Albemarle Speech and Hearing
- Private Physicians
- Partnership for Children Centers
- Partnership for Children (Smart Start)

To improve coordination in meeting the above needs, the Council provides expertise and guidance in the development of youth programs and setting of priorities for youth involvement.

- 12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office(s).**

The method used to inform custodial parents in single-parent families of availability of child support is done during the initial contact assessment. During that process, the Case Managers are made aware of whether they receive child support services or not. If a custodial parent participating in the CSBG Program is not receiving child support the question is asked if they are interested in applying for the support benefits.

August 1, 2019

### **Community Services Block Grant Family Self-Sufficiency (FSS) (3-year Strategic Plan)**

The FSS Program is designed to empower people to take control of their lives by becoming independent and productive members of their community. This goal is achieved by collaborating and coordinating with other public and private agencies that assist families in securing employment, attaining educational/vocational training, budgeting available income, obtaining suitable housing and increasing strong work ethics. The goals of the three-year strategic plan include:

1. Strengthening the financial sustainability of families/individuals
2. Improving living conditions of low-income families
3. Providing supportive services to customers to help them become more self-sufficient and improve their quality of life
4. Providing comprehensive case management to ensure goals and objectives are met
5. Monitoring and assessing the program on a regular basis to ensure goals are met, outcomes are achieved and services are provided

### **Head Start (4-year Strategic Plan)**

Head Start provides children ages 3 – 5 with a comprehensive preschool experience and works with their families in meeting needs.

#### **Program Services**

- Early Childhood Development – provides comprehensive classroom experience
- Family Engagement – integrative families involvement
- Transition – smoothly transitions children into the public schools
- Health – provided screenings, medical and dental services
- Nutrition – provides nutritious meals and snacks to children
- Disabilities – provides services to children with disabilities
- Mental Health – addresses the emotional needs of children, staff and families
- Transportation – provides bus transportation in most counties

The goals of the four-year strategic plan include:

1. Classroom staff demonstrating continuous progress in teacher/child interactions in the three domain areas of CLASS; Emotional Support, Classroom Organization and Instructional Support to the required standard excellence
2. Develop and track School Readiness Goals that will assist children in developing the knowledge and skills that will allow each child to transition through development milestones
3. The Family Engagement Service Area will assist in meeting the social services needs of families during the Five-Year Project Period
4. Utilizing Child Plus database software program to track health information and print PIR Reports

August 1, 2019

5. Disabilities Services/Mental Health Services Area will enhance parent participation to aide in service delivery for children with special needs.
6. The Program will have on staff 100% of teachers that possess a Bachelor's Degree in early Childhood Education or related field by the end of the Five-Year Project Period.
7. Security systems will be installed to enhance the Environmental Health and Safety measures at centers during the Five-Year Period
8. Engage parents in Teaching Strategies Gold Online Assessment to promote School Readiness Goals during the Five-Year Project Period
9. The Program will have in place strong fiscal management systems and internal control environments during the Five-Year Project Term
10. Convert slots to serve toddler (2 year olds) during the Five-Year Project Period

### **Section 8 Housing - (5 year plan)**

The Housing Choice Voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disable to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses, mobile homes, and apartments. The participant is free to choose any house that meets the requirements of the program.

A housing subsidy is paid to the landlord directly by us on behalf of the participating family. The amount of the subsidy is determined by the family's income, number of household members, and allowable deduction in combination with the contract rent price and utility cost for the home they select.

Additional programs for Housing Choice Voucher program participants may include Family Self Sufficiency and Homeownership.

### **Goals:**

1. Encourage families to seek housing in areas outside of poverty neighborhoods
2. Expand owner outreach
3. Educate voucher holders on selection of more energy efficient housing
4. Provide and expand referral services to local community resources addressing various needs of low-income housing
5. Continue Family Self-Sufficiency and enrollment

### **Weatherization**

It is the mission of the Weatherization Program to reduce energy costs for low-income families, particularly for the elderly, people with disabilities, and children, by improving the energy efficiency of their homes while ensuring their health and safety. The services offered by the Weatherization Program can reduce the average annual energy costs by \$300 per home. Families with incomes below 200% of the Federal Poverty Level or households with at least one member receiving cash assistance payments under SSI or TANF are eligible for weatherization services.

### **Typical Services**



August 1, 2019

- Performing tune-ups and repairs to heating and cooling systems.
- Improving health and safety conditions by addressing carbon monoxide levels and combustion safety
- Sealing major air leaks
- Installing a smart thermostat
- Insulating floors and attics
- Replacing existing lighting with energy efficient bulbs

#### Goals

1. Utilize an Energy Assessment Tool to determine the need for energy upgrades to homes
2. Provide education to each eligible client to insure they are knowledgeable of the upgrades that has taken place in their home
3. Focus on energy related health and safety issues present in the home
4. Ensure that all services provided will be done with a spirit of excellence and professionalism

**Community Services Block Grant Program  
Fiscal Year 2020-21 Application for Funding  
One-Year Work Program  
OEO Form 212**

<b>Section I: Project Identification</b>				
1. Project Name:	Family Opportunity to Self-Sufficiency			
2. Mission Statement:	It is the Mission of the Economic Improvement Council, Inc. in partnership with the communities to promote the economic, physical and social well-being of its customers by providing high quality services to assist low-income people to become self-sufficient.			
3. Objective Statement:	To enroll 50 low-income families in the Family Self-Sufficiency Program with 5 families moving above the poverty guidelines by June 30, 2020.			
4. Project Period:	July 1, 2019 to June 30, 2020			
5. CSBG Funds Requested for this Project:	July 1, 2020	To	June 30, 2021	\$285,027
6. Total Number Expected to Be Served:	50			
a. Expected Number of New Clients	15			
b. Expected Number of Carryover Clients	35			

3. One-Year Work Program

OEO Form 212 (continued)

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Underemployed	Screen applicants, assessment needs, determine eligibility, and complete enrollment and family contract agreements.	3	1.1,2.3,6.2,6.5	CSBG Case Managers
Unemployed	Screen applicants, assessment needs, determine eligibility, and complete enrollment and family contract agreements.	10	1.1,2.3,6.2,6.5	CSBG Case Managers
Standard Housing	Screen applicants, assessment needs, determine eligibility, and complete enrollment and family contract agreements.	3	2.1,6.2,6.5	CSBG Case Managers

One-Year Work Program  
OEO Form 212 -2020-2021 (continued)

Section III: Program Administration and Operations					
Administration, Services, Operations Outcome Expected	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Greet customers and directing them to the CSBG Director or Case Manager. Answer customer questions regarding the CSBG Program. Complete clerical duties such as typing and mailing, Correspondence to customers.	Receptionis	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Conduct intakes, interviews and need assessments for all customers.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Forward discharge letters to customers, provide referrals, support and follow ups within 30 days of acceptance date	Case Managers Case Manager/AR4CA Administrator	15			
Review applications, approve case management procedures and accept families/individuals for program participation.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Develop and monitor each customer action plans to ensure progress goal completion.	Case Managers Case Manager/AR4CA Administrator	35 (5)	40 (5)	45 (5)	50
Conduct _ 25_ home visits to customers as needed to provide ongoing support in case development and goal achievement.	Case Managers Case Manager/AR4CA Administrator	7	13 (6)	19 (6)	25 (6)
Facilitate in office meetings with customers as well as provide case management sessions via phone and email as needed.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Keep daily and weekly progress data to determine success, problems or resources needed for customers. Complete case notes, assessments and other related data entry	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Support 15 customers with employability skills and address needs and 10 in gaining employment.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	5	10 (5)	12 (2)	15 (3)

a. Assess customer experience and skills in order to tailor job searches	Case Manager	2	4 (2)	6 (2)	8
b. Assist with cover letter creation and resume	Case Manager	2	4 (2)	6 (2)	8
c. Facilitate mock interviews d. Refer customers to job fairs and available positions	Case Manager	3	6 (3)	9 (3)	12 (3)
e. Notify customers about job positions in the newspapers and internet. f. Provide job-related transportation as needed	Case Manager	5	5	5	5
g. Direct financial support (i.e., work clothing, transportation, childcare, etc.) to eliminate employment barriers.	Case Manager	5	5	5	5
Provide educational support to _3_ customers. a. Assist with enrollment in General Educational Development (GED), College/Universities and trade programs.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	2	3 (1)	4 (1)	5 (1)
b. Provide direct financial support to customers for tuition, , transportation to eliminate educational barriers.	Case Manager	1	1	1	1
c. Refer to resources to assist with financial aid, school applications, internship placements, etc	Case Manager	3	8 (5)	13 (5)	15 (2)
Provide direct financial crisis assistance to _4_ customers with rent, utilities (water and electric), childcare and transportation fuel and repair)	CSBG Director Case Manager/AR4CA Administrator/Case Manager	3	8 (5)	13 (5)	15 (2)
Collaborate with the Section 8 Program to ensure families with safe standard housing.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Engage _5_ customers in budget counseling to reduce income/debt ratio.	Case Managers Case Manager/AR4CA Administrator	0	1 (1)	3 (2)	5 (2)
Refer _5_ customers to free Volunteer Income Tax Program (VITA) to save money by receiving free tax preparation by certified staff.	Case Managers Case Manager/AR4CA Administrator	0	0	5	0
Make necessary referrals to appropriate agencies, organizations and support groups to meet family stabilization	Case Managers Case Manager/AR4CA	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021

needs.	Administrator				
Promote computer literacy via participation in local NC Works Offices and local Libraries.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Assess customers progress towards meeting short/long term goals and ultimately rising above the poverty guidelines.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Ensure the correct documentation is obtained during the intake process and properly calculate income.	Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Maintain hard copies of files on each customer.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Maintain accurate records on each customer in the Accountable Results for Community Action (AR4CA) including case notes, financial data and assessments	Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Assess AR4CA performance reports and assess customer records to ensure supporting documents are present to validate outcomes as well as accurate case notes action plan, financial data and assessments.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Complete discharge process on customers when appropriate.	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Prepare all reports and proposals required by the funder and submit in a timely matter	Case Managers Case Manager/AR4CA Administrator	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Approve and process requisitions submitted by Case Managers/AR4CA Administrator for customer assistance.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021
Conduct staff supervision, determining training opportunities, complete performance plans and evaluations	CSBG DIRECTOR	07/01/2020 09/30/2020	10/01/2020 12/31/2020	01/01/2021 03/31/2021	4/01/2021 6/30/2021

Sweep and mop all floors and perform small plumbing jobs. Vacuum all carpet floors and clean bathrooms. Clean doors, windows and all glass areas and empty trash cans. Replace light bulbs and balance as needed. Install smoke and carbon monoxide detectors where needed. Replace batteries in hallways and conference rooms.	Facility Coordinator	07/01/2020	10/01/2020	01/01/2021	
		09/30/2020	12/31/2020	03/31/2021	

**Community Services Block Grant Program  
Fiscal Year 2020-21 Application for Funding  
One-Year Work Program  
OEO Form 212 (continued)**

7. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2019-20 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

<b>Table 1 Outcome Measures for Project 1 (enter project name)</b>	
<b>Measure</b>	<b>Expected to Achieve the Outcome in Reporting Period (Target)</b>
The number of participant families served.	50
The number of low-income participant families rising above the poverty level.	5
The number of participant families obtaining employment.	10
The number of participant families who are employed and obtain better employment.	3
The number of jobs with medical benefits obtained.	2
The number of participant families completing education/training programs.	2
The number of participant families securing standard housing.	3
The number of participant families provided emergency assistance.	15
The number of participant families provided employment supports.	20
The number of participant families provided educational supports.	3
The average change in the annual income per participant family experiencing a change.	This measure does not require a target but must be reported.
The average wage rate of employed participant families.	This measure does not require a target but must be reported.



**Community Services Block Grant Program**  
**Fiscal Year 2019-20 Application for Funding**  
**One-Year Work Program**  
**OEO Form 212 (continued)**

9. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total number of persons served in the table.

Number of Families to be Served Per County											
Agency Name: Economic Improvement Council, Inc.											
Project Name: Family Opportunity To Self-Sufficiency											
County	Camden	Chowan	Currituck	Dare	Gates	Hyde	Pasquotank	Perquimans	Tyrrell	Washington	Total
Total Planned	5	5	5	5	4	5	6	5	5	5	50
Project Name:											
County											Total
Total Planned											

**Economic Improvement Council, Inc.**

**Monitoring, Assessment and Evaluation Plan – 2020-2021**

**Attachment**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.
  - a. **Board of Directors:** The Board of Directors participates in the development, planning, implementation, and evaluation of the Community Services Block Grant program which serves the low-income community. The Board delegates the responsibility of the day-to-day operation of the agency to Executive Director who then assigns authority to the CSBG Director operate and make sure the program is managed effectively. The Board of Directors receives reports periodically to ensure that the goals established are being properly implemented. They also make the necessary adjustments to redirect or modify the program when necessary.
  - b. **Low-Income Community:** The low-income community receives reports on a regular basis via local community organizations and the CSBG staff. The low-income community will have the opportunity to make suggestions regarding the Implementation of the program. They are also given the opportunity to appear before the Board of Directors and express their concerns regarding the administering of the program and its evaluation.
  - c. **Program Participants:** Through a chain of command, program participants may express their concerns regarding the CSBG Program. Participants may request to meet with the Executive Director or the Board of Directors. The agency will conduct surveys to assess the quality of the program as a means of involving participants and obtaining their opinion regarding CSBG standards and the quality of service being offered.
  - d. **Others:** Other citizens of community groups may express concerns regarding the implementation of the CSBG Program by contacting the Executive Director. Any citizen not satisfied with the implementation of the program may appeal to the agency's Board of Directors. These individuals can also express their concerns or ask for clarification regarding any and all program implementation standards.
  
2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

The Case Managers provided customers with a Satisfaction Survey Form that was completed for quality services.

**Outcome Evaluation:** This is achieved by employing the Result Oriented Management and Accountability cycle (ROMA). During this evaluation stage, data will be analyzed and compared to benchmarks that have been set in place. The outcomes will be used to determine the effectiveness of the program, update annual and long-range planning, support agency advocacy, funding, and community partnership activities.

6. **Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.**

The Board's most recent self-evaluation involved the Board reviewing a CSBG quarterly report and 2018 Year End Report. The following outcomes were presented:

- The number of participants served
- The number of low-income families rising above the poverty level
- The average change in annual income per participant
- The number of participants obtaining employment and/or better employment
- The number of participants obtaining jobs with medical benefits.
- The participant average wage rate
- The number of participants completing education/training programs
- The number of participants securing standard housing
- The number of participants provided emergency assistance

In an effort of eliminating poverty, after the Board has completed self-evaluation, the agency will draw from the strengths of those areas that proved to be effective and eliminate areas that proved to be weak and less effective.

The next time frame evaluation will begin July 1, 2020.

**Community Services Block Grant Program  
Fiscal Year 2019-20 Application for Funding  
CSBG Administrative Support Worksheet  
OEO Form 212A**

1. Administrative Support requested for (Name of Grant): N/A	
2. Total amount of Administrative Support requested: \$	
3. Brief description of grant including the name of the funding source:	
4. Total Grant Amount:	\$
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices)	
6. How will the agency track the CSBG funds used for Administrative Support?	
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.)	
<b>Indirect Costs</b>	
Indirect Cost Base:	
Indirect Cost Rate %:	%
Indirect cost base amount for this grant:	\$
Percent indirect allowed by funding source for this grant:	%
Dollar amount indirect allowed by funding source for this grant:	\$
<b>Cost Allocation</b>	
Percent of administrative costs allowed by funding source for this grant %:	%
Dollar amount of administrative costs allowed by funding source for this grant:	\$
8. Actual numerical calculation used to determine Administrative Support needed:	
9. Administrative Support to be applied: (choose one)	Monthly
	Quarterly
	Annually

**Part V - Allocation By County**

A.	County	(1) Actual	(2) Budgeted	(3) Percent
1	Camden		\$10,802.00	3.79%
2	Chowan		\$29,786.00	10.45%
3	Currutuck		\$28,355.00	9.94%
4	Dare		\$39,819.00	13.97%
5	Gates		\$20,523.00	7.20%
6	Hyde		\$11,915.00	4.18%
7	Pasquotank		\$77,529.00	27.20%
8	Perquimans		\$25,568.00	8.97%
9	Tyrrell		\$9,634.00	3.38%
10	Washington		\$31,096.00	10.91%

**Part VI - Agency-wide Funding Sources**

	Provider	Amount
1	CSBG	\$283,027.00
2	CACFP Head Start 10	\$283,002.00
3	CACFP Head Start 3	\$411,243.00
4	Head Start 10	\$3,196,733.00
5	Head Start 3	\$4,800,017.00
6	FSS HUD	\$44,228.00
7	Section VIII	\$670,735.00
8	Weatherization DOE	\$107,296.00
9	Weatherization LIHEAP	\$238,107.00
10	Weatherization HARRP	\$149,706.00
	<b>Total</b>	<b>\$10,966,696.00</b>

CONTRACT BUDGET NARRATIVE  
STATE OF NORTH CAROLINA DIVISION OF SOCIAL SERVICES  
OFFICE OF ECONOMIC OPPORTUNITY  
Form 6844N

Name of Agency: Economic Improvement Council, Inc.

**Section A - Salaries and Wages**

CSBG Director - 100%, 1 Case Manager/AR4CA Administrator - 100%, 2 Case Managers-100%,

**Section B - Fringe Benefits**

Director and Case Managers receive fringe Benefits - Disability and Life Insurance; Vision; 86% of Health Insurance, Retirement - 7% of salary. New case manager will be eligible for retirement contributions after one year of service.

**Section C - Equipment Purchases**

No new equipment purchases

**Section D - Communication**

The internet is used in 10 counties, which include Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington. Postage cost per month is \$21.00. Internet services and phone services are provided by Net Change, Century Link and Surazal at a cost of \$167.00 per month. Cell phones for director and case managers are \$292.00 per month. Advertising is \$25.00 per month

**Section E - Space costs**

Space costs for 10 locations: Rent is paid monthly in Currituck and Hyde, \$75 each includes utilities (120 of 1400 sq. ft.). Utilities are paid in the following counties Chowan, Dare, Perquimans, and Pasquotank for an average of \$92.00 per month. Building maintenance is \$150.00 per month.

Camden, 117 NC Highway 343 (P.O. Box 276) Camden; Chowan, 712 Virginia Road (P. O. Box 549) Edenton; Currituck, 2793 Caratoke Highway (P. O. Box 189) Currituck; Dare 723 Sir Walter Raleigh St., Manteo; Gates, 252 Highway 37 S (P. O. Box 568) Gatesville; Hyde 1430 Main St. Swanquarter; Pasquotank, 104 W. Ehringhaus St. (P. O. Box 1263) Elizabeth City; Perquimans 200 Winfall Boulevard (P. O. Box 386) Winfall, (Hertford); Tyrrell, 109 L.A. Kesler Dr. (P.O. Box 641) Columbia; Washington, 283 Highway 64 (P.O. Box 541) Plymouth.

**Section F - Travel/Employee Development**

Employees deliver services to clients in rural areas across 10 counties in northeastern North Carolina.

Travel computations are:

Director 10 counties, 500 miles per month x 12 @.53.5, \$3213

Case Manager /AR4CA Administrator Chowan, Pasquotank and all counties, 500 miles per month x 12 @.53.5, \$3213

Case Manager Dare, Hyde, Tyrrell, Washington 500 miles per month x 12 @ .53.5, \$3212

Case Manager Camden, Currituck, Gates, Perquimans 400 miles per month x 12 @ .53.5, \$2818

2 Staff Development Training Conferences @\$2500 each, \$5000 total

**Section G - Supplies and Materials**

Office supplies and material - paper, pens, folders, ink

**Section H - Contractual Services**

AR4CA Subscription-Annual Agreement, \$1,800;

Copier lease agreement- \$2155 per year

**Section I - Client Services**

Client Education Support - 50 clients @ \$50 each, \$2500

Client Transportation Support- 50 clients @ \$100 each, \$5000.00

Client Utilities-25 clients @ \$300 each, \$7500

Client Rent Support - 25 clients @ \$600 each, \$15,000

Goal of assisting clients with educational supplies, 50 clients @ \$50 each. A goal of transportation for 50 clients @ \$100 each in order to allow customers to commute greater distances from very rural areas to gain employment. Client support for utilities increased to 25 clients @ \$300 per year with a goal of being able to assist more customers. Client rent support increased from assisting 15 clients to 25 clients @\$600 each with a goal of being able to assist more customers.

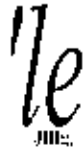
**Section J - N/A**

**Section K - Other**

800.00 Liability Insurance

**Section L - Indirect Costs**

Indirect Cost Rate -17.21%



ECONOMIC IMPROVEMENT COUNCIL, INC.  
ADMINISTRATIVE OFFICE  
712 VIRGINIA ROAD  
P.O. BOX 549  
EDENTON, NORTH CAROLINA 27932  
PHONE (252) 482-4458 FAX (252) 482-0328  
www.eicca.org

Mr. ROBERT WILLIAMS  
PRESIDENT  
BOARD OF DIRECTORS

Dr. LONDON B. MASON SR.,  
EXECUTIVE DIRECTOR

### JOB DESCRIPTION

**JOB TITLE:** Executive Director  
**SUPERVISOR:** Board of Directors  
**WORKING HOURS:** 8:30am- 5:00pm (Nonnatty)  
**WORKSTATION:** Administrative Office

#### **Duties and Responsibilities:**

- A. The administration and management of the Economic Improvement Council, Inc. consistent with the policies set forth by the Board of Directors, and guidelines of the various funding sources.
- B. Provide leadership in planning, organization, and administration of programs sponsored by the agency.
- C. Developing and implementing administrative controls and standards for the efficient operation of the agency.
- D. Establish and maintain effective working relationships with existing Federal, State, local and private agencies or institutions.
- E. Install administrative and fiscal controls for the purpose of maintaining a sound fiscal management operation, including the review and approval of budgets for various program accounts and projects.
- F. Employ staff in accordance with policies and procedures of the agency as approved by its Board of Directors and consistent with the guidelines of CSA.
- G. Establish and maintain an effective system of programs and staff evaluation.
- H. Prepare financial and progress reports as may be or may not be required; submit same to the Board, and such other agencies as may be necessary.
- I. Overall evaluation of the effectiveness of the Economic Improvement Council, Inc., and its program efforts to eradicate the causes of poverty through periodic reviews with the staff, visits with area groups, public speeches, forums, etc.

*"AN EQUAL OPPORTUNITY EMPLOYER"*

BEAUFORT, CAMDEN, CHOWAH, CURRITUCK, DARE, GATES, HYDE, MARTIN, PASQUOTANK, PERQUIMANS, PITT, TYRREU, WASHINGTON  
910-1262 251-7720 482-4458 282-2942 478-3141 357-0555 921-1118 788-1111 355-5493 421-7115 335-9021 716-2717 783-3172



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## **Dr. Landon B. Mason Sr.**

601 Center Hill Road, Tyner, NC 27980  
Home: 252-221-3196 - Cell: 252-337-5007 - bishoplbmason@me.com

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### **Objective**

I am a highly motivated, performance driven, and experienced professional with honorable core values where I can affect positive change in the lives of others.

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### **Core Knowledge and Skills**

20 years of management experience, including current role as pastor for a non-profit organization. Provided leadership to transform an under performing non-profit into a thriving and healthy successful entity.

- Public Relations
- Budget Management
- Strategic Planning
- Organizational Skills
- Team Leadership
- Staff Training
- Community Outreach
- Event/ Program Planning
- Results-oriented
- Proactive

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### **Professional Experience**

**Greater Saunders Grove MBC, Pastor Hertford, NC 1997- Present**

- Responsible for the Health and Welfare of 220 members.
- Created ministries to empower and enrich parishioners.
- Lead the church in 110% increase in membership attendance.
- Implemented a plan to increase the church budget to 500%.
- Guided the church in a 1.2 million dollar building program debt free.
- Initiated the hiring, overseeing and compensation of all sub-contractors.
- Recommended various methodologies to promote a more excellent way to carry out ministry.
- Motivate parishioners to carry out their ministry assignments.
- Reorganized and restructured the government of the church to be more fruitful in community partnerships.

**E.I.C Head Start Family Service Manager, Edenton, NC 1999-2004**

- Responsible for the enrollment of the Head Start Program for 10 Counties.
- Oversaw the daily operation of an assistant and 10 family service workers.
- Implemented creative ways to ensure enrollment was meet.
- Initiated monthly meeting with family services workers review program practices and policies.
- Motivated family services workers to connect with families to ensure partnership agreements carried out.
- Authorized by the State of North Carolina to facilitate Child Abuse workshops.

**Wendy's International Assistant Manager, Durham, NC 1995-1997**

- Responsible for opening training stores to train new employees.
- Responsible for hiring, training and supervising employees.
- Introduced new ways to promote recruiting and retention.
- Reorganized and reduced ways to reduce food cost.

**United States Army Staff Sergeant, Fairbanks, AK 1987-1995**

- Promoted in the Secondary Zone to the Rank of E-5 and E-6.
- Awarded an Honorable Discharge for 8 years of faithful and dedicated service.

## **Education**

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### **Master of Divinity - GPA 3.8**

Virginia Union University Richmond, VA - 2012

### **Doctor of Ministry - 2005**

### **Master of Pastoral Counseling • 2004**

Andersonville Theological Seminary Camilla, Georgia

### **Bachelor of Science, Sociology- GPA 3.7**

Norfolk State University Norfolk, Virginia - 2000

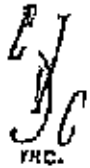
### **Associates Degree, Criminal Justice**

Troy State University Troy, Alabama - 1992

### **High School Diploma**

Surry County High School Surry, VA - 1987

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Mr. Robert Williams  
PRESIDENT  
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,  
EXECUTIVE DIRECTOR

### Job Description

**Job Title:** Fiscal Officer  
**Supervisor:** Executive Director  
**Working Hours:** 8:30 am – 5:00pm (Normally)  
**Work Station:** Administrative Office

### Duties and Responsibilities:

1. Responsible for the management of the Fiscal Department
2. Must know the fiscal requirements for all programs operated by the agency, Headstart, Community Services Block Grant, Weatherization, and Section 8 Housing as well as State and Governmental regulations such as Uniform Guidance, and fiscal regulations for non-profit organizations.
3. Supervisor the fiscal staff and coordinate their responsibilities.
4. Approve all purchase orders prior to purchasing,
5. Review and initial all time and travel reports.
6. Monitor all program budgets and prepare quarterly and monthly reports required by the funding agencies and the Board of Directors.
7. Review and consolidate quarterly tax reports, both State and Federal.
8. Assist all Program Directors with budget planning and budge management as needed, set up budget code accounts and any other pertinent budget activity that is needed by the programs.
9. Coordinate all property handling and ensure that an inventory of non-expendables is maintained.
10. Coordinate all program audit services and assist auditor at any phase needed.
11. Ensure that all bank statements are reconciled by fiscal staff.
12. Other duties as deemed necessary.

### Education and Experience:

Bachelor's Degree in Accounting, Business Administration or related field and at least 3 years' experience in working in a finance or accounting department, preferably in a non-profit organization.

**"AN EQUAL OPPORTUNITY EMPLOYER"**

Robin Hunter

1133 Acorn Hill Rd. Hobbsville NC 27946 | (252)337.5015 | [robin.hunter1986@gmail.com](mailto:robin.hunter1986@gmail.com)

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## EDUCATION

**Master of Business Administration In Human Resources Management**

**Strayer University – Chesapeake, VA**

**Bachelor of Science In Business Administration In Management Accounting**

**East Carolina University – Greenville, NC**

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## WORK EXPERIENCE

### FISCAL OFFICER

April 2019-Present

**Economic Improvement Council, Inc. – Edenton, NC**

- Responsible for the management of the Fiscal Department
- Supervise the fiscal staff and coordinate the responsibilities of the staff
- Monitor all program budgets and prepare quarterly and monthly reports required by the funding agencies and the Board of Directors
- Assist all Program Directors with budget planning and budget management as needed
- Set budget code accounts and any other pertinent budget activity that is needed by the programs
- Ensure that the agency complies with state and federal standards and regulations
- Review and consolidate quarterly tax reports, both State and Federal
- Coordinate all property handling and ensure that an inventory of non-expendables is maintained
- Conduct periodic financial analysis to identify and resolve issues and variances
- Manage cash controls as well as maintain book keeping up-to-date
- Ensure all expenses are within assigned project budget
- Ensure that financial transactions are properly updated and recorded
- Manage the preparation of balance sheets, income statements and other necessary financial reports
- Approve all purchase orders prior to purchasing
- Check all payables, in relation to their accuracy and coding according to budget allowances
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues, as needed
- Ensure that all bank statements are reconciled accurately and timely
- Coordinate all financial audit services and assist auditor in any phase needed

### BUSINESS MANAGER/BOOKKEEPER

August 2014-April 2019

**Gates County Public Schools – Gatesville, NC**

- Responsible for all accounting procedures in School Nutrition, that includes general ledger, accounts receivable, accounts payable, payroll, inventory and fixed assets
- Prepared and maintained the annual budget and plans expenditures within budgetary limits
- Prepared program budget requests and amendments
- Processed purchase orders and invoices with a high level of accuracy
- Compiled and prepared Federal claims for reimbursement monthly
- Prepared monthly balance sheet, statistical reports for labor hours, trial balance, operational cost, plate cost, appropriations and revenues
- Completed monthly FCIA report and filed with state semi-annually and annually
- Prepared justification for budget requests
- Monitored revenue and expenses
- Tracked revenue and spending by sources
- Responsible for collection of miscellaneous receivables and insufficient fund checks
- Provided supervision and training to managers and employees on reports, accounting and software
- Monitored expenditures of funds
- Conducted monthly bank reconciliations
- Responsible for journal entries and accuracy of certain general ledger accounts

- Responsible for processing employee timesheets and approving payroll
- Reviewed and ensured accuracy of outgoing correspondence, records and reports of program activities
- Monitored compliance to state and federal regulations
- Prepared written directives of application of policy or procedural processes
- Devised and installed work methods to implement rules, regulations, and guidelines
- Maintained contact with vendor and industry representatives, problems with delivery, product, pricing, billing problems and/or adjustments

### **ACCOUNTING TECHNICIAN**

May 2012-August 2014

#### **Coast Guard Finance Center – Chesapeake, VA**

- Received, analyzed, and processed a variety of accounting transactions/documents of a routine, unusual or complex nature for a customer base which involves the administration of various funding sources, each with its own accounting requirements, including diverse accounts payable and accounts receivable entries
- Created daily Data Entry batches for TSA/DNDO invoice processing and input invoice information into the system in preparation for the review of the Authorized Certifying Official
- Responsible for downloading IPACS on a daily basis as well as running the GOALS IPAC Transaction Download Report (GOALS DL) to verify that all IPACS have been printed
- Maintained a TSAMASTER LISTING (ML) spreadsheet of IPACS
- Reconciled the TSA Master Listing spreadsheet to the suspense account on a daily basis to identify all pending IPACS
- Verified IPACS are on suspense, proper purchase orders are provided, correct appropriations are applied, and funding is available before processing
- Utilized automated accounting systems for data input and to obtain reports
- Applied a basic knowledge of appropriation law to the transactions/documents
- Examined accounting records to verify accuracy
- Reconciled the data from computer printouts or manual listings to source records and make adjustments as necessary
- Identified and took appropriate actions to clarify and resolve discrepancies
- Responsibility of being a Data Entry Operator (DEO) to create payment schedules and submit the schedules for certification via Secure Payment System (SPS)
- SME (Subject Matter Expert) for leases and utility billings; Received, reviewed and verified lease payments and utilities into the RCM (Recurring Cost Master)
- Developed invoices and handled billing adjustments including quarterly CAM and Real Estate billings, rent increases/decreases, monthly management fees
- Subject Matter Expert (SME) for Treasury Cancel Reissues, resolving returned payments from US Treasury. Contacted travelers and vendors regarding non-receipt of documentation or receipt of erroneous documentation requirement for payment
- Provided timely and professional customer service to internal and external customers
- Processed Vendor Maintenance Requests via the Centralized Vendor Management System

### **ACCOUNTING TECHNICIAN (Accounting Clerk III)**

July 2009-May 2012

#### **US Coast Guard – Elizabeth City, NC**

- Coordinated the tracking of over 1,400 MIPRS (Military Interdepartmental Purchase Requests), purchase of inventory, and repair of inventory
- Maintained and updated access database for the MIPRS and made sure a file existed for each outstanding request
- Evaluated documents for accuracy, completeness, and ensured proper signatures
- Served as the main contact person for a variety of complex inquiries related to MIPRS on a daily basis
- Reviewed transactions for documentation of obligation, payment authorization, timely payment, and accurate recording
- Reviewed MIPRS for the parts (inventory) or services to ensure obligations were complete
- Reviewed obligations for validity and coordinated with product lines as well as agencies outside of the Coast Guard
- Received contracts and other similar documents against obligated funds
- Verified and documented that funds were being used in the proper manner
- Audited and resolved cases involving overpayments or underpayments for several period of performances
- Processed OGA and Commercial IPAC (Intra-Governmental Payment & Collection) invoices. Processed over 1,000 for fiscal year 2011
- Processed and verified receipts for payments in order to process invoices
- Performed on average 75 pre-validation requests on a monthly basis for invoices and recommended approval/

**disapproval of expenditures**

- Researched and compared data contained in a range of financial records in order to identify errors and discrepancies
- Evaluated appropriations for the purpose of keeping accounting system and records up to date
- Worked on WAP audits and prepared necessary documentation for external auditors
- Reviewed undelivered orders (UDO) reports and facilitated productive communication via phone and email requesting proper documentation needed for the review

**ACCOUNTING ASSISTANT**

May 2008-August 2008

**ABC Phones of North Carolina, Inc. – Greenville, NC**

- Reported directly to the CFO, Assisted in processing payroll, including data entry for all time and attendance and personnel transactions such as new hire, termination, benefits, deductions, garnishments, etc
- Prepared wages, including adjustments (i.e. sick pay, holiday pay, overtime and bonuses) and settled direct deposit, benefits and garnishments; Assisted in processing commissions
- Ensured that payments (941's) and state withholdings were disbursed timely and accurately
- Generated general journal entries and generated and verified invoices
- Reconciled bank statements and verified balance sheets

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**SKILLS**

- Proficient in Microsoft Word, Excel, and PowerPoint
- Experienced user of various classes of computer software (spreadsheet, database, word processing)
- Experienced user of AMMIS (Aviation Maintenance Management Information System)
- Oracle Financials (Core Accounting System)
- Finance and Procurement Desktop (FPD)
- MarkView (document imaging, processing, and workflows)
- Workflow Imaging Network System (WINS)
- Secure Payment System (SPS)
- Financial Management Service (FMS) Treasury Agency Services
- GOALS
- Federal Government System for Award Management (SAM)
- LINQ (Financials Software)

Economic Improvement Council, Inc.

CSBG

### Job Description

Job Title: Case Manager

Supervisor: Community Services Block Grant Director

Working Hours: 8:30 am – 5:00 pm (Normally)

Work Station: EIC Economic Resource Center

#### Duties and Responsibilities:

1. Be familiar with the community in general and the target poverty areas.
2. Assist in the organization of community groups and County Councils.
3. Recruit prospective program participants' for housing, education, training, and or job placements for the Self-Sufficiency Program.
4. Conduct initial interviews to obtain and compile information from the applicant that will be useful in the evaluation and subsequent placement.
5. Evaluate the applicant's needs that can be met by other agencies and make proper referrals.
6. Evaluate applicant's housing, education, employment and training needs and make appropriate referrals.
7. Provide needed supportive services to clients such as transportation and resume assistance.
8. Assure adequate follow-up of participants' job and housing placements.
9. Maintain close working relationships with all agency programs which include the Head Start, Weatherization and the Section 8 Housing Programs.
10. Provide appropriate counseling to participants when the need arises.
11. Maintain adequate records on each participant on the AR4CA Web.
12. Be familiar with the functions and requirements of each resource in the area.
13. Encourage participants to attend budget counseling, job and housing seminars/training.
14. Monitor and report participant assessments to the Community Services Block Grant Director.
15. Other duties as deemed necessary.

**Case Manager pg. 2**

**Desirable Skills and Qualifications:**

1. Ability to be an advocate for low-income families.
2. Ability to work effectively with low-income families.
3. Ability to organize community groups.
4. Ability to make presentations at public and private meetings.
5. Possess good communication skills.

**Education and Experience:**

Associate Degree with at least one year experience in working with families, the public, or in a social program.



**Economic Improvement Council, Inc.**

**CSBG**

### **Job Description**

**Job Title:** Case Manager/AR4CA Administrator

**Supervisor:** Community Services Block Grant Director

**Working Hours:** 8:30 am – 5:00 pm (Normally)

**Work Station:** EIC Economic Resource Center

#### **Duties and Responsibilities:**

- 1 Be familiar with the community in general and the target poverty areas.
- 2 Assist in the organization of community groups and County Councils.
- 3 Recruit prospective program participants' for housing, education, training, and or job placements for the Self-Sufficiency Program.
- 4 Conduct initial interviews to obtain and compile information from the applicant that will be useful in the evaluation and subsequent placement.
- 5 Evaluate the applicant's needs that can be met by other agencies and make proper referrals.
- 6 Evaluate applicant's housing, education, employment and training needs and make appropriate referrals.
- 7 Provide needed supportive services to clients such as transportation and resume assistance.
- 8 Assure adequate follow-up of participant job and housing placements.
- 9 Maintain close working relationships with all agency programs which include the Head Start, Weatherization and the Section 8 Housing Programs.
- 10 Provide appropriate counseling to participants when the need arises.
- 11 Maintain adequate records on each participant on the AR4CA Web.
- 12 Be familiar with the functions and requirements of each resource in the area.
- 13 Encourage participants to attend budget counseling, job and housing seminars/training.
- 14 Monitor and report participant assessments to the Community Services Block Grant Director.

**Case Manager/AR4CA Administrator pg. 2**

16. Verify applications for job/housing placements submitted to the AR4CA.
17. Follow-up on past assessments on participants.
18. Discharge participants from the AR4CA.
19. Complete the Year-End Report
20. Report staff progress to the Community Services Block Grant Director on a monthly basis.
21. Other duties as deemed necessary.

**Desirable Skills and Qualifications:**

1. Ability to be an advocate for low-income families.
2. Ability to work effectively with low-income families.
3. Ability to organize community groups.
4. Ability to make presentations at public and private meetings.
5. Possess computer skills needed to work effectively with databases.

**Education and Experience:**

Associate Degree with at least one year experience in working with families, the public, a business setting or a social program.

## **Economic Improvement Council, Inc.**

# **Affirmative Action Plan**

**February, 2012**

### **Equal Employment Opportunity (EEO) Policy Statement**

It shall be the policy of the Economic Improvement Council, Inc. to extend equal employment opportunities to qualified applicants for employment without discrimination because of race, color, sex, national origin, religion, age, equal pay, disability, military status, and/or genetic information. All phases of employment will be administered so as to further the principal of equal employment opportunity. These phases include but are not limited to: recruitment, hiring, intern placement, promotion, transfer, reduction in force, termination, selection for Agency sponsored training, rates of pay, and other forms of compensation, use of facilities, and participating in Agency sponsored activities.

### **Purpose**

The purpose of the Affirmative Action Plan (AAP) of the Economic Improvement Council, Inc. is to define the Equal Employment Opportunity policy, establish responsibilities for the Plan within the Agency and establish reasonable and attainable goals for recruiting, hiring, placing, promoting, training and compensating all employees in an equitable manner.

### **Dissemination of Affirmative Action Plan**

1. Copies of the Affirmative Action Plan will be distributed to appropriate members of management which shall be available to all staff.
2. Program managers and supervisory personnel will be instructed on the Plan content so that the intent of the Plan and individual responsibilities are known, plus to ensure that the Plan is understood.
3. The Agency's EEO policy shall be printed in the Personnel handbook which is available to all employees.
4. Applicable posters regarding Equal Employment Opportunity are posted on employee bulletin boards in the Agency.
5. New employees are informed of the Agency's policy regarding equal employment opportunity during the New Employee Orientation process.
6. The Agency's policy regarding equal employment opportunity is also discussed in the process of orienting and training members of management.

7. The Agency's application for employment form includes the prominent annotation "An Equal Opportunity Employer."
8. Such elements of this plan as will enable employees to know of and avail themselves of its benefits is included.
9. The phrase "Equal Opportunity Employer" shall be used in all advertising. The phrase is listed on the Agency's letterhead and mailing envelopes. Recruiting advertisements are posted on the Agency's website and with the N.C. Employment Security Commission when job vacancies occur.
10. Purchase Orders are printed with the Equal Employment Opportunity tagline.
11. Should the Agency feature any employees in advertisements, both minorities and females will be featured.

### **Responsibility for Implementation of the Affirmative Action Plan (AAP)**

The Economic Improvement Council, Inc. recognizes that the ultimate success of this Plan is largely dependent upon clearly defined areas of responsibility for implementation as well as total commitment of levels of management and employees toward achieving its goals.

- A. **The Executive Director** shall provide leadership and direction in the development, implementation and execution of the AAP. He/She shall:
  1. Assign responsibility for implementation of the AAP.
  2. Annually review the AAP with the Equal Employment Opportunity Officers to ensure their effectiveness.
  3. Monitor the Agency policy statement regarding Equal Employment Opportunities to assure it is current and compliant with the law.
  4. Ensure that the proper EEOC posters are displayed.
  5. Keep management informed of the latest developments in the equal opportunity area.
- B. **The Department Directors, CSBG, Head Start, Section 8 and Weatherization** are the Equal Employment Opportunity Officers and shall administer this Plan. Responsibilities include:
  1. Assisting in identification of problem areas and their solutions.

2. Auditing personnel practices in their departments to ensure that all applicants and employees receive consideration for employment, promotions, training, reduction in force, rehires, pay and all other forms of compensation without discrimination.
3. Monitoring advertising to ensure EEO tagline is included.
4. Investigating complaints concerning equal employment opportunities and report to the Executive Director for resolution and action.

The Plan shall be presented during both employee orientation and management training.

**C. Program managers and other supervisory personnel responsibilities include:**

1. Assisting in identifying problem areas.
2. Assisting in solutions to identified problems.
3. Monitoring hiring practices and ensure every effort is being made to achieve Agency goals.
4. Ensuring that promotions as well as other personnel practices provide equal employment opportunities without discrimination.

### **Examination of Personnel Policies and Procedures to Employment Practices**

Personnel policies and procedures shall be reviewed and analyzed in light of applicable laws and the Agency's Equal Employment Opportunity objectives. The following shall receive specific attention:

- A. Composition of the workforce shall be analyzed to ensure that minority groups are continually given the same employment and promotion opportunities as others.
- B. Total employee selection processes, including application form, interview procedure, referral procedure and final selection process, shall be analyzed. The following actions shall and/or have been taken:
  1. Detailed job descriptions for each job title have been established and reviewed annually to ensure that the Agency identifies actual tasks performed and the importance of specific employee skills and qualifications needed for the job. Special attention shall be given to academic experience and skill requirements to ensure these requirements in themselves do not constitute inadvertent discrimination. Job specifications in all departments and locations shall be free from bias and discrimination.
  2. Job descriptions are used by members of management and supervision who are involved in the recruiting, screening, selection, and promotion processes.

3. The Employment Application do not list unnecessary items that may have a disproportionate impact on minorities and females, or calls for the identification of race, sex, or age, religion or disabling condition.
4. Interviewing procedures assure suitability of the applicant for the job in question. Applicant interviews are conducted by Program Managers, Program Directors, the Executive Director (for management positions) and other persons as necessary.
5. Referral procedures used for filling employment requisitions are non-discriminatory. Members of management are aware of the Agency's EEO policy and shall be instructed as to their individual responsibilities.
6. Personnel involved in recruiting, screening, selection, disciplinary and related processes are trained to not have biases in personnel actions.
7. Transfer and promotion practices shall be for equally available to employees. Openings in high-skilled jobs, when available, are filled without discrimination by promotion of highly qualified employees from within the Agency whenever possible.
8. On-the-job training is offered non-discriminately.
9. The Agency has in place a grievance policy contained in the Policy Manual so that problems can be settled as quickly as possible.

### Evaluation Procedures

The Agency will continue to evaluate its affirmative actions by:

1. Making its commitment to equal employment opportunity known to area recruitment sources.
2. Keeping management updated on problems and progress.
3. Keeping the Executive Director up to date on progress of meeting the objectives of this Affirmative Action Plan.
4. Continuing to ensure avoidance of discriminatory problems relating to advancement of qualified minority and female employees by auditing Agency's promotions and transfers.
5. Continue ongoing evaluation of position descriptions to assure they accurately reflect position functions.
6. Continue to evaluate the selection process and train personnel involved in the selection process to ensure elimination of bias in all personnel actions.

## **Internal Auditing System**

The EEO Officers will report to the Executive Director annually summarizing progress made in achieving objectives and report any problem areas found to exist. The EEO Officers will monitor records of referral, placements, transfers, promotions, and terminations in their departments to ensure that the Agency's non-discrimination policy is carried out.

## **Affirmative Action Policies**

The Agency's EEOC and Harassment policies ensure employment opportunities without discrimination on the basis of race, color, sex, national origin, religion, age, equal pay, disability, military status, and genetic information. The Economic Improvement Council, Inc. will continue its efforts to provide affirmative action consideration of minorities, females, disabled individuals, military service individuals, and persons not currently in the workforce who have the requisite skills.

### **Sex Non-discrimination:**

1. Jobs, job practices, seniority system, wages, hours, or other conditions of employment, training programs, retirement age, etc. are available equally to males and females.
2. Appropriate physical facilities are available to both sexes.
3. Females with young children are afforded the same employment opportunities as males with young children.

### **Disabled individuals:**

1. The Agency will take affirmative action to employ, advance in employment, and otherwise treat qualified disabled individuals without discrimination based upon their physical or mental disability in employment practices such as recruiting, hiring, placement, promotion, reduction in force, termination, compensation or selection for training provided that they can fulfill the requirements of the job.
2. The Agency will provide reasonable accommodations to qualified disabled employees and applicants based on business necessity, employee safety and health, and financial cost and expenses. The accommodations will necessarily be individualized in most instances so as not to constitute an undue hardship on business operations.
3. Compensation offered for a qualified disabled individual will not be reduced because such individual is receiving other disability income or benefits from other sources.

### **Family and Medical Leave:**

1. The Agency's FMLA policy defines the qualifications and procedures for family and medical leave.

### **Drug Free Workplace**

The Agency's Drug and Alcohol policy sets forth a zero tolerance for the illegal use of controlled substances or drugs, or the misuse of legal drugs, and/or the use of alcohol while on duty. Therefore, the Agency is a drug free workplace. Employees violating the policy will be terminated.

### **Immigration Reform and Control Act**

The Agency will, where applicable, comply with the Immigration Reform and Control Act and will require prospective employees to produce documentation establishing their identity and their authorization or eligibility to work in the United States.





The Daily Reflector - The Daily Advance - The Rocky Mount Telegram  
 Berke Ledger - Chowan Herald - Duplin Times - Farmville Enterprise - Perquimans Weekly  
 Standard Lenoir - Tarboro Weekly - Times Leader - Williamston Enterprise  
 PO Box 1867, Greenville NC 27835  
 (252) 328-8500

Media of Eastern North Carolina

<b>PAID VIA</b>	
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
<input checked="" type="checkbox"/> Check #	115225
Date Paid	11/12/19

ECONOMIC IMPROVEMENT  
 PO BOX 549  
 EDENTON NC 27932

Copy Line:	EIC INTENT TO APPLY
Size:	6.0
Total Price:	\$108.00

Account: 100030

Ticket: 318538

**PUBLISHER'S AFFIDAVIT**

NORTH CAROLINA  
 Pasquotank County

Tylanda Randolph affirms that he/she is clerk of Daily Advance, a newspaper published daily at Elizabeth City, North Carolina, and that the advertisement, a true copy of which is hereto attached, entitled EIC INTENT TO APPLY was published in said Daily Advance on the following dates:

Please see attached proof.

Wednesday, October 30, 2019

and that the said newspaper in which such notice, paper, document or legal advertisement was published, was at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Chapter 1, Section 597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Chapter 1, Section 597 of the General Statutes of North Carolina.

Tylanda Randolph

Affirmed and subscribed before me this 30th day of October 2019

Aquichia Walker  
 (Notary Public Signature)

Aquichia Walker  
 (Notary Public Printed Name)

My commission expires 8-21-24



# INTENT TO APPLY

The EIC-CSBG Program in Edenton, NC plans to apply for the continuation of funds from the N.C. Department of Health & Human Services in Raleigh, NC in the amount of \$298,926 for the period of July 1, 2020- June 30, 2021. Funds will be used to alleviate the barriers of poverty for low-income families in the following counties: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington, through the provision of comprehensive case management which would include: employment, housing, budget counseling, educational/training, information & referral. For more information contact EIC: 482-4458 ext. 136



Media of Eastern North Carolina

The Daily Reflector - The Daily Advance - The Rocky Mount Telegram  
Berle Ledger - Chowan Herald - Duplin Times - Farmville Enterprise - Perquimans Weekly  
Standard Laconic - Tarboro Weekly - Times Leader - Williamston Enterprise  
PO Box 1967, Greenville NC 27635  
(252) 329-9500

<b>PAID VIA</b>	
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
<input checked="" type="checkbox"/> Check #	15225
Date Paid	11/12/19

ECONOMIC IMPROVEMENT  
PO BOX 549  
EDENTON NC 27932

Copy Line:	EIC INTENT TO APPLY
Size:	6.0
Total Price:	\$43.80

Account: 100030

Ticket: 318540

**PUBLISHER'S AFFIDAVIT**

NORTH CAROLINA  
Chowan County

Tylanda Randolph affirms that he/she is clerk of Chowan Herald, a newspaper published daily at Edenton, North Carolina, and that the advertisement, a true copy of which is hereto attached, entitled EIC INTENT TO APPLY was published in said Chowan Herald on the following dates:

Please see attached proof.

Wednesday, October 30, 2019

and that the said newspaper in which such notice, paper, document or legal advertisement was published, was at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Chapter 1, Section 597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Chapter 1, Section 597 of the General Statutes of North Carolina.

Tylanda Randolph

Affirmed and subscribed before me this 30th day of October 2019

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(Notary Public Signature)

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Standard Lenoir - Tarboro Weekly - Times Leader - Williamston Enterprise  
PO Box 1967, Greenville NC 27935  
(252) 329-9500

<b>PAID VIA</b>	
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
<input checked="" type="checkbox"/> Check #	115825
Date Paid	11/12/19

ECONOMIC IMPROVEMENT  
PO BOX 549  
EDENTON NC 27932

Copy Line:	EIC PUBLIC HEARING
Size:	6.0
Total Price:	\$108.00

Account: 100030

Ticket: 318541

**PUBLISHER'S AFFIDAVIT**

**NORTH CAROLINA**  
**Pasquotank County**

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Wednesday, October 30, 2019

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Tylanda Randolph

Affirmed and subscribed before me this 30th day of October 2019

Aquichia Walker  
(Notary Public Signature)

Aquichia Walker  
(Notary Public Printed Name)

My commission expires 8-21-24

# **PUBLIC HEARINGS ON CSBG PROGRAM**

The EIC, Inc. will hold a Public Hearing in each of the following counties: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington on the continuation of funds from the NC Department of Health and Human Services, Office of Economic Opportunity in Raleigh, NC. The hearings will be held the week of November 11-15, 2019 from 10:00 am-2:00 pm. Funds will be used to alleviate the barriers of poverty for low-income families. The 2019 Anti-Poverty Plan and supportive documents may be reviewed by the public at EIC Resource Centers found on the website at [eicca.org](http://eicca.org) and the Edenton Administrative Office between 8:30 am -5:00 pm daily. Contact EIC 252-482-4458 Ext. 136.



Media of Eastern North Carolina

The Daily Reflector - The Daily Advance - The Rocky Mount Telegram  
Berlin Ledger - Chowan Herald - Duplin Times - Farmville Enterprise - Perquimans Weekly  
Standard Lenoir - Tarboro Weekly - Times Leader - Williamston Enterprise  
PO Box 1967, Greenville NC 27835  
(252) 329-9500

PAID VIA	
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
<input checked="" type="checkbox"/> Check #	115225
Date Paid	11/12/19

ECONOMIC IMPROVEMENT  
PO BOX 549  
EDENTON NC 27932

Copy Line:	EIC PUBLIC HEARING
Size:	6.0
Total Price:	\$43.80

Account: 100030

Ticket: 318542

**PUBLISHER'S AFFIDAVIT**

**NORTH CAROLINA**  
**Chowan County**

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Please see attached proof.

Wednesday, October 30, 2019

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Aquichia Walker  
(Notary Public Printed Name)

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**Economic Improvement Council, Inc.**  
**712 Virginia Road**  
**Post Office Box 549**  
**Edenton, NC 27932**  
**(252) 482 - 4458, Ext. 136**

## **ANTI-POVERTY PLAN SUMMARY**

**July 1, 2020 - June 30, 2021**

**Dr. Landon B. Mason, Executive Director**  
**(252) 482-4458, Ext. 137**

## **1. Executive Summary**

### **Public Hearing on the Initial Plan**

Public Hearing requirements 10A NCAC 97B. 0402 (3) is to hold hearings for the initial stages of the planning process.

#### **A. Public Hearing Requirement**

The Department of HHS requires the Economic Improvement Council to conduct a public hearing on the Community Services Block Grant Program. A Public Hearing is scheduled for November 11th – through November 15th, 2019. Notices regarding the public hearings are or will be published in the Daily Advance newspaper and the satellite offices.

#### **B. EIC Program Operations**

EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs within Region "R" of the State of North Carolina. Counties comprising the Region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington.

#### **C. Community Needs Assessment**

The Economic Improvement Council, Inc. is located in the Northeastern section of North Carolina. Its northern boundary joins the State of Virginia. The ten counties are predominately rural with a very high incidence of poverty.

In assessing the needs of the communities during the first year of our three year period, (1) Limited job opportunities and (2) Lack of affordable housing were the two priorities. The FSS Program addresses the needs of the entire family and gives the CSBG staff the opportunity to coordinate and focus on programs with multiple resources; so that customers and community groups can find integrated resources to solve inter-related problems.

#### **D. ROMA Case Management (The CSBG Service)**

Also known as "Self-Sufficiency", at a minimum, the following elements is included in a comprehensive/case management program:

- a. A comprehensive assessment of the issues facing the family is conducted.

- b. A written plan toward self-support for each family member is created.
- c. A comprehensive assortment of services is made available as needed to implement the plan for self-support, including the use of available community resources.
- d. A case management strategy is used to track and evaluate progress and the plan is adjusted.

**E. Board Structure (Tripartite Board)**

The Board of Directors consists of 15 members and is constituted so as to assure that:

- a. One-third of the members of the board are elected public officials, holding office on the date of selection, or their representatives.
  - b. Not less than one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low-income individuals and families in development, planning, implementation, and evaluation of the program to serve low-income communities; and
- F.** The remaining of the members are officials or persons from businesses, industries, the labor force, faith community, law enforcement, educational, or other major groups and interests in the community served.

**G. CSBG Program**

**Purposes and Goals:**

To provide industrial, agricultural, recreational and educational services to assist in the general economic well-being, health and welfare of the citizens in the Albemarle area to become more self-sufficient.

**I. Goals will be accomplished through:**

- i. The strengthening of the community capabilities for planning and coordinating the use of a broad range of Federal, State, and other assistance related to the elimination of poverty.
- ii. The organization of a range of services related to the needs of low-income families and individuals.
- iii. The greater use of innovative and effective community-based approaches of attacking the causes and effects of poverty.
- iv. Maximum participation of residents of the low-income communities.
- v. The broadening of the resources base of programs directed to the elimination of poverty.

**II. Funding**

The EIC/CSBG funding for the year 2020-2021 is \$285,027.

**III. Proposed Project**

**Self-Sufficiency:** This project will provide the opportunity for 50 low-income families to become self-sufficient through the provision of comprehensive support and self-help.

*Economic Improvement Council*

**Family Self Sufficiency Program**

*Public Hearing*

**Agenda**

Call to order/Welcome..... Ms. Shaquera Jordan

Purpose..... Ms. Shaquera Jordan

Q & A.....

Adjournment.....

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Rachel Bryant
2. Alveda Gordon
3. Shaquana Jordan
4. Angas Lee
5. ~~Anthony Wood~~
6. Antionette Wood
7. Yvonne Wood
8. Simone
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

Economic Improvement Council, Inc.

**Community Services Block Grant 2020-2021 Anti-Poverty Plan**

**Public Hearing- Camden County Minutes**

11/14/19

**Opening and Welcome**

The Gates County public hearing for the 2020-2021 Anti-Poverty Planning stage was called to order by Ms. Shaquera Jordan at 12:00pm. Ms. Jordan gave a welcome to all that attended.

**Introduction**

Ms. Jordan introduced herself to all the attendees, gave her title, what her job duties consisted of, and the benefits the Community Services Block Grant program could have for those enrolled.

**Purpose**

Shaquera gave the community the purpose of the public hearing which is required by DHHS.


The purpose of the public hearing is to make the public aware that we are re-apply for the funding of the Community Services Block Grant Program, how much we are applying for, and the goals we have set for those enrolled into our program.

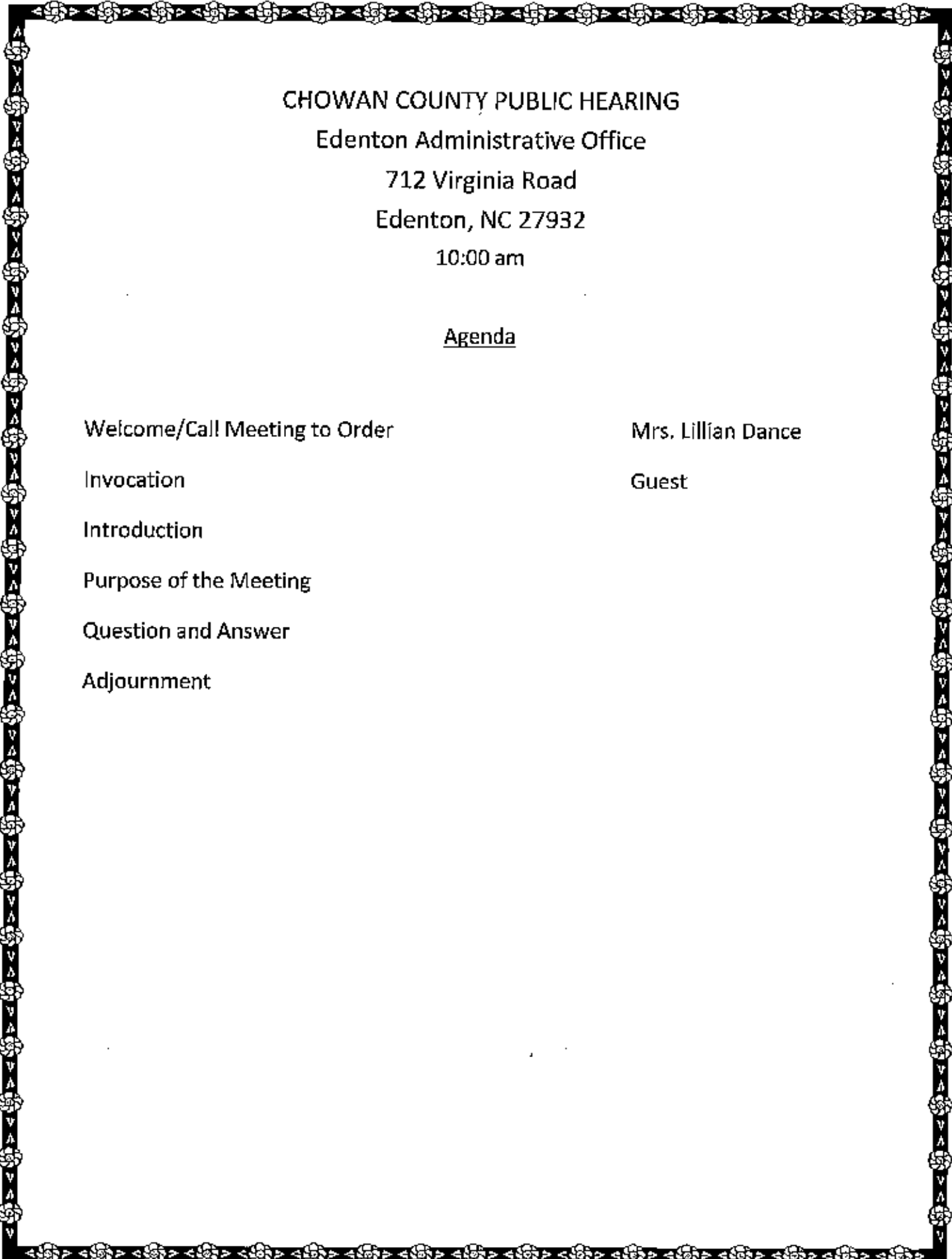
- We are applying for funding in the amount of \$298,926.
- We will utilize that funding to enroll 50 families and individuals in the program with the intent to focus on jobs, housing, and overall stability in that individuals household.
- Description of supportive services provided to customers.
- Networking with others to find help customers find employment and gain education.

**Questions and Answer Period**

No questions were asked so the meeting was adjourned.

Submitted by,





CHOWAN COUNTY PUBLIC HEARING

Edenton Administrative Office

712 Virginia Road

Edenton, NC 27932

10:00 am

Agenda

Welcome/Call Meeting to Order

Mrs. Lillian Dance

Invocation

Guest

Introduction

Purpose of the Meeting

Question and Answer

Adjournment



CSBG PUBLIC HEARING  
CHOWAN COUNTY EIC OFFICE  
EDENTON, NC 27932  
TUESDAY, NOVEMBER 12, 2019

10:00 AM

NAME

1. Lillian Dance
2. Dr. ~~James~~ ~~Go~~
3. Anthony Barham
4. Brenda Leigh
5. Daniel Ayers
6. Ken Buehler
- 7.
- 8.
- 9.
- 10.

ECONOMIC IMPROVEMENT COUNCIL, INC

CSBG/FSS 20-2021 ANTI-POVERTY PLAN

PUBLIC HEARING- CHOWAN COUNTY

11-12-2019

OPENING AND WELCOME

The Chowan County Public Hearing for the 2020-2021 Anti-Poverty Planning stage was called to order by Mrs. Lillian Dance at 10:00 am

INTRODUCTION

Mrs. Dance stated the purpose of the public hearing which is required by DHHS:

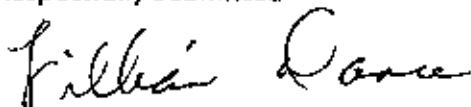
- To make the public aware of the intent to apply for CSBG Funding for the Family Self-Sufficiency Program
- To make the public aware of goals and activities which is to enroll 50 customers over the 10 county region in which our agency serve.
- Amount applying for: \$298,926
- Networking with community resources
- Supportive Services rendered to customers

QUESTION AND ANSWER PERIOD

- What are the qualifications:
  - Customers must be income eligible
  - First come first serve basis

No further discussion the meeting was adjourned.

Respectfully Submitted



*Economic Improvement Council*

**Family Self Sufficiency Program**

*Public Hearing*

**Agenda**

Call to order/Welcome..... Ms. Shaquera Jordan

Purpose..... Ms. Shaquera Jordan

Q & A.....

Adjournment.....

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Ernest Davenport

2. Tanya Coffield

3. Hester Bleunt

4. Jaquie Spring

5. Kia Jhen

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Economic Improvement Council, Inc.

**Community Services Block Grant 2020-2021 Anti-Poverty Plan**

**Public Hearing- Currituck County Minutes**

11/14/19

**Opening and Welcome**

The Gates County public hearing for the 2020-2021 Anti-Poverty Planning stage was called to order by Ms. Shaquera Jordan at 2:30pm. Ms. Jordan gave a welcome to all that attended.

**Introduction**

Ms. Jordan introduced herself to all the attendees, gave her title, what her job duties consisted of, and the benefits the Community Services Block Grant program could have for those enrolled.

**Purpose**

Shaquera gave the community the purpose of the public hearing which is required by DHHS.

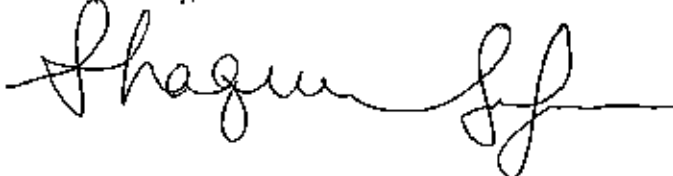
The purpose of the public hearing is to make the public aware that we are re-apply for the funding of the Community Services Block Grant Program, how much we are applying for, and the goals we have set for those enrolled into our program.

- We are applying for funding in the amount of \$298,926.
- We will utilize that funding to enroll 50 families and individuals in the program with the intent to focus on jobs, housing, and overall stability in that individuals household.
- Description of supportive services provided to customers.
- Made public aware that customers are needed in Currituck so they can refer anyone who may benefit from the program

**Questions and Answer Period**

**No questions were asked so the meeting was adjourned.**

Submitted by,

A handwritten signature in black ink, appearing to read "Shaquera J.", written over a horizontal line.

*Economic Improvement Council*

**Family Self Sufficiency Program**

*Public Hearing*

**Agenda**

Call to order/Welcome.....Mrs. Wendy Hedgebeth

Purpose.....Mrs. Wendy Hedgebeth

Q & A.....

Adjournment.....

**Economic Improvement Council, Inc.**

**2020-2021 Anti-Poverty Plan Summary**

**Dare County Public Hearing**

**Minutes**

**Call to order/Welcome**

Mrs. Hedgebeth introduced herself and gave her title and what her job consisted of for the CSBG Program. She thanked everyone for taking the time to meet with her.

**Purpose**

To make the public aware of the intent to apply for the continuation of funding for the July 1, 2020-June 30, 2021 Community Services Block Grant Program/Family Self-Sufficiency Program. The program provides industrial, agricultural, recreational and educational services to assist in the general economic well-being, health and welfare of the citizens in the Albemarle area to become more self-sufficient.

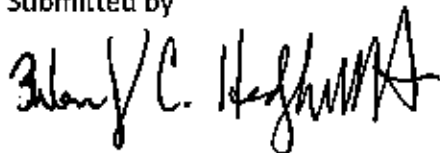
The strengthening of the community capabilities for planning and coordinating the use of a broad range of Federal, State, and other assistance related to the elimination of poverty.

The project will provide the opportunity for 50 low-income families to become self-sufficient through the provision of comprehensive support and self-help.

The EIC/CSBG funding for the year will be \$298,926.

**Questions:** There were none

Submitted by




Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Ivana Zdravkovic
2. Zilka C. Hegler
3. Dr. Fran Fran
4. 
5. Takeyia Berry
6. \_\_\_\_\_
7. \_\_\_\_\_
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*Economic Improvement Council*

**Family Self Sufficiency Program**

*Public Hearing*

**Agenda**

Call to order/Welcome..... Ms. Shaquera Jordan

Purpose..... Ms. Shaquera Jordan

Q & A.....

Adjournment.....

*Economic Improvement Council*

**Family Self Sufficiency Program**

*Public Hearing*

**Sign in**

1. Clyde
2. Gene Davis
3. Nanessa Lee
4. Alycia Moore
5. Monty Haggard
6. \_\_\_\_\_
7. \_\_\_\_\_
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Economic Improvement Council, INC.

**Community Services Block Grant 2020-2021 Anti-Poverty Plan**

Public Hearing- Gates County

11/13/19

**Opening and Welcome**

The Gates County public hearing for the 2020-2021 Anti-Poverty Planning stage was called to order by Ms. Shaquera Jordan at 10:00am. Ms. Jordan gave a welcome to all members of the community that attended.

**Introduction**

Ms. Jordan introduced herself to all the attendees, gave her title, what her job duties consisted of, and the benefits the Community Services Block Grant program could have for those enrolled.

**Purpose**

Shaquera gave the community the purpose of the public hearing which is required by DHHS.

The purpose of the public hearing is to make the public aware that we are intending the re-apply for the funding of the Community Services Block Grant Program, how much we are applying for, and the goals we have set for our program.

- We are applying for funding in the amount of \$298,926.
- We will utilize that funding to enroll 50 families and individuals in the program with the intent to focus on jobs, housing, and overall stability in that individual's household.
- Ms. Jordan provided information as to how she sometimes links customers to other agencies in order to gain access to other resources in the community.

**Questions and Answer Period**

1. What is the age requirement for the program?
  - a. Customer must be 18 years of age.

**No further questions therefore the meeting was adjourned.**

Submitted by,



*Economic Improvement Council*

**Family Self Sufficiency Program**

*Public Hearing*

**Agenda**

Call to order/Welcome.....Mrs. Wendy Hedgebeth

Purpose.....Mrs. Wendy Hedgebeth

Q & A.....

Adjournment.....

Hilda County

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Zheny C. Heffner
2. Martha S. Bartlett
3. Laura Whitley
4. Linda Johnson
5. Haww skaw
6. Kim Ditts
7. Kimberly Gibbs
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**Economic Improvement Council**  
**Community Services Block Grant Program**  
**Public Hearing for Hyde County**  
**Meeting Minutes**

**Date:** November 14, 2019

**Time:** 2:00 p.m.

**Location:** Ethel Whitaker Head Start Center

**Case Manager for EIC CSBG Program:** Wendy C. Hedgebeth

**Welcome:** Mrs. Hedgebeth, thanked everyone for their presence. She mentioned that she serves families in Washington, Tyrrell, Dare and Hyde Counties.

**Ms. Hedgebeth:** Mentioned that a brief summary will be given of the 2020-2021 Anti-Poverty Plan for each of the 10 counties being served by the CSBG Case Managers,

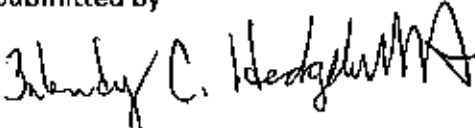
The Community Service Block Grant program is authorized under the Community Block Grant's Act. The purpose and goal of the program was explained in detail. That it is to assist local Community action agencies and other neighborhood-based organizations to reduce poverty and empower low-income families and individual to become fully self-sufficient.

The CSBG program was also discussed during the presentation that the Economic Improvement Council, governed through a tripartite Board described in the Block Grant's Act. Regarding the representatives a third of the board were elected officials; a third is of low-income families, and the final third were from businesses, industry, labor force, faith-based community, law enforcement, education and others. Continued by noting that the board participates in the planning, implementation and the evaluation of the CSBG Program. The CSBG program will be funded for July 1, 2020 through July 2021 in the amount of \$298,926.

Mrs. Wendy C. Hedgebeth inquired if there were any questions. There were none.

Meeting adjourned

Submitted by





PASQUOTANK COUNTY PUBLIC HEARING

Pasquotank County Library

Elizabeth City, NC

2:00 pm

Agenda

Welcome/Call Meeting to Order

Mrs. Lillian Dance

Invocation

Guest

Introduction

Purpose of the Meeting

Question and Answer

Adjournment

CSBG PUBLIC HEARING  
PASQUOTANK COUNTY LIBRARY  
ELIZABETH CITY, NC 27909  
TUESDAY, NOVEMBER 12, 2019  
2:00 PM

NAME

1. Thelma S. Boone
2. David A. Boone
3. Lillian Dance
4. Pearl Sutton
5. Linda Johnson Spence
6. Shaqueta Jordan
7. Myra L. Minor
8. Oliver Jones
9. Rev. Doris Starnby
10. Martha Brown
11. JONNA Cowell



ECONOMIC IMPROVEMENT COUNCIL, INC.

CSBG/FSS 2020-2021 ANTI-POVERTY PLAN

PUBLIC HEARING - PASQUOTANK COUNTY MINUTES

11-12-2019

*Opening and Welcome*

The Pasquotank County Public Hearing for the 2020-2021 Anti-Poverty Planning stage was called to order by Mrs. Lillian Dance at 2:00 pm. Mrs. Dance gave a welcome to all in attendance.

*Introduction*

Mrs. Dance introduced herself to the attendees and also gave her title and what her job consisted of.

*Purpose*

Mrs. Dance proceeded to state the purpose of the public hearing which is required by DHHS:

- To make the public aware of the intent to apply for the continuation of funding for the Community Services Block Grant Program Family Self-Sufficiency Program.
- Also to make the public aware of goals and activities which is to enrollment 50 families and individuals in the program with a focus on Jobs and Housing as well as the amount of funding in which we will be applying. That amount of funding we are applying for at this time is \$298,926
- Information referencing to networking with other resources in the community
- EIC board make-up and representation
- And Supportive Services rendered to customers

*Question and Answer Period*

1. What are the qualifications?
  - a. Customer must first be income eligible.
  - b. First come first serve basis
2. Are there services for persons with a criminal record?
  - a. We do not offer a re-entry program at this time.

*Discussion-* A discussion on the networking of other resources such as the Department of Social Services and local faith based organizations in regards to publicizing the program.

No further questions the meeting was adjourned.

Respectfully Submitted,

Lillian Dance

*Economic Improvement Council*

**Family Self Sufficiency Program**

*Public Hearing*

**Agenda**

Call to order/Welcome..... Ms. Shaquera Jordan

Purpose..... Ms. Shaquera Jordan

Q & A.....

Adjournment.....

*Economic Improvement Council*

**Family Self Sufficiency Program**

*Public Hearing*

**Sign in**

1. Ja'Heim Morris

2. Jayla Freeman

3. [Signature]

4. Janya [Signature]

5. Ushak C. [Signature]

6. \_\_\_\_\_

7. \_\_\_\_\_

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11. \_\_\_\_\_

12. \_\_\_\_\_

Economic Improvement Council, INC.

**Community Services Block Grant 2020-2021 Anti-Poverty Plan**

Public Hearing- Perquimans County Minutes

11/13/19

**Opening and Welcome**

The Gates County public hearing for the 2020-2021 Anti-Poverty Planning stage was called to order by Ms. Shaquera Jordan at 2:00pm. Ms. Jordan gave a welcome to all that attended.

**Introduction**

Ms. Jordan Introduced herself to all the attendees, gave her title, what her job duties consisted of, and the benefits the Community Services Block Grant program could have for those enrolled.

**Purpose**

Shaquera gave the community the purpose of the public hearing which is required by DHHS.

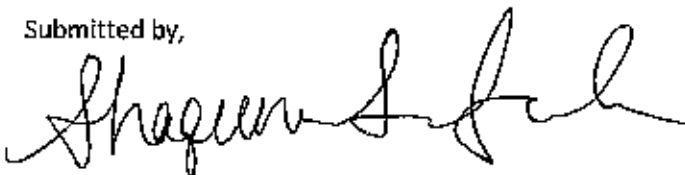
The purpose of the public hearing is to make the public aware that we are intending the re-apply for the funding of the Community Services Block Grant Program, how much we are applying for, and the goals we have set for our program.

- We are applying for funding in the amount of \$298,926.
- We will utilize that funding to enroll 50 families and individuals in the program with the intent to focus on jobs, housing, and overall stability in that individuals household.
- Description of supportive services provided to customers.

**Questions and Answer Period**

No questions were asked so the meeting was adjourned.

Submitted by,

A handwritten signature in black ink, appearing to read "Shaquera Jordan". The signature is fluid and cursive, written over a white background.

*Economic Improvement Council*

**Family Self Sufficiency Program**

*Public Hearing*

**Agenda**

Call to order/Welcome.....Mrs. Wendy Hedgebeth

Purpose.....Mrs. Wendy Hedgebeth

Q & A.....

Adjournment.....

Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Latisha Basnight
2. Kero Simmons
3. Zelen C. Hedgcock
4. Megan King
5. Thompson Spencer
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**Economic Improvement Council, Inc.**

**2020-2021 Anti-Poverty Plan**

**Public Hearing –Tyrrell County**

**Minutes**

**Opening and Welcome**

The Tyrrell County Public Hearing for the 2020-2021 Anti-Poverty Plan Summary was called to order by Mrs. Wendy C. Hedgebeth at 10:00am. She gave a Welcome and her title for the CSBG Program.

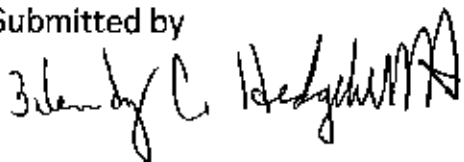
**Purpose**

- Mrs. Hedgebeth proceeded to state the purpose of the Public Hearing which is required by DHHS:
- EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs with Region "R" of the State on North Carolina. Counties include: Camden, Dare, Currituck, Chowan, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington.
- She mentioned that she has to make the public aware of the goals and activities which they enroll 50 families and individuals in the CSBG Program.
- Information referencing to networking with other resources in the community
- EIC Board make-up and representation
- Supportive Services rendered to customers
- The EIC/CSBG funding for the year 2020-2021 is \$298,926.

**Question/Answer**

There were none.

Submitted by



*Economic Improvement Council*

**Family Self Sufficiency Program**

*Public Hearing*

**Agenda**

Call to order/Welcome.....Mrs. Wendy Hedgebeth

Purpose.....Mrs. Wendy Hedgebeth

Q & A.....

Adjournment.....



Economic Improvement Council

Family Self Sufficiency Program

Public Hearing

Sign in

1. Blondy C. Hedgcock

2. Shaquea S. Jordan

3. Donna Williams

4. Robbi Norman

5. Zycki Norman

6. Kerba Klouck

7. Jan Jo

8. \_\_\_\_\_

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11. \_\_\_\_\_

12. \_\_\_\_\_

**Economic Improvement Council**  
**Community Services Block Grant Program**  
**Public Hearing for Washington County**  
**Meeting Minutes**

**Date:** November 12, 2019

**Time:** 10:00 a.m.

**Location:** Washington County Library

**Case Manager for EIC Block Grant:** Wendy C. Hedgebeth

**Welcome:** Mrs. Hedgebeth, thanked everyone for their presence. She mentioned that she serves Washington, Tyrrell, Dare and Hyde Counties.

Ms. Hedgebeth: Mentioned that a brief summary will be given of the 2020-2021 Anti-Poverty Plan for each of the 10 counties being served by the Case Managers,

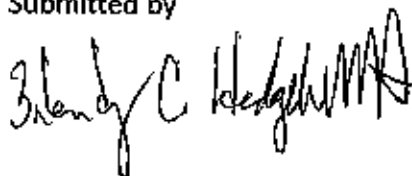
The Community Service Block Grant program is authorized under the Community Block Grant's Act. The purpose and goal of the program was explained in detail. That it is to assist local Community action agencies and other neighborhood-based organizations to reduce poverty and empower low -income families and individual to become fully self-sufficient.

The CSBG program was also discussed during the presentation that the Economic Improvement Council, governed through a tripartite Board described in the Block Grant's Act. Regarding the representatives a third of the board were elected officials; a third is of low-income families, and the final third were from businesses, industry, labor force, faith-based community, law enforcement, education and others. Continued by noting that the board participates in the planning, implementation and the evaluation of the CSBG Program. The CSBG program will be funded for July 1, 2020 through July 2021 in the amount of \$298,926.

Mrs. Wendy C. Hedgebeth concluded the meeting by thanking everyone for coming out the public hearing to hear a brief summary on the Anti-Poverty Plan for 2020-2021.

Meeting adjourned

Submitted by



# LOCAL & STATE

**RALEIGH**  
ees held separate meetings in Chapel Hill.  
The meetings came after Dan Gerlach, who was appointed ECU's interim chancellor in May, resigned on Saturday. The meetings, announced on Sunday, were

he had gone to a nightclub with several off-duty police officers and was chatting and taking selfies with students. He later apologized, saying he showed poor judgment, and explained

**RALEIGH**  
intersection and Reade streets while appearing to straddle two east-bound lanes.  
The videos came from traffic/street surveillance cameras operated by the

**ELIZABETH CITY**  
PBA of North Carolina spokesman Justin Blackburn said his organization has no information about the videos. "PBA doesn't have any cases assigned to

Letchworth said. Assistant City Attorney Donald K. Phillips sent an email to both firms on Oct. 14 stating they the city and no other DVD has been released, Letchworth said.

## Lawmakers OK absentee ballot changes

Bill spurred by voter fraud in 2018 congressional race

BY GARY D. ROBERTSON  
The Associated Press

**RALEIGH** — North Carolina legislators finalized changes on Tuesday to beef up mail-in absentee ballot rules and punishments for violations after a voting fraud investigation of a congressional race led to a new election this year.

The bipartisan measure, which got unanimous support in the Senate and near unanimous backing from the House, now heads to Democratic Gov. Roy Cooper for his expected signature.

Democrats also are in favor of the measure because it permanently restores early in-person voting on the last Saturday before state elections — something Republican lawmakers tried to end last year. The bill also would allow some counties to keep using touchscreen-only voting equipment for the March primary. They otherwise had to be out of service by this December and replaced.

Much of the legislation attempts to combat illegal ballot "harvesting," which occurred in the 9th Congressional District campaign, according to evidence collected in a State Board of Elections probe.

Leslie McCrae Dowless, a

political operative working with Republican candidate Mark Harris, gathered hundreds of absentee ballots from Bladen County voters with the help of his assistants, witnesses told state officials.

Dowless' workers testified that they were directed to collect blank or incomplete ballots, forge signatures on them and even fill in votes for local candidates. Dowless and several workers now face criminal charges. The state board ordered a new election. Harris didn't run in the subsequent race, which was won narrowly on Sept. 10 by his successor as the GOP nominee, Dan Bishop.

The consensus legislation keeps a promise to combat such fraud in the future, a key Republican sponsor of the bill said.

"Secure elections are the most fundamental tenet of a democracy, and the policies we enacted today are intended (to) ensure the activity that took place last year can never happen again," said Sen. Ralph Hise, a Mitchell County Republican, in a news release.

restaurants will be served at line dancing and ballroom. Sunday will conclude with an artists farewell, Ed-

### INTENT TO APPLY

The EIC-CSBG Program in Edenton, NC plans to apply for the continuation of funds from the N.C. Department of Health & Human Services in Raleigh, NC in the amount of \$298,926 for the period of July 1, 2020- June 30, 2021. Funds will be used to alleviate the barriers of poverty for low-income families in the following counties: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tynell and Washington, through the provision of comprehensive case management which would include: employment, housing, budget counseling, educational/training, information & referral. For more information contact EIC: 482-4458 ext. 136.

THE DAILY ADVANCE

**BINGO**

**WIN \$2,000**

Sponsored by:

CADILLAC BUICK

252-338-2131

**CPI ASH**

A5

EDNESDAY, October 30, 2019

The Daily Advance

# SCHOOL LINE

252-335-0352

**Edward Jones**  
MAKING SENSE OF INVESTING

Member SIPC

**PUBLIC HEARINGS ON CSBG PROGRAM**

The EIC, Inc. will hold a Public Hearing in each of the following counties: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington on the continuation of funds from the NC Department of Health and Human Services, Office of Economic Opportunity in Raleigh, NC. The hearings will be held the week of November 11-15, 2019 from 10:00 am-2:00 pm. Funds will be used to alleviate the barriers of poverty for low-income families. The 2019 Anti-Poverty Plan and supportive documents may be reviewed by the public at EIC Resource Centers found on the website at [eiccaa.org](http://eiccaa.org) and the Edenton Administrative Office between 8:30 am -5:00 pm daily. Contact EIC 252-482-4468 Ext. 136.

**in the neck (or back, or knee, or hip).**

Your musculoskeletal system moves you. We have orthopedic specialists in Edenton to help you move better—with less pain, more range of motion, greater speed, and improved strength. Whether it's your shoulder, knee, hip, or other joints, life's too short to live with pain. Get all the orthopedic care you need, from initial consultations, to surgery, rehabilitation and post-op follow-ups, right here, close to home.

Call toll free 855-MYVIDANT (855-698-4326) to make an appointment with a doctor near you. [VidantHealth.com/Chowan](http://VidantHealth.com/Chowan)



OFFICE of  
ECONOMIC OPPORTUNITY

Community Services Block Grant [CSBG]  
Documentation of Submission to County Commissioners

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

---

Agency Name: \_\_\_\_\_

County: \_\_\_\_\_

Date of Application Submission: \_\_\_\_\_

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO February 15, 2019.

Clerk to the Board should initial all items below.

\_\_\_\_\_ The agency submitted a complete grant application for Commissioner review.

\_\_\_\_\_ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

\_\_\_\_\_ Commissioners' comments provided those to the agency. (If applicable)

\_\_\_\_\_  
Clerk to the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date



*Update on Dare County Revised Flood Maps*

**Description**

I will update the Board of the status of the revised flood maps. We have received our letter of final determination from FEMA which sets an effective date for the maps in mid-2020. The Flood Ordinance also has to be updated. I will discuss the necessary procedures and the idea of a proposed local elevation standard for use in conjunction with the revised maps.

**Board Action Requested**

Instructions to staff to proceed with map adoption and updates to the Flood Ordinance to include consideration of local elevation standards.

**Item Presenter**

Donna Creef

# Dare County Flood Maps

Board of Commissioners

January 6, 2020



# Revised Flood Maps

- Letter of Final Determination received December 19, 2019 – maps effective June 19, 2020.
- Six-month period for local adoption of revised maps, revised flood ordinance, and associated zoning amendments to several districts that use base flood as building height reference point.



# Required Actions

- Ordinance revisions must be reviewed by Planning Board.
- Public hearings required as part of process. Due to scope of changes, additional meetings with interest groups and property owners will be held.
- Outreach activities to stress importance of flood insurance.

# Map Changes

- AE zone--current maps--12,875 properties.  
revised maps--8,493 properties.
- Majority remaining in AE zone have lower base flood—AE8 to AE4.
- VE zones— current maps--1,828 properties.  
revised maps--124 properties. Many have been re-classified as AE zones.
- 2,890 properties re-classified as Shaded X or X zones.

# Changes In Dare Co: Buildings in SFHA

	Buildings			
	V Zone		A Zone	
	Current	Updated	Current	Updated
<b>DARE COUNTY</b>	<b>1,828</b>	<b>124</b>	<b>12,875</b>	<b>8,493</b>
<b>DUCK</b>	<b>397</b>	<b>255</b>	<b>882</b>	<b>96</b>
<b>KILL DEVIL HILLS</b>	<b>511</b>	<b>226</b>	<b>4,369</b>	<b>182</b>
<b>KITTY HAWK</b>	<b>500</b>	<b>278</b>	<b>1,898</b>	<b>979</b>
<b>MANTEO</b>	<b>13</b>	<b>0</b>	<b>1,149</b>	<b>418</b>
<b>NAGS HEAD</b>	<b>1,405</b>	<b>726</b>	<b>2,756</b>	<b>481</b>
<b>SOUTHERN SHORES</b>	<b>250</b>	<b>122</b>	<b>1,035</b>	<b>237</b>

Kitty Hawk has 389 structures in Zone AH and there will be 893 structures in Zone AO (County-wide).

# Impacts of Maps

- Revised maps, when adopted, will be used for flood insurance rating purposes. Policies renewed or enacted after June 19, 2020 will be based on the new maps.
- Potential for decreased flood insurance rates.
- Property owners should talk to their insurance agents about best possible rate for their property when maps are adopted.

# Impacts of Maps

- Overall 41% decrease in number of properties in flood zone.
- Shaded X and X zones do not require purchase of flood insurance with federally-insured mortgage.
- AE zone often called 100-year flood zone, Shaded X called 500-year flood zone, X zone is out of flood zone. Extremely misleading.

# 100-year Flood Zone

- Irene 2011
- Arthur 2014
- Hermine September 2, 2016
- Matthew October 8, 2016
- Michael 2018
- Dorian 2019
- Six events in less than 10 years

# Impacts of Maps

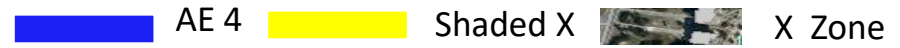
- Significant number of properties reclassified as Shaded X or X zone. Some of these properties have flooded, in some instances repeatedly.
- Property owners will assume their property will not flood due to map changes and will discontinue their flood insurance coverage.
- Future map changes may revert to higher base elevations thus rendering structures non-conforming.

# AVON VILLAGE

2006 Map





2020 Map









# HATTERAS VILLAGE

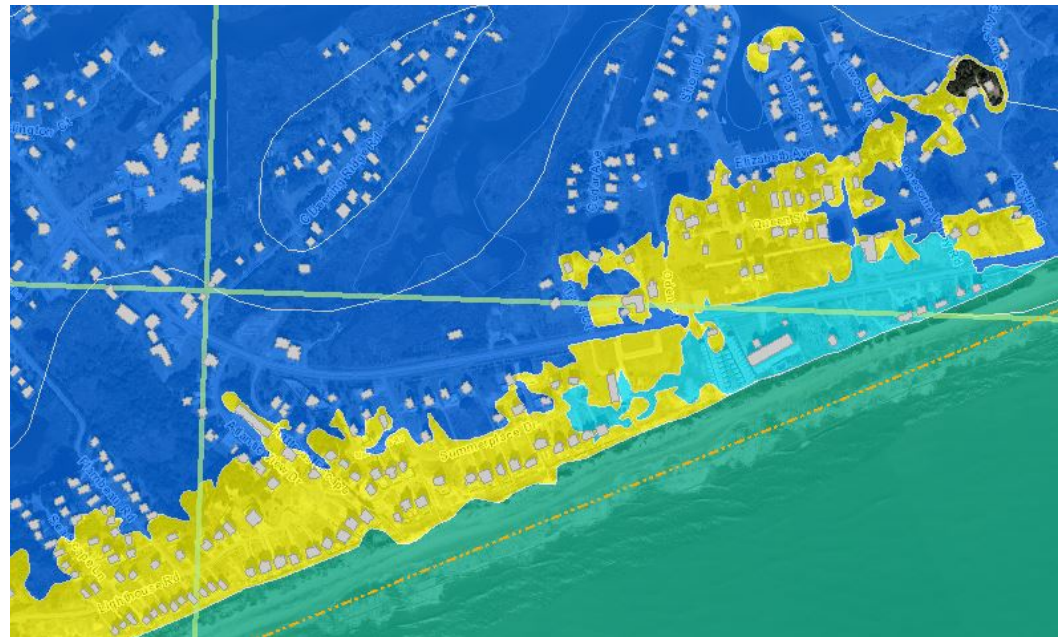
2006 Map Hatteras

-  AE 8 or AE 9
-  VE 8 or VE 10



2020 Map Hatteras


-  Shaded X Zone
-  AE 3 or AE 4
-  VE Zone
-  AO 2 Zone






# COLINGTON



2006 Map

-  AE 8
-  Shaded X

2020 Map

-  AE 4
-  Shaded X
- 



# Recommended Response to Maps

- VE zones--1-ft freeboard above BFE – no change.
- AE and AO zones–3-ft freeboard above BFE or to a local elevation standard (LES).
- Shaded X and X zones-elevated to local elevation standard. Current target is 8 feet.



# What is Correct Elevation?

- Historical review of previous flood maps.
- Consultation with local surveyors and engineers.
- Empirical knowledge of local flood events and elevation of impacted structures.
- Similar to BFEs of 2006 and other previous flood maps.

VILLAGE	1986 Maps	1993 Maps
RWS	AE 7, <b>AE8</b>	<b>AE8</b> , AE9, AE10, VE 11, VE12
Avon	<b>AE8</b>	<b>AE8</b>
Buxton	<b>AE8</b> , AE9	<b>AE8</b> , AE9
Frisco	AE 6, AE7, <b>AE8</b>	AE 7, <b>AE8</b>
Hatteras	AE 6	AE 6
Manteo Out	<b>AE8</b> , AE9, AE10, AE 11	<b>AE8</b> , AE9, AE10, AE 11
Wanchese	AE9, VE10, VE 11	AE9, AE 10, VE 11
MH/Mashoes	AE7, <b>AE8</b> , AE9	A&, <b>AE8</b> , AE9
East Lake	AE5, AE 6	AE5, AE6
Stumpy Point	AE4, AE5, AE6	AE4, AE5, AE6
Colington	AE9	AE9
Martin's Point	<b>AE8</b>	<b>AE8</b>

VILLAGE	2006 Maps	2020 Maps
RWS	<b>AE8</b> , AE9, VE9, VE11, Shaded X	AO1-2, AE4, AE5, VE10, X, Shaded X
Avon	<b>AE8</b> , AE9, VE9, VE10	AE4, X, Shaded X
Buxton	AE6, AE7, <b>AE8</b> , AE9, AE10, VE 10 VE 11, X, Shaded X	AE6, VE10, VE 11, X, Shaded X
Frisco	AE 6, AE7, <b>AE8</b> , AE9, VE8, VE9, VE10, X, Shaded X	AE6, X, Shaded X
Hatteras	AE7, <b>AE8</b> , AE9, VE8, VE10, Sh x	AO2, AE3, AE4, VE 10, X, Sh X
Manteo Out	AE7, <b>AE8</b> , VE10, X, Shaded X	AE4, X, Shaded X
Wanchese	<b>AE8</b> , AE9, AE10, VE 11, Sh X	AE4, AE6, X, Sh X, VE on islands
MH/Mashoes	AE5, AE6, VE8, X, Shaded X	AE4, X, Shaded X
East Lake	AE4	AE3, AE4, X, Shaded X
Stumpy Point	AE3, AE4, AE5, Shaded X	AE4, AE5, Shaded X
Colington	<b>AE8</b> , Shaded X	AE4, X, Shaded X
Martin's Point	AE7, Shaded X	AE4, AE5, X, Shaded X

# LES for Shaded X and X Zones

- Shaded X and X zone – elevation as if property was in an AE flood zone.
- First floor of living area (heated/conditioned space) at or above regulatory flood elevation (RFE).
- No heated/conditioned space in ground floor enclosures. Restricted to parking, access, and storage.

# LES Regulations

- Regulatory flood elevation measured at bottom of lowest floor. Utilities must be elevated above the regulatory flood elevation.
- Flood vents required in areas below regulatory flood level.
- Elevation certificate required.



# Examples—AE Zones

- AE zone--3 feet freeboard or elevated to 8 feet, whichever is higher.
- AE 6 plus 3 feet freeboard = 9 feet – first floor of living area at 9 feet.
- AE 4 plus 3 feet = 7 feet -- first floor of living area at 8 feet.
- Flood zone restrictions would also apply to areas below LES.

# Shaded X – X Zone Examples

- Shaded X or X--Elevation to 8 feet unless natural grade is 8 feet or more.
- Natural grade--5 feet = first floor of living area at 8 feet since natural grade less than 8 feet.
- Natural grade--9 feet. Can build at natural grade since it is higher than 8 feet.
- Other flood zone restrictions would apply for areas below LES.

# Existing Structures in Shaded X and X Zones

- Ground floor enclosures cannot be converted to conditioned space unless LES of 8 feet can be maintained.
- Lateral additions to existing structures – can be added at the same base elevation in effect at time of construction.
- Remodeling (no increase of footprint) -- at existing elevation of structure.

# Next Steps

- Instruct Planning Director to begin ordinance amendment procedures for consideration of LES regulations.
- Implement outreach activities for revised flood maps and ordinance amendments.
- Report to DCBC in April 2020 with detailed version of amendments.



*FEMA Grants Update*

**Description**

Brent Johnson, Project Manager, will update the Board of Commissioners on existing grant applications from HMGP Michael and HMGP Florence and potential grant opportunities with FMA 2019, PDM 2019 and HMGP Dorian. In addition, he will request to be designated as Dare County's applicant agent for PDM, FMA and HMGP FEMA Grants.

**Board Action Requested**

Motion to approve Brent Johnson as the Dare County Primary Designated Applicant Agent for FEMA grants, FMA, PDM and HMGP

**Item Presenter**

Brent Johnson, Project Manager

**RESOLUTION  
DESIGNATION OF APPLICANT'S AGENT**

North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Disaster Number:  
Dare County

Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):

Applicant's Fiscal Year (FY) Start 2020 Month: July Day: 1

Applicant's Federal Employer's Identification Number  
-

56-6000293

Applicant's Federal Information Processing Standards (FIPS) Number  
- -

NC 37-55

**PRIMARY AGENT**

**SECONDARY AGENT**

*Agent's Name **Brent Johnson***

Agent's Name  
Robert L. Outten

Organization  
County Of Dare

Organization  
County Of Dare

Official Position  
Project Manager

Official Position  
County Manager

Mailing Address  
PO Box 1000

Mailing Address  
PO Box 1000

City ,State, Zip  
Manteo, NC 27954

City ,State, Zip  
Manteo, NC 27954

Daytime Telephone  
252-475-5628

Daytime Telephone  
2524755811

Facsimile Number  
2524736655

Facsimile Number  
2524731817

Pager or Cellular Number  
7578976625

Pager or Cellular Number  
2522029540

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and **the assurances printed on the reverse side hereof**. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**GOVERNING BODY**

**CERTIFYING OFFICIAL**

Name and Title

Name

Name and Title

Official Position

Name and Title

Daytime Telephone

**CERTIFICATION**

I, \_\_\_\_\_, (Name) duly appointed and \_\_\_\_\_ (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of \_\_\_\_\_ (Organization) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# FEMA Grants Update

Hazard Mitigation Grant Program (HMGP)

Flood Mitigation Assistance (FMA)

Pre-Disaster Mitigation (PDM)

Brent Johnson, PMP

Project Manager

# Current and Future Grants

- HMGP Michael- Elevations
- HMGP Florence - Elevations
- FMA 2019
  - 15 Home Elevations
- PDM 2019
  - Generator Install- Frisco Admin Bldg and Baum Center
  - Stormwater Management Plan Update
- Proposed HMGP Dorian (Community Outreach 6 & 7 January)
  - Home Elevations
  - North End Storm Water
- Designation of Applicants Agent





*Consent Agenda*

**Description**

1. Approval of Minutes (12.16.19)
2. NCDOT Utility Relocation Agreement
3. Budget Amendment Approval for Community of Juvenile Services

**Board Action Requested**

Approval

**Item Presenter**

Robert Outten, County Manager



*Approval of Minutes*

**Description**

The Board of Commissioners will review and approve their previous Minutes, which follow this page.

**Board Action Requested**

Approve Previous Minutes

**Item Presenter**

Robert Outten, County Manager



# County of Dare

P.O. Box 1000 | Manteo, NC 27954

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## MINUTES

### DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

**5:00 p.m., December 16, 2019**

Commissioners present: Chairman Robert Woodard, Vice Chairman Wally Overman  
Rob Ross, Steve House, Jim Tobin, Danny Couch, Ervin Bateman

Commissioners absent: None

Others present: County Manager/Attorney, Robert Outten  
Master Public Information Officer, Dorothy Hester  
Clerk to the Board, Cheryl C. Anby

A full and complete account of the entire Board of Commissioners meeting is archived on a video that is available for viewing on the Dare County website [www.darenc.com](http://www.darenc.com).

At 5:00 p.m. Chairman Woodard called to order the regularly scheduled meeting with appropriate prior public notice having been given. He invited Rev. David Morris to share a prayer, and then he led the Pledge of Allegiance to the flag.

#### **ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE**

Following is a brief outline of the items mentioned by Chairman Woodard during his opening remarks, which can be viewed in their entirety in a video on the Dare County website:

- Recognized Troop 165 from Manteo, with Joe Heard and Scoutmaster Dennis Stewart, in attendance to work on their Citizenship in the Community Merit badge.
- Rotary Club presentation made to share upcoming plans for the new COA campus
- Honored to have delivered the eulogy for former Mayor of Kill Devil Hills Ray Sturza
- Attended the adult Christmas celebration at Baum Center
- Recognized “Room in the Inn” hosted at Sugar Creek with other restaurants participating, over 280 attendees who raised proceeds for support services for area homeless
- Addressed the Chamber of Commerce with the County’s projects
- He would be giving the State of the County address on January 15<sup>th</sup> at Captain Georges
- Wished fellow citizens a prosperous New Year and Merry Christmas

#### **ITEM 2 – PUBLIC COMMENTS**

At 5:09 p.m. the Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton.

No one responded to the invitation to address the Board in Manteo and there were no comments made in Buxton - The County Manager closed Public Comments at 5:10 p.m. By consensus, the Board agreed to handle Items 4, 5 & 6 out of sequential order so Item 3 could be heard as scheduled.

**ITEM 3 – PUBLIC HEARING –TEXT AMENDMENT TO HWY. 345 ZONING DIST., (Att. # 1)**

At 5:35 p.m. the Board held a Public Hearing to receive input concerning this agenda item. The Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton. Following is a summary of all citizen remarks, which can be viewed in their entirety in a video on the County website:

No one responded to the invitation to address the Board of Commissioners on this issue and there were no comments made in Buxton

The County Manager closed the Public Hearing at 5:34 p.m.

**MOTION**

Commissioner Bateman motioned that the Highway 345 Business zoning district text amendment for Dare Pits LLC be adopted as recommended by the Planning Board. A finding of consistency was also adopted as part of the motion and the consistency statement shall be part of the public record.

Vice Chairman Overman seconded the motion.

VOTE: AYES unanimous

**ITEM 4 – UPDATE ON PROPOSAL FOR DEVELOPMENT OF DREDGE MATERIAL MANAGEMENT PLAN**

Kenneth Willson, of APTIM Coastal Planning & Engineering, provided an update regarding the proposed study of spoil sites. Dredge material disposal needs for projects, not currently budgeted, need to be researched, especially since the Corps has approached County staff about capacity issues in the southern part of the Rollinson Channel, with a maintenance project slated for 2021/22. Additionally, a Corps project, around the same time, would target interior channels from Manteo to Wanchese. Updated proposals were presented to the Board, one based on the Rollinson Channel and the other based on Central Dare County channels, with need assessments, concept alternatives reviewed from Rodanthe to Hatteras Inlet, initial permitting applications and sediment analysis reports. Mr. Willson provided several area maps to provide imagery locations for dredge material management assessment. Alternative methods of disposal could include thin-layer placement in marshes, development of living shorelines, and utilization of spoil for future post-storm repairs or assistance in the stabilization of areas where shoreline erosion was problematic. The County Manager explained currently there was no request for funding, rather approval of the proposals to move towards the grant cycle process. Upon completion of the grants, staff would later present a request for funding of approximately \$100,000 to move forward with projects. Commissioner Tobin described a northern part of the Chesapeake Bay where a bird and oyster habitat had been developed with spoil material. County Manager explained there were current struggles with the Manteo project, with 65,000 cubic yards which needed disposal placement, and may have to be trucked out. Commissioner Ross asked about disposal options and Mr. Outten explained, until the studies were completed, the available option choices could not be delineated and some permitting processes could take ten years. Commissioner Couch added the ability to obtain the permits would be a significant first step to move forward with the projects. Mr. Willson noted there were some novel approaches for spoil, but it would take time and funding to evaluate. The proposals outline the costs long term to include initial permitting to be ready for upcoming projects and disposal options.

**ITEM 5 – SOUTHERN DARE COUNTY CHANNEL MAINTENANCE AND DREDGE MATERIAL MANAGEMENT PERMITTING PROJECT**

Brent Johnson, Waterways Admin., Proj. Mgr., requested approval for a grant submission to NC DEQ Shallow Draft Navigation Grant to assist in the cost share for the Southern Dare County Channel Maintenance and Dredge Material Management Permitting Project.

**ITEM 6 – CENTRAL DARE COUNTY CHANNEL MAINTENANCE AND DREDGE MATERIAL MANAGEMENT PERMITTING PROJECT**

Brent Johnson, Waterways Admin., Proj. Mgr., requested approval for a grant submission to NC DEQ Shallow Draft Navigation Grant to assist in the cost share for the Central Dare County Channel Maintenance and Dredge Material Management Permitting Project.

**MOTION**

Commissioner House motioned to approve both APTIM proposals to allow for the submission of the grants for both the Central Dare County and Southern Dare County channel areas for maintenance and dredge material management permitting projects described in Item 5 and Item 6.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

**ITEM 7 – REQUEST FOR LATE APPLICATION FOR 2019 PROPERTY TAX EXEMPTION OR EXCLUSION**

Assistant County Assessor, Hosea Wilson, and Maggie Dennis, Sr. Property Appraiser outlined a late application for tax relief for Wanda M. Best and explained the circumstances related to its late filing and request for tax relief. The taxpayer's husband had died and they had qualified for relief in 2017. Due to the change in ownership after her husband's death, she needed to requalify and her health prevented the timely filing.

**MOTION**

Vice Chairman Overman motioned to accept the late application of Wanda M. Best and approve the 2019 property tax relief request.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

**ITEM 8 – RELEASE FOR SETTLEMENT OF STATE ATTORNEY GENERAL'S LAWSUIT VERSUS UBS AG (Att. #2)**

Mr. Outten, outlined that after the termination of two basis swaps and two swaptions with UBS AG in 2011, there had been two lawsuits filed against UBS AG alleging manipulation of interbank offering rates and LIBOR, which would have lowered counterparty's savings. The first lawsuit, a class action suit, had been settled with the County receiving \$20,089. The second lawsuit, brought by forty-one State attorney generals against USB AG, had been settled and Dare County's share would be \$111,454.23.

**MOTION**

Commissioner House and Bateman motioned to approve the release and authorize the County Manager to execute the release.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

**ITEM 9 – CONSTRUCTION MANAGER AT RISK CONTRACT FOR COLLEGE OF THE ALBEMARLE PROJECT**

County Manager outlined staff had reviewed both the contract and general conditions of the Barnhill Contracting Company and made changes consistent with the Animal Shelter and DHHS contracts recently approved. An amendment to the capital project budget in the amount of \$109,089 for preconstruction services fee was also presented.

**MOTION**

Vice Chairman Overman motioned to approve the contract, authorize the County Manager to execute same and adopt the amendment to the capital project ordinance.

Commissioner Couch and House seconded the motion.

VOTE: AYES unanimous

**ITEM 10– UNC CHAPEL HILL SCHOOL OF GOVERNMENT – ESSENTIAL HOUSING NEEDS PRE-DEVELOPMENT & OPPORTUNITY SITE IDENTIFICATION**

County Manager explained the UNC School of Government, through their Development Finance Initiative (DFI) offered predevelopment partnerships to communities which evaluate opportunities to provide essential housing units affordable to various income levels. DFI provided a two-phase proposal with scope of services, timeline and cost estimates for consideration. Vice-Chairman Overman and Commissioner Ross had joined the County Manager recently and discussed the programs available through UNC SOG. They offered a two-phase proposal, which included attracting and soliciting the market and developers, identification of sites, eligibility of tax credits together with income demographic study. Commissioner Ross asked about the timeline for the process and the County Manager advised the short term would be approximately 90-120 days with an anticipated term of 60-90 days for the Bowserstown site. Commissioner Ross endorsed the proposal and added UNC provide their unbiased, properly motivated assistance to counties with this service across the state. Vice-Chairman Overman indicated the group also commits themselves throughout the projects' progression. Commissioner House added other counties that had utilized the NC SOG development suggestions had returned high recommendations.

**MOTION**

Vice Chairman Overman motioned to move forward with the presented proposal from UNC Chapel Hill School of Government.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

**ITEM 11– CONSENT AGENDA**

The Manager announced the items as they were visually displayed in the meeting room.

**MOTION**

Commissioner House and Ross motioned to approve the Consent Agenda:

- 1) Approval of Minutes (12.02.19) **(Att. # 3)**
- 2) Health & Human Services – Public Health Division, Community Linkages to Care (CLC) for Overdose Prevention and Response Grant
- 3) Tax Collector's Report
- 4) NC Governor's Highway Safety Program Local Governmental Resolution **(Att. #4)**
- 5) Retirement of Deputy Sheriff K-9 Diablo

Commissioner Bateman seconded the motion.

VOTE: AYES unanimous

## **ITEM 12 – BOARD APPOINTMENTS**

### 1) Dare County Transportation Advisory Board

Commissioner House motioned to appoint George Carver, Jr. to fill one of the Public Business Sector vacancies.

Commissioner Couch seconded the motion.

VOTE: AYES unanimous

### 2) Dare County Joint Community Advisory Committee

Commissioner Tobin motioned to appoint both Amber Jennings and Bonnie Bennett to a one year term.

Commissioner House seconded the motion.

VOTE: AYES unanimous

## **ITEM 13 – COMMISSIONERS' BUSINESS & MANAGER'S/ATTORNEY'S BUSINESS**

Commissioners and the County Manager frequently make extensive remarks, which can be viewed in their entirety in a video on the Dare County website. Following is a brief summary:

### Vice Chairman Overman

- He attended a mental health conference which had many good speakers to include Secretary Mandy Cohen. She discussed the Medicaid transformation to managed care, which remains suspended in North Carolina due to the government budget impasse.
- He also wished everyone a Merry Christmas.

### Commissioner Bateman

- He wished everyone a Merry Christmas and Happy New Year.
- Attended the Candy Bomber reenactment at the airport, where candy bars dropped with parachutes. This was originally done after World War II, during a time of hardship for the children of Germany.

### Commissioner Couch

- Recognized that December 17 was the 116<sup>th</sup> anniversary of the 1907 first flight of Wilbur and Orville Wright, which was one of mankind's greatest achievements.
- He offered Merry Christmas wishes to all.

### Commissioner Tobin

- He attended the Workboat Show in New Orleans with County Manager and Commissioner House. They met with seven shipbuilders and gleaned valuable information which would be helpful with the upcoming RFP for the dredge.
- Wished everyone a Merry Christmas and Happy Hanukah

### Commissioner Ross

- Attended the Rotary Club luncheon, addressed by Sen. Steinburg who spoke about the area penal system and penitentiaries. As the chairman of the Select Committee on Prison Safety, the Senator remained highly engaged with intentions to visit all area prison sites.
- He would be participating in the annual Dare County Center Toy Drive to pass out gifts.
- Expressed condolences to the family of former Currituck Commissioner Marion J. Gilbert.
- Meetings continue with the Tourism Board to work through identification of the goals for the new event site.

Commissioner House

- Commended the ten-year service of K9 Diablo and reminded this was the time of year to donate toys/food or just visit the local pets at the shelters during the holidays.
- Provided recognition, photos and memories of Sammy Pleger, a retired Dare County medical flight pilot, who recently died.

**MANAGER’S/ATTORNEY’S BUSINESS**

County Manager outlined a holiday debris schedule with more details available on the County website. He announced Dominion Power, in response to the County resolution adopted on September 16, 2019, had provided their intent to install several metal poles and underground service on the south side of the causeway with completion targeted before next hurricane season.

Mr. Outten also noted the Stormwater Management Plan was old and FEMA grant funds were available to absorb some of the cost. He asked the Board’s permission to move forward and apply for the funds.

**MOTION**

Commissioner House motioned to move forward with application for funds to assist with the cost of updating the Stormwater Management Plan.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

Dorothy Hester wished the Board and County Happy Christmas and provided a reminder of the State of the County address to be given on January 15, 2020 at Cpt. Georges. The census preparation was moving forward with the count beginning April 1, 2020.

At the conclusion of the meeting, Chairman Woodard asked for a motion to adjourn.

**MOTION**

Commissioner House motioned to adjourn the meeting.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

At 6:15 p.m., the Board of Commissioners adjourned until 9:00 a.m., January 6, 2020.

Respectfully submitted,

[SEAL]

By: \_\_\_\_\_  
Cheryl C. Anby, Clerk to the Board

APPROVED: By: \_\_\_\_\_  
Robert Woodard, Sr., Chairman  
Dare County Board of Commissioners

Note: Copies of attachments (Att.), ordinances, resolutions, contracts/presentations, and supporting material considered by the Board at this meeting are on file in the office of the Clerk to the Board.





*NCDOT Utility Relocation Agreement*

**Description**

The Dare County Water Department is requesting that the NCDOT Utility Relocation Agreement (URA) be approved for water line realignment on West Kitty Hawk Road for new culvert placement.

**Board Action Requested**

Approval

**Item Presenter**

Pat Irwin

\*\*\*\*\*

**UTILITY RELOCATION AGREEMENT**

**NCDOT HIGHWAY WBS ELEMENT NO.** \_\_\_\_\_

**TRANSPORTATION IMPROVEMENT PROGRAM NO.** \_\_\_\_\_

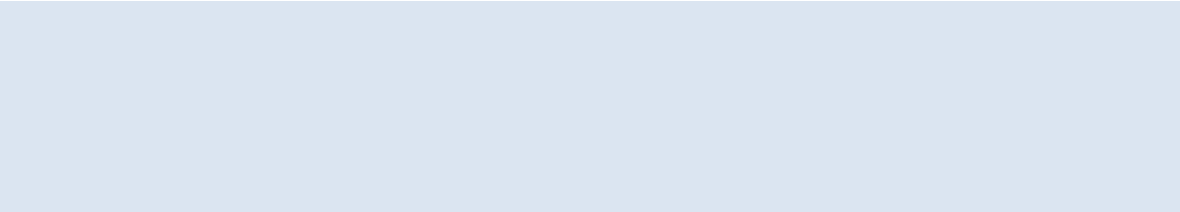
**COUNTY** \_\_\_\_\_

\*\*\*\*\*

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the DEPARTMENT, and \_\_\_\_\_ Inc. hereinafter referred to as the COMPANY:

**WITNESSETH:**

**THAT WHEREAS, the DEPARTMENT will submit a project for construction as follows:**



known as route \_\_\_\_\_ in \_\_\_\_\_ County, North Carolina to be designated as N.C. State Highway Project and/or WBS Element \_\_\_\_\_ and, WHEREAS, the construction of said project will require certain adjustments to be made to the existing facilities of the COMPANY;

**NOW, THEREFORE, in order to facilitate the orderly and expeditious relocation of the said facilities of COMPANY, the DEPARTMENT and the COMPANY have agreed as follows:**

**1. That the scope, description, and location of work to be undertaken by the COMPANY are as follows**

**2. That any work performed under this agreement shall comply with DEPARTMENT's "POLICIES AND PROCEDURES FOR ACCOMMODATING UTILITIES ON HIGHWAY RIGHTS OF WAY" dated January 1, 1975, and such amendments thereto as may be in effect at the date of this agreement. The work to be performed by the COMPANY shall conform with Federal Highway Administration's Federal-Aid Policy Guide, Subchapter G, Part 645, Subpart A hereinafter referred to as FAPG dated December 9, 1991, and such amendments thereto as may be in effect at the date of this agreement. The provisions of said FAPG and amendments thereto are incorporated in this agreement by reference as fully as if herein set out. Any work performed under this agreement not in compliance with FAPG shall constitute unauthorized work and the DEPARTMENT shall be relieved of participating in the costs of such unauthorized work unless such work is done pursuant to a supplemental agreement attached to and made a part hereof.**

**3. That the COMPANY will prepare an estimate, broken down as to estimated cost of labor, construction overhead, materials and supplies, handling charges, transportation and equipment, rights of way, preliminary engineering and construction engineering, including an itemization of appropriate credits for salvage and betterments, and accrued depreciation all in sufficient detail to provide the DEPARTMENT a reasonable basis for analysis. Unit costs, such as broad gauge units of property, may be used for estimating purposes where the COMPANY uses such units in its own operations. The COMPANY will also prepare plans, sketches or drawings showing their existing facilities, temporary and permanent changes to be made with reference to the DEPARTMENT's new right of way using appropriate nomenclature, symbols, legend, notes, color coding or the like. The before mentioned estimate and plans are attached hereto and made a part hereof. The DEPARTMENT will not reimburse the COMPANY for any utility relocations or changes not necessitated by the construction of the highway project, nor for changes made solely for the benefit or convenience of the COMPANY, its contractor, or a highway contractor.**

**4. That the DEPARTMENT's authority, obligation, or liability to pay for relocations as set forth in this agreement is based on the COMPANY having a right of occupancy in its existing location by reason of the fee, an easement or other real property interest, the damaging or taking of which is compensable in eminent domain.**

5. That payment for all work done hereunder shall be made in accordance with the requirements of FAPG unless payment is being made pursuant to a supplemental agreement attached to and made a part of this agreement.

6. That the construction work provided for in this agreement will be performed by the method or methods as specified below:

BY COMPANY'S REGULAR FORCE: The COMPANY proposes to use its regular construction or maintenance crews and personnel at its standard schedule of wages and working hours in accordance with the terms of its agreement with such employees.

BY EXISTING WRITTEN CONTINUING CONTRACT: The COMPANY proposes to use an existing written continuing contract under which certain work as shown by the COMPANY's estimate is regularly performed for the COMPANY and under which the lowest available costs are developed.

BY CONTRACT: The COMPANY does not have adequate staff or equipment to perform the necessary work with its own forces. The COMPANY proposes to award a contract to the lowest qualified bidder who submits a proposal in conformity with the requirements and specifications for the work to be performed as set forth in an appropriate solicitation for bids.

7. a. It is contemplated by the parties hereto that the construction of this State Highway Project will begin on or about the \_\_\_ day of \_\_\_\_\_, \_\_\_\_.

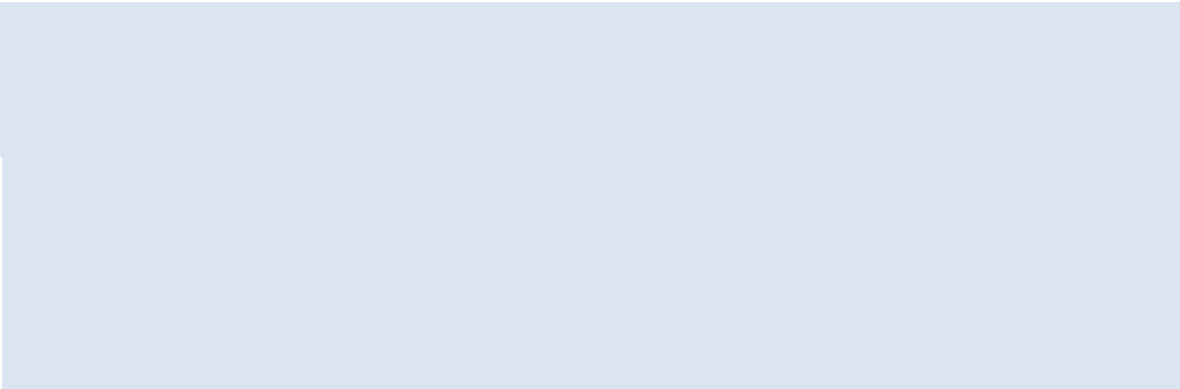
b. Based on the best information available at the present time to the COMPANY, indicate applicable paragraph below:

\_\_\_ Materials are available and it is expected that work will be complete prior to highway construction.

\_\_\_ All work will take place during highway construction and arrangements for said work will be coordinated with highway construction operations at preconstruction conference.

\_\_\_ Work will begin promptly upon notification by DEPARTMENT; however, it is not expected to be complete prior to highway construction. Any remaining work will be coordinated with highway construction operations at preconstruction conference.

\_\_\_ Other (Specify)



8. That the method used by the COMPANY in developing the relocation costs shall be as indicated by Paragraph (a), (b), or (c) as follows:

- a.  Actual direct and related indirect costs accumulated in accordance with a work order accounting procedure prescribed by the applicable Federal or State regulatory body.
- b.  Actual direct and related indirect costs accumulated in accordance with an established accounting procedure developed by the COMPANY and approved by the DEPARTMENT.
- c.  On a lump-sum basis where the estimated cost to the DEPARTMENT does not exceed \$100,000.00. Except where unit costs are used and approved, the estimate shall show such details as man-hours by class and rate; equipment charges by type, size, and rate; materials and supplies by items and price; and payroll additives and other overhead factors.

9. Indicate if (a) or (b) is applicable:

- a.  That the replacement facility is not of greater functional capacity or capability than the one it replaces, and includes no COMPANY betterments.
- b.  That the replacement facility involves COMPANY betterments, or is of greater functional capacity or capability than the one it replaces.

10. That the total estimated cost of the work proposed herein, including all cost to the DEPARTMENT and COMPANY less any credit for salvage, is estimated to be ----- \$ \_\_\_\_\_

The estimated non-betterment cost to the DEPARTMENT, including all cost less any credits for salvage, betterments, accrued depreciation and additional work done by the COMPANY will be ----- \$ \_\_\_\_\_

The estimated cost to the COMPANY including betterments, and any additional work done by the COMPANY will be ----- \$ \_\_\_\_\_

*(The above costs shall be supported by attached estimate and plans)*

11. That in the event it is determined there are changes in the scope of work, extra work, or major changes from the statement of work covered by this agreement, reimbursement shall be limited to costs covered by a modification of this agreement or a written change or extra work order approved by the DEPARTMENT.

**12. Periodic progress billings of incurred costs may be made by COMPANY to the DEPARTMENT not to exceed monthly intervals; however, total progress billing payments shall not exceed 95% of the approved non-betterment estimate. Progress billing forms may be obtained from the Area Utility Agent.**

**13. One final and detailed complete billing of all cost shall be made by COMPANY to the DEPARTMENT at the earliest practicable date after completion of work and in any event within six months after completion of work. The statement of final billing shall follow as closely as possible the order of the items in the estimate portion of this agreement.**

**14. That the DEPARTMENT shall have the right to inspect all books, records, accounts and other documents of the COMPANY pertaining to the work performed by it under this agreement at any time after work begins and for a period of 3 years from the date final payment has been received by the COMPANY.**

**15. That the COMPANY obligates itself to erect, service and maintain the facilities to be retained and installed over and along the highway within the DEPARTMENT right of way limits in accordance with the mandate of the Statute and such other laws, rules, and regulations as have been or may be validly enacted or adopted, now or hereafter.**

**16. That if, in the future, it becomes necessary due to highway construction or improvement to adjust or relocate utilities covered in this agreement being relocated at DEPARTMENT expense that are crossing or otherwise occupying highway right of way, the non-betterment cost of same will be that of the DEPARTMENT.**

**17. That if, at any time, the DEPARTMENT shall require the relocation of or changes in the location of the encroaching facilities covered in this agreement being relocated at COMPANY expense, the COMPANY binds itself, its successors and assigns, to promptly relocate or alter the facilities, in order to conform to the said requirements, without any cost to the DEPARTMENT.**

**18. That the COMPANY agrees to relinquish their rights in that portion of right of way vacated by their existing facilities now absorbed within DEPARTMENT right of way.**

**19. Proper temporary and permanent measures shall be used to control erosion and sedimentation in accordance with all local, State and Federal regulations.**

**20. The COMPANY agrees to comply with the environmental rules and regulations of the State of North Carolina. Violation to the NC Sedimentation Pollution Control Act, Clean Water Act, NC Coastal Management Act, or other environmental commitment outlined in the project permits may result in work stoppage, penalties and/or construction delays.**

**21. The COMPANY agrees to comply with Buy America. United States Codes (USC) 313 and Code of Federal Regulations 23 CFR 635.410: Requires the use of domestic steel and iron in all federally funded construction projects.**

**IN WITNESS WHEREOF, the parties hereby have affixed their names by their duly authorized officers the day and year first above written.**

**DEPARTMENT OF TRANSPORTATION**

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ATTEST OR WITNESS**

\_\_\_\_\_  
**(NAME OF COMPANY)**

**BY:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.**

Form UT 16.8  
Rev.06/29/18



*Budget Amendment Approval for Community of Juvenile Services*

**Description**

North Carolina "Raise the Age" Expansion funds for fiscal year 2019/2020 have been approved and accepted by the Dare County Juvenile Crime Prevention Council. The JCPC has approved the amount of \$13,998 to be allocated to the Community of Juvenile Services to adequately deliver services to the target population.

**Board Action Requested**

Request approval of the updated County Funding Plan with required signature from Chairman of the Board of Commissioners. Chairman of JCPC will sign at our next meeting on 1/14/20.

**Item Presenter**

Shannon Glaser.



## Dare County NC DPS - Community Programs - County Funding Plan

Available JCPC Funds: \$ 88,429  
 Raise the Age Expansion Funds: \$ 17,349

Local Match: \$ 24,993 Rate: 30%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	New 19-20 Total DPS Funds	Original 19-20 DPS Funds	DPS-RtA Expansion Funding	LOCAL FUNDING			OTHER	OTHER	Total
					County Cash Match	Other Local Cash Match	Local In-Kind	State/ Federal	Funds	
1	Services - Teen Court, Restitution, Counseling & Assessment	\$79,938	\$65,940	\$13,998			\$21,255			\$101,193
2	Pathways to Resilience	\$10,340	\$10,340				\$3,738			\$14,078
3	JCPC Certification	\$15,500	\$12,149	\$3,351						\$15,500
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
<b>TOTALS:</b>		<b>\$105,778</b>	<b>\$88,429</b>	<b>\$17,349</b>			<b>\$24,993</b>			<b>\$130,771</b>

The above plan was derived through a planning process by the \_\_\_\_\_ Dare County  
 Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 19-20

Amount of Unallocated JCPC Funds \_\_\_\_\_  
 Amount of Unallocated RtA Expansion Funds \_\_\_\_\_  
 Amount of funds reverted back to DPS \_\_\_\_\_  
 Discretionary Funds added \_\_\_\_\_

Check type:  Initial plan  Update  Final

\_\_\_\_\_  
 Chairperson,  
 Juvenile Crime Prevention Council (Date)

\_\_\_\_\_  
 Chairperson, Board of County Commissioners (Date)  
 or County Finance Officer

-----DPS Use Only-----	
Reviewed by _____ Area Consultant	_____ Date
Reviewed by _____ Program Assistant	_____ Date
Verified by _____ Designated State Office Staff	_____ Date

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# **DARE COUNTY**

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## **BUDGET AMENDMENT**

**F/Y 2019/2020**

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Revenues:</u>					
Department: Youth Services					
JCPC-Juvenile Services	103665	421200	00060	13,998	
 <u>Expenditures:</u>					
Professional Services	104665	510900	00060	9,125	
Supplies	104665	513302	00060	500	
Other Services	104665	551600	00060	4,373	

**Explanation:**

North Carolina "Raise the Age" Expansion funds for fiscal year 2019/2020 have been approved and accepted by the Dare County Juvenile Crime Prevention Council. The JCPC has approved the amount of \$13,998 to be allocated to the Community of Juvenile Services to adequately deliver services to the target population.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

Date: \_\_\_\_\_

County Manager: \_\_\_\_\_

Date: \_\_\_\_\_

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_



*Board Appointments*

**Description**

The following Boards and Committees have appointments or reappointments this month.

1. Commission for Working Watermen
2. Dare County Tourism Board

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager



*Commission for Working Watermen*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

January, 2020

**BOARD APPOINTMENTS**

**DARE COUNTY COMMISSION FOR WORKING WATERMEN**

**(Three Year Terms)**

The following have terms to expire this month:

**Dewey Hemilright**

(Commercial Fisherman)  
(Current Term 1/19 – 1/20)  
(Originally Apptd. 1/19)

**Joe Wilson**

(Commercial Fisherman)  
(Current Term 1/19 – 1/20)  
(Originally Apptd. 1/19)

**Both would like to be reappointed.  
Their terms will be for three years.**

**There is also a vacancy on the Commission.**

**Vacancy**

(Science Advisor, Non-Voting)

**Applications on file for:**

**Sandy Kuhl-Griffio, Sharon Kennedy and Charles Locke**

Other Members:  
See attached list

**COMMISSION FOR WORKING WATERMEN**

(Staggered Terms)

This Commission works to protect and enhance the commercial fishing industry in Dare County. The Commission monitors and advises the Dare County Board of Commissioners regarding pending or proposed laws, rules, regulations, fishery management plans and coastal habitat plans, as they relate to commercial fishing in the County.

<b><u>MEMBERS</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Jamie Reibel (Charter Boat Captain) 305 Sir Walter Raleigh St. Manteo, NC 27954 252-473-8051 <a href="mailto:phideaux@charter.net">phideaux@charter.net</a>	1/21	Apptd. 1/19
Joe Wilson (Commercial Fisherman) 379 ER Daniels Road Wanchese, NC 27981 252-473-1235  (Non-Voting Science Advisor) vacant	1/20	Apptd. 1/19
Dewey Hemilright (Commercial Fisherman) P.O. Box 667 Wanchese, NC 27981 252-473-0135 <a href="mailto:fvtarbaby@embargmail.com">fvtarbaby@embargmail.com</a>	1/20	Apptd. 1/19
Steve House, Chairman (Commissioner Rep.) 288 N. Dogwood Trail P.O. Box 1093 Southern Shores, NC 27949 252-216-8985 <a href="mailto:Steve.house@darenc.com">Steve.house@darenc.com</a>	1/21	Apptd. 1/19
Alana Harrison (Fish House Dealer) P.O. Box 522 Hatteras, NC 27943 252-986-2039 <a href="mailto:Alanaharrison22@gmail.com">Alanaharrison22@gmail.com</a>	3/22	Appt. 3/19
Amanda Hooper Walters (Commercial Fisherman)	5/22	Appt. 5/19



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Janice Williams, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to janicew@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County Comm Working Watermen

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Sandy Kuhl-Griffin

Address 323<sup>rd</sup> ER Daniels

City/State/Zip Wanchese NC 27981

Email Address Kuhlbreze60@gmail.com

Telephone Home: 252-473-8623

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: AB-Ferry NC Hatteras

Business Address: \_\_\_\_\_

Educational background:

Associate's degree (business) COA

Business and civic experience and skills:

owned operator charter business/commercial fishing / sight seeing



Other Boards/Committees/Commissions on which you presently serve:

N/A

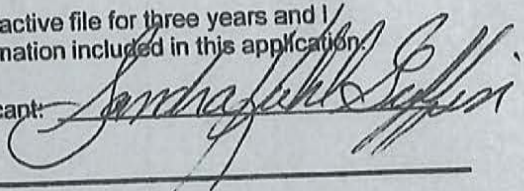
REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Tim Jennette	Capt (Ferry)	47411 Flowers Rd. Buxton	305-4436
Joe Sherling	Retired US Army	295 Batson NN VA	757-358-4062
Paul Spencer	Owner-Spencer Yts.	Wanchese-	202-2628

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 10-25-2018 Signature of applicant:



FOR OFFICE USE ONLY:

Date received: 10-25-18



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice net fisherman

2<sup>nd</sup> choice Gill net

3<sup>rd</sup> choice Crabber

Name Sharon Peele Kennedy

Address Box 530

City/State/Zip Buxton NC 27920

Email Address horizonseeker@hotmail.com

Telephone Home: 252-305-5592

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Blue Collar Cook Radio, Cooking educate

Business Address: \_\_\_\_\_

Educational background:

1-12 Vocation

Business and civic experience and skills:

Bed & Breakfast, Lifetime Commerical Fishing  
Restaurant, event organizer Family

Other Boards/Committees/Commissions on which you presently serve:

nc. Catch  
\_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Belinda Willis	Lee Robinson	theeas	255-986-7
Pam Staffel	Shore Details	Frisco	252-216-82
Missie Smith	MAXX Radio	Nags head.	252-449-6

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 10-19-18 Signature of applicant: Sharon P. Kennedy

FOR OFFICE USE ONLY:

Date received: 10-22-18

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Janice Williams, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to janicew@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice Commission for Working Watermen

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name CHARLES THOMAS LOCKE

Address P.O. Box 761 139 PINE Rd.

City/State/Zip WANHESE, N.C. 27981

Email Address OBXLOCKE@AOL.com

Telephone Home: N/A

Business: 252 982-6488

Resident of Dare County:  yes  no

Occupation: Commercial Fisherman

Business Address: Wanheese, N.C.

Educational background:

High School Diploma

Business and civic experience and skills:

3rd Generation Waterman / Full time Commercial Boat Owner / OPERATOR SINCE 1995



Other Boards/Committees/Commissions on which you presently serve:

NC. Finfish Committee on Bath STRIPED MULLET AND SEA MULLET

Large WHALE TRT MEMBER / H.M.S. SHARK RESEARCH PARTICIPANT LAST 8 YEARS

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Sara Mirabilio</u>	<u>fisheries specialist</u>	<u>NC Sea Grant Extension Program,</u>	<u>252-475-5488 (office)</u>
<u>Susan West</u>	<u>freelance journalist &amp; community activist</u>	<u>PO Box 699, Manteo, NC 27954</u>	<u>252-995-4131 (home/cell)</u>
<u>BENNY ONEAL</u>	<u>ONEALS SEA HARVEST</u>	<u>Ponyton, NC 27920</u>	<u>252 473-3030</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 10/20/18 Signature of applicant: Charles James Forke

FOR OFFICE USE ONLY:

Date received: 10-22-18

**HAND DELIVERED BY  
SARA MIRABILIO 10/22/18**



*Dare County Tourism Board*

**Description**

See Attached Summary

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager

**BOARD APPOINTMENTS**

**TOURISM BOARD**

(Two Year Term)

**The following have terms that expire this month:**

**George Banks, III, Member at Large**

(Current Term 1/18-1/20, Originally Apptd. 12/15)

**Wally Overman, Commissioner**

(Current Term 1/18-1/20, Originally Apptd. 12/15)

**Mr. Banks and Mr. Overman are not eligible for reappointment,  
as they have served two consecutive two-year terms.**

**The following individuals have submitted applications:**

**Judy Y. Banks, John Windley, Daniel Lewis, John Power, Lynne McClean, John Towler,  
D. Reide Corbett, Carl Classen, Aida Doss Havel, Allen Moran, Darrell Collins,  
Christine E. Walker, Michael Siers, Benjamin Cahoon, Stephanie Walker, Christopher Toolan,  
James M. Conners, Gary McDonald, Tim Cafferty and Terence L. Gray**

**Commissioner Ervin Bateman is interested in filling Commissioner vacancy.**

.....  
**Bambos Charalambous**

**Dare County Restaurant Association**

(Current Term 1/18 – 1/20, Originally Apptd. 12/15)

**Mr. Charalambous is not eligible for reappointment.**

**He has served two consecutive two-year terms.**

The DC Restaurant Assoc. has submitted three names and applications for consideration:

**Karen Loopman-Davis, Madalyn Roberts and Donny King**

**The DC Restaurant Assoc. recommends appointment of Karen Loopman-Davis**

.....  
**Webb Fuller**

**Town of Nags Head**

(Current Term 1/18 – 1/20)

**Mr. Fuller is eligible for reappointment**

**The Town of Nags Head recommends appointment of Commissioner Webb Fuller.**

**Mike Hogan**

**Town of Kill Devil Hills**

(Current Term 1/18 – 1/20, Originally Apptd. 12/15)

**Mr. Hogan is not eligible for reappointment  
as he has served two consecutive two-year terms.**

The Town of Kill Devil Hills has submitted three names and applications for consideration:  
Commissioners Ivy Ingram, John Windley and Bernard “B.J.” McAvoy

**The Town of Kill Devil Hills recommends appointment of Commissioner Ivy Ingram.**

.....  
**William “David” Pergerson**

**Outer Banks Association of Realtors**

(Current Term 1/18 – 1/20, Originally Apptd. 1/18)

**Mr. Pergerson is eligible for reappointment**

The Outer Banks Association of Realtors have submitted two names  
and applications for consideration:  
Doug Brindley and Colleen Shriver

**The Outer Banks Association of Realtors recommends appointment of Doug Brindley.**

.....  
**Jeff Pruitt**

**Town of Kitty Hawk**

(Current Term 1/18 – 1/20, Originally Apptd. 1/18)

**Mr. Pruitt is eligible for reappointment.**

**The Town of Kitty Hawk recommends reappointment of Jeff Pruitt.**

.....  
**Christopher Nason**

**Town of Southern Shores**

(Current Term 1/19 – 1/21)

**Mr. Nason does not wish to complete his term.**

The Town of Southern Shores has submitted three names and applications for consideration:  
**Leo Holland, Elizabeth Morey and Jim Connors**

**The Town of Southern Shores recommends  
Councilman Leo Holland be appointed to complete Mr. Nason’s Term.**

**DARE COUNTY TOURISM BOARD**

(Two Year Term)

Effective January 1, 1992

**The Tourism Board promotes travel to and tourism in Dare County and it's municipalities. Their objective is to promote and encourage tourism in Dare County with the aim of increasing visitation and revenue.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Myra Ladd-Bone 3053 Creek Rd. Kitty Hawk, NC 27949 252-202-5689 (Cell) 252-449-5360 (O) Outer Banks Chamber of Commerce	1-21	Apptd. 12-16 Reapptd. 1-19
<b>Bambos Charalambous</b> 530 W. Aycock St. Kill Devil Hills, NC 27948 715-05117 (H) 480-6677 (O) Bambos.charalambous@captaingeorges.com DC Rest. Assoc.	<b>1-20</b>	Apptd. 12-15 Reapptd. 1-18
Jamie Chisholm 525 West Landing Drive Kill Devil Hills, NC 27948 305-9547 (H), 261-1290 ext. 191 (O) Jamie.Chisholm@Hilton.com OB Hotel/Motel Asso.	1-21	Apptd. 1-19
<b>William "David" Pergerson</b> 104 Post Oak Court Kill Devil Hills, NC 27948 722-5099 (H) 261-3934 (O) David.pergerson@carolinadesigns.com OB Asso. of Realtors	<b>1-20</b>	Apptd. 1-18
Chuck Burdick 148 Whistling Swan Drive Duck, NC 27949 261-7576 (H) 261-8555 (O) chuckbjr@gmail.com Town of Duck	1-21	Apptd. 1-19
Christopher K. Nason 72 Trinitie Trail Southern Shores, NC 27949 599-2996 (H) 441-6767 (O) cnason@souther shores_nc.gov Town of Southern Shores	1-21	Apptd. 1-18 Reapptd. 1-19
<b>Jeff Pruitt</b> 3890 Poor Ridge Road Kitty Hawk, NC 27949 261-9055 (H) 207-9055 (cell) Town of Kitty Hawk	<b>1-20</b>	Apptd. 1-18



<p><b>Mike Hogan</b> 1-20  809 Sixth Avenue  Kill Devil Hills, NC 27948  mike@obxpix.com  256-0036 (H)  Town of Kill Devil Hills</p>	<p>Apptd. 12-15  Reapptd. 1-18</p>
<p><b>Webb Fuller</b> 1-20  P.O. Box 1003  Nags Head, NC 27959  441-5922 (H) 305-9322 (O)  webbfuller@charter.net  Town of Nags Head</p>	<p>Apptd. 1-18</p>
<p>Bobby Owens 1-21  PO Box 505  Manteo, NC 27954  473-2721 (H)  Town of Manteo</p>	<p>Apptd. 1-18  Reapptd. 1-19</p>
<p><b>Wally Overman</b> 1-20  549 Skyco Rd.  Manteo, NC 27954  473-3433 (H)  DC Commissioner</p>	<p>Apptd. 12-14  Reapptd. 12-15, 1-18</p>
<p>Pat Weston 1-21  P.O. Box 976  Avon, NC 27915  252-995-6523 (H), 252-305-1705  Hatteras Island  Member at Large</p>	<p>Apptd. 12-16  Reapptd. 1-19</p>
<p><b>George Banks III</b> 1-20  P.O. Box 367  Hatteras, NC 27943  986-2709 (H), 475-0297 (O)  Member at Large</p>	<p>Apptd. 12-15  Reapptd. 1-18</p>

**NOTES:**

**MEETING INFO:** 3<sup>rd</sup> Thursday of each month, 9:00 a.m., 1 Visitors Center Circle, Manteo, NC

**CONTACT INFO:** Myra Ladd-Bone, Chair  
Lee Nettles, Director, Outer Banks Visitors Center

**MEMBERS COMPENSATED:** \$125 per meeting-Steering Committee Members, \$100 per meeting–other members

**TERM LIMITS:** Members may only serve 2 consecutive 2-year terms

Some members were appointed for one year in order to stagger the terms (1992)

Luther Daniels was apptd. 1/92 and resigned 5/92. Gus Granitzki was appointed to fill unexpired term. Stuart Bell replaced RV Owens III 11/92; Terrence Gray replaced Cecil Williams 11/92. Geneva Perry apptd. to fill unexpired term of Ozzie Gray 7/93. Don Bryan replaced Geneva Perry as member at large 11/93. Carl Parrott replaced Paul Pruitt 12/93; Lacy McNeil replaced Terence Gray 12/93. Renee Cahoon replaced Don Bryan as Town of Nags Head representative 12/93. Geneva H. Perry apptd. to fill unexpired term of Robert Williams who resigned 11/94. Myra Ladd replaced Stuart Bell as Ch. of Commerce rep. 12/94. Kern Pitts apptd. 12/94. Seat was left vacant by death of Wayne Gersen. Terry Gray appointed 12/94 to fill unexpired term of the late Lacy McNeil. Appointment for Town of Manteo was tabled 12/94. Edward Greene replaced Gus Granitzki 1/95. Dick Woods appointed to fill unexpired term of Kern Pitts 3/95. John Woolard replaced Mike Kelly 12/95; John Stubbings replaced Robert Middlebrooks 12/95. Stuart Bell replaced Don Bryan 12/95. Jimmy Hanks appointed to fill unexpired term of Terry Gray 1/96. Cliff Blakely replaced Warren Judge 1/97; Lee Tugwell replaced Edward Green 1/97. Tim Shearin replaced Mollie Fearing 1/97; John Robert Hooper replaced Tim Midgett 1/97. Warren Judge replaced John Woolard 1/98; David L. Perrot replaced John Stubbings 1/98. Ken Hollowell replaced Carl Parrott 1/98; Sherry Rollason replaced Jimmy Hanks 1/98. George Farah III replaced Renee Cahoon 1/98; Stan White replaced Geneva Perry 1/98. Sterling Webster replaced Myra Ladd 12/98; Paul Sutherland replaced Dick Wood 12/98. Dawn Enochs replaced Tim Shearin 12/98. Tim Cafferty replaced David Parrott 12/99; Christine Nunemaker replaced Stuart Bell 12/99. Raju Uppalapati replaced Sterling Webster 12/00; Jeff Tack replaced Cliff Blakeley 12/00. Tim Midgette replaced John Robert Hooper 12/00; Tim Shearin replaced Dawn Enochs 12/00. Curtis Creech replaced Lee Tugwell 12/00. Bob Woodard replaced Sherry Rollason 12/01; Anna Sadler replaced George Farah III 12/01. John Robert Hooper replaced Stan White 12/01; Dawn Enoch replaced Christine Nunemaker 12/01. Doug Seay replaced Ken Hollowell 12/01. Sammy Moore replaced Warren Judge 2/02. Dellerva Collins appointed to fill unexpired term of Curtis Creech 6/02. Eugene Kennedy replaced Paul Sutherland 12/02; Neil Morrison replaced Tim Shearin 12/02. Barbara Connery replaced Tim Cafferty 12/03; Sherry Rollason replaced Bob Woodard 12/03. Bob Woodard replaced Dawn Enochs 12/03. Hal Denny filled unexpired term of Gene Kennedy 1/04. Lisa Cafferty replaced Raju Uppalapati 12/04; Michelle Pharr replaced Jeff Tack 12/04. Mike Johnson filled unexpired term of John Robert Hooper 1/05; Scott Leggat replaced Tim Midgett 1/05. Irvin Bateman replaced Doug Seay 12/05. Ben Sproul replaced Sammy Moore 1/06; Chuck Ball replaced Sherry Rollason 1/06. Renee Cahoon replaced Anna Sadler 1/06; David Farrow filled unexpired term of Dell Collins 1/06. Dan Shields apptd. To fill unexpired term of Hal Denny 1/06. Tim Shearin replaced Bob Woodard 2/06. Paul Buske apptd. to fill unexpired term of Chuck Ball 2/07. Jackie Myers replaced Barbara Connery 1/08. Ralph Buxton replaced Lisa Cafferty 12/08; Brian McDonald replaced Dan Shields 12/08. Allen Burrus replaced Scott Leggat 12/08. Sterling Webster replaced Michelle Pharr 1/09; Dave Wessel replaced Nancy Caviness 1/09. Paul Charron replaced Ben Sproul 12/09; Gary Perry replaced Ervin Bateman 12/09. Wayne Gray replaced Renee Cahoon 12/09, (Mr. Gray declined appointment, Anna Sadler apptd. 1/10) Jack Shea replaced Mike Johnson 12/09; Scott Leggat replaced Tim Shearin 12/09. Monica Thibodeau apptd. to fill unexpired term of Dave Wessel 1/10. Jamie Daniels apptd. to fill unexpired term of David Farrow 1/10. Jodi Hess replaced Brian McDonald 1/11. Robert L. Woodard filled unexpired term of Paul Buske 4/11. Donnie King replaced Paul Charron 12/11; Tim Cafferty replaced Jackie Myers 12/11.

Ernie Foster replaced Scott Leggat 12/11; Dorie Fuller replaced Ralph Buxton 12/12.  
Brent Sorensen replaced Sterling Webster 12/12; Natalie Kavanagh replaced Allen Burrus 12/12.  
Sheila Davies filled unexpired term of Robert Woodard 1/13.  
Ervin Bateman replaced Gary Perry 12/13; Susie Walters replaced Anna Sadler 12/13.  
Virginia Tillett replaced Jack Shea 12/13  
Tonia Cohen filled unexpired term of Brent Sorensen 5/14.  
Nancy Caviness replaced Monica Thibodeau, 12/14; Leo Holland replaced Jodi Hess, 12/14.  
Martha Wickre replaced Jamie Daniels, 12/14;  
Wally Overman apptd. to fill unexpired term of Virginia Tillett 12/14.  
Bambos Charalambous replaced Donnie King 12/15; Stuart Pack replaced Tim Cafferty 12/15.  
Mike Hogan replaced Sheila Davies 12/15; George Banks III replaced Ernie Foster 12/15.  
Myra Ladd-Bone replaced Dorie Fuller 12/16; Pat Weston replaced Natalie Kavanagh 12/16.  
Craig Garriss replaced Ervin Bateman 1/18; Christopher Nason filled unexpd. term of Leo Holland 1/18  
William "David" Pergerson replaced Stuart Pack 1/18; Webb Fuller replaced Susie Walters 1/18  
Bobby Owens filled unexpired term of Martha Wickre 1/18  
Jeff Pruitt replaced Craig Garriss who declined appointment 1/18  
Chuck Burdick replaced Nancy Caviness 1/19  
Jamie Chisholm replaced Tonia Cohen 1/19

**REVISED 12/19**



Dare County Restaurant Assoc

## Re: Dare County Tourism Board Appointment

1 message

**Cheryl Anby** <cheryl.anby@darenc.com>

Thu, Dec 5, 2019 at 11:53 AM

To: "dlewis coastalprovisionsmarket.com" <dlewis@coastalprovisionsmarket.com>

thank you -- so Karen is the recommendation?

**Cheryl C. Anby**

*Clerk to the Board of Commissioners*

P.O. Box 1000, Manteo, NC 27954

252.475.5700 office

[www.darenc.com](http://www.darenc.com)



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

On Thu, Dec 5, 2019 at 11:48 AM dlewis [coastalprovisionsmarket.com](mailto:dlewis@coastalprovisionsmarket.com) <dlewis@coastalprovisionsmarket.com> wrote:

Cheryl,

attached are three applications as requested.

Karen Loopman-Davis, Outer Banks Brewing Station

Madalyn Roberts, Barnyard Foods

Donny King, Ocean Blvd.

For what it is worth, Karen has my endorsement based on her activity with our association and her long connection with the community While Donny has served this seat before, he has had limited activity with us the past couple years.

Also, I would like to invite the county commissioners to our February meeting at Capt. Georges at 3pm. Our group has expressed interest in developing better relations with our local government officials. Our meeting are limited to 1 hour, but perhaps we can offer a more casual social setting at Capt Georges after the meeting as well.

I will reach out to Bob Woodard as well.

Thank you.

Dan

Daniel Lewis CS, CSW

Chef/Owner, Sommelier

Coastal Provisions Oyster Bar & Wine Bar Café

CoastalProvisionsOBX.com

[facebook.com/CoastalProvisions/](https://www.facebook.com/CoastalProvisions/)



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Cheryl Anby, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to cheryl.anby@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice Tourism Board

2<sup>nd</sup> choice —

3<sup>rd</sup> choice —

Name Karen Loopman-Davis

Address 1200 W. Sportsman Dr.

City/State/Zip Kill Devil Hills, NC 27948

Email Address ravenfroggies@hotmail.com

Telephone Home: 252-202-6227

Business: 252-449-2739

Resident of Dare County:  yes  no

Occupation: Restaurant owner/manager

Business Address: 600 S. Croatan Hwy Kill Devil Hills

Educational background:

Bachelors anthropology + Spanish SUNY Geneseo  
Master's TESOL (Teaching English Speakers other Languages)

Business and civic experience and skills: Nazareth College Rochester, NY

Co-own/manage Outer Banks Brewing Station 18 years  
president Heron Pond Montessori PTO 2 years

Fluent in Spanish. Great variety of life experience.  
I have worked with CEO's and principals as well as NY county jail inmates and migrant farmworkers. Interested in global & local issues.



Other Boards/Committees/Commissions on which you presently serve:

None currently - now that kids are older & we've  
learned to delegate better in our business, I am  
excited to get active in community. Have been  
invited to join Rotary Club, too.

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Sallie Adkley	Principal	Heron Pond Montessori	252-256-1717
Herman Hall	Soil + Kayak	owner Kitty Hawk	Ridge Rd Kitty Hawk
Carl Clausen	officer in Rotary Club	OBX	252-305- 252-489-9198 7082

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 11-12-19 Signature of applicant: F. E. Zappala

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County Restaurant Association Representative

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Madelyn H. Roberts

Address 3914 S Virginia Dare Trl.

City/State/Zip Nags Head, NC 24959

Email Address madelyn.roberts@basnyandfoods.com

Telephone Home: (408) 692-0475

Business: (252) 441-2498

Resident of Dare County:  yes  no

Occupation: Marketing Director; Barnyard Foods + Hines Restaurant Group

Business Address: 400 W Lake Dr. Hill Davil Hills 24948

Educational background:

Undergraduate: Cleveland Community College + NC State University

Secondary: Arden Institute Chapel Hill

Business and civic experience and skills:

Restaurant experience: over 9 years; civic experience: from childhood starting with girl scouts, debutant, student government middle + high school, community volunteering from childhood through adult hood, adult member of multiple associations + committees as well as heavy involvement in nonprofits on the Outer Banks. Skills involve community connections, marketing, + public relation skills, management + delegation skills, as well as project + time management skills.



Other Boards/Committees/Commissions on which you presently serve:

- Elizabethan Gardens + Dare Education Mentoring Deskby Catherine, Spencer + Auction Chair
- Cutes Banks Restaurant Association Vice President.

#### REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Losi Clark</u>	<u>East Carolina Radio</u>	<u>3422 S. Wainwright Ave.</u>	<u>(336) 687-3661</u>
<u>Danny Finkbeiner</u>	<u>US Foods</u>	<u>15000 NC-39 Zebulon, NC</u>	<u>(919) 564-4802</u>
<u>Donna Busby</u>	<u>Business Foods</u>	<u>P.O. Box 16795 Raleigh, NC</u>	<u>(919) 204-1654</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 11/4/19 Signature of applicant: Maddox H. Roberts

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County Tourism Board on behalf of OBRA

2<sup>nd</sup> choice Grants Committee - DCTB

3<sup>rd</sup> choice Event Site Advisory Board - DCTB

Name Donny King

Address 204 W Woodhill Drive

City/State/Zip Nags Head, NC 27959

Email Address donnyking204@gmail.com

Telephone Home: 252-202-2604

Business: 252-261-2546

Resident of Dare County:  yes  no

Occupation: Chef/Owner - Ocean Boulevard Restaurant

Business Address: 4700 N Virginia Dare Trail, Kitty Hawk, NC 27949

Educational background:

Frank W. Cox High School, Virginia Beach - Advanced Diploma

Business and civic experience and skills:

Owner/Operator @ Ocean Boulevard

Dare County Tourism Board 2012-2015

Founder of Better Beaches OBX

Other Boards/Committees/Commissions on which you presently serve:

Better Beaches OBX - Informal Quarterly Meetings

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Ervin Bateman	Dare County Commissioner		252-202-1072 1072
Mike Kelly	Mako's Restaurant		252-202-4116
Ben Sprout	KDH Mayor		252-202-9837

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12-03-2019 Signature of applicant: Ronald L. Ry III

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



Nags Head

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**Nomination to DCTB from Town of Nags Head**

1 message

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**Carolyn Morris** <carolyn.morris@nagsheadnc.gov>  
To: "cheryl.anby@darenc.com" <cheryl.anby@darenc.com>  
Cc: Michelle Gray <michelle.gray@nagsheadnc.gov>

Thu, Dec 5, 2019 at 5:23 PM

Hi Cheryl – I am going to be out of the office for a few days and wanted to get this to you before I left – Yesterday the Nags Head Board of Commissioners unanimously passed a motion nominating Comr. Webb Fuller to serve another two-year term on the Dare County Tourism Board (DCTB).

Thank you -



*Kill Devil Hills*

## Dare County Tourism Board Appointment

1 message

**O'Dell, Michael** <odell@kdhnc.com>  
To: Cheryl Anby <cheryl.anby@darenc.com>  
Cc: "Quidley, Mary" <MARY@kdhnc.com>

Fri, Dec 13, 2019 at 10:18 AM

Cheryl,

Good morning. At its December 9, 2019, meeting, the Kill Devil Hills Board of Commissioners nominated the following Commissioners for consideration for appointment to the Dare County Tourism Board, for a term to begin January 2020:

1. Commissioner Ivy Ingram
2. Commissioner John Windley
3. Commissioner Bernard "B.J." McAvoy

The Board of Commissioners requests consideration for nomination be given in order, due to Commissioners' work schedules. Attached are completed applications.

Thank you,

Michael



Michael O'Dell  
**Deputy Town Clerk**

Town of Kill Devil Hills

p: 252-449-5306

a: 102 Town Hall Drive, P.O. Box 1719, Kill Devil Hills, NC 27948

w: [www.kdhnc.com](http://www.kdhnc.com)



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County Tourism Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Ivy Ingram

Address 1002 Swan St.

City/State/Zip Kill Devil Hills, NC 27948

Email Address Ivy.Ingram@KDHnc.com

Telephone Home: 252 256 0423

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: preschool owner/teacher

Business Address: 1002 Swan St. KDH, NC

Educational background:

BS in Human Development & family studies  
UNC - Greensboro

Business and civic experience and skills:

I have owned and operated a preschool business  
in Dare County for 16 years.

I have served on many boards and committees  
including: Surfrider Foundation, Outer Banks (15 years)  
First Flight Elementary PTO (2 years)  
multiple KDH stakeholders groups

Other Boards/Committees/Commissions on which you presently serve:

Kill Devil Hills Board of Commissioners  
Jennettes Pier Advisory Council  
Surfrider Foundation, Outer Banks, chair (outgoing)  
Jan. 2020

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Matt Walker</u>	<u>owner Milepost Magazine</u>		<u>252-202-6203</u>
<u>Jamie Lavier</u>	<u>Towne Bank Mortgage</u>		<u>252-489-9317</u>
<u>Sheila Davies</u>	<u>Director DC HHS</u>		<u>252-475-0833</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12/12/19 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



APPLICATION FOR APPOINTMENT TO  
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Advisory Board or Committee interested in:

1<sup>st</sup> choice

Dare County Tourism Board

2<sup>nd</sup> choice

\_\_\_\_\_

3<sup>rd</sup> choice

\_\_\_\_\_

Name

John Windley

Address

1512 Small Ct

City/State/Zip

KOH, NC, 27948

Email Address

jwindley@kdhnc.com

Telephone

Home: 252.902.4345

Business:

\_\_\_\_\_

Resident of Dare County:

yes  no

Occupation:

Store Manager, Walgreens

Business Address:

1200 S. Croatan Hwy, KOH

Educational background:

B.S. East Carolina University

Business and civic experience and skills:

KOH BOC 2017 - present, Saving Lives Task Force,  
KOH Community Appearance Commission, Peace Corps Volunteer  
Nicaragua 2002-2005,

Other Boards/Committees/Commissions on which you presently serve:


President-elect, North Banks Rotary Club

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Terry Gray</u>			<u>252.256.1064</u>
<u>Russ Lay</u>			<u>252.256.0677</u>
<u>Sue Kelly</u>			<u>804.833.8980</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12-12-19 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



APPLICATION FOR APPOINTMENT TO  
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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County Tourism Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Bernard McAvey

Address 1810 Bay Drive

City/State/Zip Kill Devil Hills, NC 27948

Email Address mcavey@theOBXattorney.com

Telephone Home: (252) 256-2986

Business: (252) 715-0267

Resident of Dare County:  yes  no

Occupation: Attorney

Business Address: 8 Juniper Trail Kitty Hawk, NC 27949

Educational background:

B.S. Accounting From North Carolina State University 1998

J.D. From Campbell University School of Law 2004

Business and civic experience and skills:

local attorney for 15 years - business owner

Chairman of the OBX YmeA Board for 3 years

Other Boards/Committees/Commissions on which you presently serve:

Mustang Music Board <sup>Outreach</sup>  
\_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Sheila Davies</u>	<u>Director of Dwe DSS</u>		
<u>John Towler</u>	<u>KDH Detective</u>		
<u>Matt Paulson</u>	<u>Resturanteur</u>		

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12/11/19 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



201 West Eighth Street / Nags Head, NC 27959 / 252.441.4036 / [www.OuterBanksREALTORS.com](http://www.OuterBanksREALTORS.com)

**2019 OFFICERS**

J-P Peron  
*President*

Jimmy Anderson  
*President-Elect*

Lori Brooks  
*Imm. Past President*

Richard Tolson  
*Treasurer*

Stephanie Walker  
*Secretary*

**DIRECTORS**

Brook Sparks  
*Property Management*

Richard Hess

David Pergerson  
*Tourism Board*

Janice Scarborough

Amber Dawson

Christopher Toolan

Natalie Painter

Michele Clark

December 15, 2019

To: Cheryl Anby  
Clerk to the Dare County Board of Commissioners

RE: Tourism Board Director

Dear Cheryl,

The membership of the Outer Banks Association of REALTORS® voted last month to elect Douglas Brindley to serve on our Board of Directors as the Tourism Director.

Please share with the Dare County Board of Commissioners that Doug Brindley has the support of our membership for this position and we recommend that he be appointed to the Dare County Tourism Board as the representative from our Association.

Kindest regards,

A handwritten signature in blue ink that reads "Willo Kelly". The signature is written in a cursive, flowing style.

Willo Kelly  
Chief Executive Officer





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**OBAR - Tourism Board**

1 message

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**Willo Kelly** <[willo@outerbanksrealtors.com](mailto:willo@outerbanksrealtors.com)>  
To: Cheryl Anby <[cheryl.anby@darenc.com](mailto:cheryl.anby@darenc.com)>

Thu, Dec 19, 2019 at 3:14 PM

Cheryl,

Attached is the letter of support for Doug Brindley and an application from Colleen Shriver for the Tourism Board position.Rosemarie Doshier asked that her name be withdrawn from consideration.

Willo

**From:** Cheryl Anby <[cheryl.anby@darenc.com](mailto:cheryl.anby@darenc.com)>  
**Sent:** Monday, December 16, 2019 10:24 AM  
**To:** Willo Kelly <[willo@outerbanksrealtors.com](mailto:willo@outerbanksrealtors.com)>  
**Subject:** Re: OBAR - Tourism Board

Thanks Willo - this helps me tremendously!

**Cheryl C. Anby***Clerk to the Board of Commissioners*

P.O. Box 1000, Manteo, NC 27954

252.475.5700 office

[www.darenc.com](http://www.darenc.com)

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

On Mon, Dec 16, 2019 at 10:15 AM Willo Kelly <[willo@outerbanksrealtors.com](mailto:willo@outerbanksrealtors.com)> wrote:

Good morning Cheryl,

I emailed you an application for appointment to the Dare County Tourism Board for Mr. Doug Brindley. I apologize, I actually sent two emails - the first email did not include both pages of the application.

APPLICATION FOR APPOINTMENT TO  
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Advisory Board or Committee interested in:

1<sup>st</sup> choice Tourism Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Douglas R. Brindley

Address 20 Third Ave

City/State/Zip Southern Shores, NC 27949

Email Address douglasbrindleybeach.com

Telephone Home: 252-261-4484

Business: 252-261-2222

Resident of Dare County:  yes  no

Occupation: Vacation rental

Business Address: 1213C Duck Rd Duck, NC

Educational background:  
Bachelor degree - accounting - ECU

Business and civic experience and skills:

35 years real estate  
past Outer Banks Chamber of Commerce  
small business of the year

Other Boards/Committees/Commissions on which you presently serve:

OBAR board of directors  
Currituck County Tourism Advisory Board

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Bobby Hanig	NC House	District 6	252-207-5479
Mike Kelly			252-202-4116

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12-5-19 Signature of applicant: Douglas R. Billings

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Cheryl Anby, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to cheryl.anby@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice Tourism Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Colleen R. Shriver

Address 118 Carolina Ct. West

City/State/Zip Manteo, NC 27954

Email Address Colleen@sunandsea.com

Telephone Home: 252-305-4585

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Real Estate Agent

Business Address: 4628 N. Croatan Hwy., Kitty Hawk, NC 27949

Educational background:

20+ years of vacation rentals and sales

Business and civic experience and skills:

President Outer Banks Association of Realtors, Legislative  
Chair of " " " "



Other Boards/Committees/Commissions on which you presently serve:

Outer Banks Association of REALTORS Legislative Chair  
" " " " Bylaws Policy

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Cindy Edwards	Broker Manager	41 4628 N. Croatan Hwy	252-256-0520
Colleen Almony	Administrata	" " "	252-489-1733
John Head	Owner	Colony Leanty Hwy 158, Kill Devil Hills	252-216-7807

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12-16-2019

Signature of applicant:

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_





Kitty Hawk

## Re: Dare County Tourism Board

1 message

**Lynn Morris** <lmorris@kittyhawktown.net>  
 To: Cheryl Anby <cheryl.anby@darenc.com>  
 Cc: Jeff Pruitt <jpruitt@kittyhawktown.net>, Gary Perry <gperry@kittyhawktown.net>

Tue, Dec 3, 2019 at 2:18 PM

Hi Cheryl,

At their meeting last night, the Kitty Hawk Town Council unanimously voted for Councilman Pruitt to be selected for another 2-year term on the Dare County Tourism Board. His application is attached. Please let me know if anything else is needed. Lynn

On Thu, Oct 24, 2019 at 2:50 PM Cheryl Anby <cheryl.anby@darenc.com> wrote:

Thanks Lynn

**Cheryl C. Anby**

*Clerk to the Board of Commissioners*  
 P.O. Box 1000, Manteo, NC 27954  
 252.475.5700 office  
[www.darenc.com](http://www.darenc.com)



Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

On Thu, Oct 24, 2019 at 2:48 PM Lynn Morris <lmorris@kittyhawktown.net> wrote:

Hi Cheryl,

I will put this on our December 2nd agenda and then send you the results. Thanks, Lynn

On Wed, Oct 23, 2019 at 3:50 PM Cheryl Anby <cheryl.anby@darenc.com> wrote:

Jeff Pruitt's term as the Kitty Hawk representative on the Dare County Tourism Board will expire on January, 2020. He is eligible for reappointment.

The Dare County Board of Commissioners requests you submit three (3) nominees to fill your organization's seat on the Tourism Board. - or reappoint Mr. Pruitt.

Please have each nominee fill out the attached board application form. Please submit the names of your three (3) nominees and applications to ma as soon as possible and no later than December 15, 2019. This item will be placed on the January, 2020 agenda.

(applications that we have on file are attached)

Thank you!

**Cheryl C. Anby**

*Clerk to the Board of Commissioners*  
 P.O. Box 1000, Manteo, NC 27954  
 252.475.5700 office  
[www.darenc.com](http://www.darenc.com)



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 **Pruitt App. Tourism Bd. '19.pdf**  
 419K



Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

(1999-Present)

K.H. Woods Coastal Reserve Local Advisory Committee

K.H. Recreation Chair (1995-2001) KH Planning Board (2007-2013)

K.H. Town Council 2013

Expiration Date of Terms: 2017 Town Council 2021 Town Council

D.C. Tourism Bd. 1/20

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Cl. Elton Perry	Ref. Board (KH Mayor KH)	122 West K.H. RD	241-2412 27949
Clarene D Rhoads (HAC)		3872 E. Hwy 1 S	202-6852 KH 52949
Tina Beacham	Back of the Bay/Earth Resources	4136 IVY LANE K.H. HWY	127949

I understand this application will be kept on the active file for five years and I hereby authorize Dare County to verify all information included in this application.

Date: 11-17-15  
12-3-19

Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

Date forwarded to County Commissioners: \_\_\_\_\_





## Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

December 4, 2019

Cheryl C. Anby  
Clerk to the Board of Commissioners  
Dare County  
PO Box 1000  
Manteo, NC 27954

**RE: *DARE COUNTY TOURISM BOARD APPOINTMENT***

Dear Cheryl Anby:

The Town of Southern Shores Council unanimously appointed Councilman Leo Holland to represent the Town of Southern Shores on the Dare County Tourism Board at its December 3, 2019 meeting. The Council also approved a second nominee of Council Member Elizabeth Morey, and third nominee of Council Member Jim Conners.

I have attached the applications for consideration by the Dare County Commissioners at their January meeting.

If you have any questions, please call me at 261-2394

Sincerely,

Sheila S. Kane, Town Clerk

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice TOURISM BOARD LEO L. HOLLAND

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name LEO L. HOLLAND

Address 23 SPINDRIFT TR

City/State/Zip SOUTHERN SHORES, NC 27949

Email Address lholland23@embargmail.com

Telephone Home: 252-255-5780

CELL  
Business: 252-256-2488

Resident of Dare County:  yes  no

Occupation: RETIRED

Business Address: NA

Educational background:

BS Degree in Agricultural Education and Economics  
Certificator of Finance from Wharton School of Finance

Business and civic experience and skills:

39 Years with with Deere C&F Division and 16 Year  
with James River Equipment. Seven years on SSCA Board  
and three years on C.P.O.A Board. Three years on Dare  
County Tourism Board.

Other Boards/Committees/Commissions on which you presently serve:

Assistant Chair on Holy Redeemer Pastoral Council

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#### REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Charles Toney</u>	<u>Retired</u>	<u>303 Hillcrest Dr.</u>	<u>255-5105</u>
<u>Kevin McShane</u>	<u>Retired</u>	<u>318 Sea Gate Tr</u>	<u>261-7888</u>
<u>James Greff</u>		<u>102 S. Dogwood Tr</u>	<u>715-3703</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: Nov 22, 2019 Signature of applicant: Leo L. Holland

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FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice TOURISM BOARD

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name ELIZABETH MOREY

Address 59 GINGUITE TRL

City/State/Zip SOUTHERN SHORES NC 27949

Email Address ae.moreyobx@gmail.com

Telephone Home: 252.256.1953

Business: \_\_\_\_\_

Resident of Dare County:  yes \_\_\_\_\_ no

Occupation: small business owner - short-term rentals & campaign  
CONSULTANT

Business Address: home-based

Educational background:

BS - ~~INDIANA~~ CLEMSON UNIVERSITY

MS - NC STATE UNIVERSITY

Business and civic experience and skills:

VOLUNTEER FOR SEA TURTLE PROGRAM USF+WS; BEACH FOOD PANTRY

SMALL BUSINESS OWNER

Other Boards/Committees/Commissions on which you presently serve:

SOUTHERN SHORES PLANNING BOARD  
SOUTHERN SHORES TOWN COUNCIL

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
TESS LUDGE	HOSPITALITY	4016 Ivy Ln, KH, NC,	252.216.6105
JANE WEBSTER	HOSPITALITY	3736 HERBERT PERCY RD, KH, NC	252.202.6443
ANDY NARD	HOME BUILDER	147 BAYBERRY, SS, NC	252.256.0853

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 11.22.19 Signature of applicant: Abigail Morey

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



APPLICATION FOR APPOINTMENT TO  
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Advisory Board or Committee interested in:

1<sup>st</sup> choice DARE CO. TOURISM BD.

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name JAMES M. CONNERS

Address 83 DUCK WOODS DR.

City/State/Zip SOUTHERN SHORES, NC 27949

Email Address lafingul@gmail.com

Telephone Home: \_\_\_\_\_

Business: 252 202-1508

Resident of Dare County:  yes  no

Occupation: LANDSCAPE ARCHITECT

Business Address: P.O. BOX 2609, KHALIK, NC 27949

Educational background:

UNIV. GEORGIA - GRADUATED 1985

BACHELORS DEGREE IN LANDSCAPE ARCHITECTURE

Business and civic experience and skills:

33 YEARS LANDSCAPE ARCHITECT

PRES. SSHORES CIVIC ASSOC. (4 YRS ON THIS BOARD, 1 YR AS PRES.)

2 YRS AS ALTERNATE ON PLANNING BOARD HABITAT FOR HUMANITY (IN ATLANTA)

ROOM IN THE INN (@ ALL SAINTS CHURCH IN SSHORES)

MANY OTHER VOLUNTEER COMMITTEES



Other Boards/Committees/Commissions on which you presently serve:

COUNCIL MEMBER, SOUTHERN SHORES  
ROOM IN THE INN - ALL SAINTS CHURCH

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	* Address	Telephone
TOM BENNET	MAYOR SSHORES		261-4850
CHIEF KOLE	POLICE CHIEF SSHORES		261-4850
PETER RASCOE	TOWN MANAGER SSHORES		261-4850

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: DEC. 4, 2018 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

\* 5375 N. VA. DARE TRAIL  
SSHORES, NC 27949

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Advisory Board or Committee interested in:

1<sup>st</sup> choice      Outer Banks Tourism Board  
\_\_\_\_\_

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name              Judy Y Banks  
\_\_\_\_\_

Address            Post Office Box 367  
\_\_\_\_\_

City/State/Zip    Hatteras, NC 27943  
\_\_\_\_\_

Email Address    judybnks1948@gmail.com  
\_\_\_\_\_

Telephone    Home: 252-996-0346  
\_\_\_\_\_

Business: \_\_\_\_\_

Resident of Dare County:     yes                     no

Occupation:    Retired from Outer Banks Family Medicine Avon, Retired Real Estate Broker  
in Property Management  
\_\_\_\_\_

Business Address: \_\_\_\_\_

Educational background: Graduate Atlantic Christian College, Barton  
  
\_\_\_\_\_  
  
\_\_\_\_\_

Business and civic experience and skills:

- Owner Remco, Property Managment Company, Greenville, NC 1981-1993
- ~~Managing Broker Midgett Realty, Avon NC 1995-1998~~
- Outer Banks Family Medicine Hatteras/Avon 1998-2017

Hatteras Island Water Association-Board Member during transition to Dare County taking over the Association  
Hatteras Village Civic Association - Board Member 9 years  
Hatteras Island Cancer Foundation-Founding member and President for 12 years.

Other Boards/Committees/Commissions on which you presently serve:

\_\_\_\_\_  
\_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Wally Overman,	Vice Chair Board of Commissioners Dare County	on file	
<del>Bob Woodard,</del>	<del>Chairman Board of Commissioners Dare County</del>	<del>on file</del>	
Dr. T. Bentley Crabtree,	MD PO Box 975, Avon, NC 27915	995-3073	

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 10/18/2019 Signature of applicant: \_\_\_\_\_

FOR OFFICE USE ONLY:

Date received: 10/18/19



APPLICATION FOR APPOINTMENT TO  
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Advisory Board or Committee interested in:

1<sup>st</sup> choice Tourism Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name John Windley

Address 1512 Small Pl

City/State/Zip Kill Devil Hills, NC 27948

Email Address jwindley@kdhnc.com

Telephone Home: 252.902.4345

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Businessman

Business Address: 1200 S. Croatan Hwy. KDH

Educational background:

BS Criminal Justice, East Carolina University 2000

Business and civic experience and skills:

~~United States~~ United States Peace Corps, Nicaragua 2002-2004

Other Boards/Committees/Commissions on which you presently serve:


MDH Board of Commissioners

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12-20-2017 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: 12-20-17

APPLICATION FOR APPOINTMENT TO  
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Advisory Board or Committee interested in:

1<sup>st</sup> choice Tourism Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Daniel Lewis

Address 122 W. Kitty Hawk Rd.

City/State/Zip Kitty Hawk, NC 27949

Email Address DLewis@coastalprovisionsmarket.com

Telephone Home: 252-489-3171

Business: 252-480-0023

Resident of Dare County:  yes  no

Occupation: Chef/Restaurateur

Business Address: 1 Ocean Blvd. Southern Shores, NC 27949

Educational background:

SUNY New Paltz -2 years liberal arts and science '82-'84

Culinary Institute of America, A.O.S. Culinary Arts '84-'86 ongoing Continuing Ed.

Business and civic experience and skills:

Dare Co business owner of 3 restaurants 2006-present

President, Outer Banks Restauratn Association 2015-present



Other Boards/Committees/Commissions on which you presently serve:

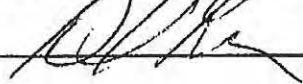
Community Housing Committee, OBX Chamber of Commerce

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
D. Scott Foster,	Restaurateur,	2017 Martins Point Rd.	252-489-3171
Sheila Davies,	Dare Co. Health Dept.,	KDH	252-573-9650
Ben Sproul,	Dare Co Board of Ed.	KDH	252-202-8837

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12/20/2017 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: 12/20/17



### APPLICATION FOR APPOINTMENT TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice TOURISM BOARD

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name JOHN POWER

Address 246 SEA CATS TR.

City/State/Zip SOUTHERN SHORES, NC 27949

Email Address jpower9000@gmail.com

Telephone Home: 202-2827

Business: 261-8090

Resident of Dare County:  yes  no

Occupation: RESTAURANTIER

Business Address: PO BOX 8399 DUCK, NC 27949

Educational background:  
B.A. - HAMPTDEN-SYDNEY COLLEGE

Business and civic experience and skills:  
RESTAURANT OWNER IN DUCK SINCE 1989

Other Boards/Committees/Commissions on which you presently serve:

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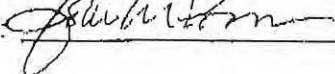
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### REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
TESS JUDGE			252 216-6105
TON CLISSOLD			252 365-4963
MICHELLE KELLY			252 202 4116

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12/19/17 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: 12/20/17

**APPLICATION FOR APPOINTMENT TO  
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Advisory Board or Committee interested in:

1<sup>st</sup> choice DARE COUNTY TOURISM BOARD

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name: WYNNE McCLEAN

Address: 610 W KITTY HAWK RD

City/State/Zip KITTY HAWK, NC 27949

Telephone Home: 252-202-9672

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: RETIRED, KH COUNCIL

Business Address: \_\_\_\_\_

Educational background:  
\_\_\_\_\_  
\_\_\_\_\_

Business and civic experience and skills:

KITTY HAWK PLANNING BOARD, RETIRED MORTGAGE BROKER

WORKED IN RETAIL MANAGEMENT - GIFT STORE, SOUVENIR SALES & DISTRIBUTION  
SOFTWARE DEVELOPMENT & BUSINESS CONSULTANT SMALL/MED OBX STORES

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

KITTY HAWK PLANNING BOARD, CHAIRMAN

Expiration Date of Terms: 12/7/15 - WILL BE KITTY HAWK COUNCIL

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>RITA PHILLIS</u>	<u>PROPERTY MANAGER</u>	<u>KITTY HAWK</u>	<u>252-207-6604</u>
<u>CLIFTON PERRY</u>	<u>RETIRED</u> <u>GOVT. AFFAIRS</u>	<u>KITTY HAWK</u>	<u>252-261-2412</u>
<u>WILLO KELLY</u>	<u>ORAR &amp; OBHBA</u>	<u>NAGS HEAD</u>	<u>252-207-7927</u>

I understand this application will be kept on the active file for five years and I hereby authorize Dare County to verify all information included in this application.

Date: 11/17/15 Signature of applicant: Lynne McClean

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

Date forwarded to County Commissioners: \_\_\_\_\_



### APPLICATION FOR APPOINTMENT TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Planning Board At Large or District 2

2<sup>nd</sup> choice Tourism Board

3<sup>rd</sup> choice \_\_\_\_\_

Name: John Towler

Address: 1704 Virginia Avenue

City/State/Zip Kill Devil Hills, NC 27948

Telephone Home: (252) 216-9999

Business: (252) 449-5329

Resident of Dare County:  yes  no

Occupation: police sergeant (Investigations)

Business Address: 102 Town Hall Drive, Kill Devil Hills, NC 27948

Educational background:

1989 Graduated from Cal State University Chico, BA German, 1995 Graduated from Pitt Community College's BLET program,

Business and civic experience and skills:

Member of Domestic Violence Prevention Organization (2005-Present), Member of Child Abuse Task Force (2010-Present), Member of Dare Community Crime Line (2005-Present), YMCA Board of Directors (2011 - Present)

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

none for the Dare County

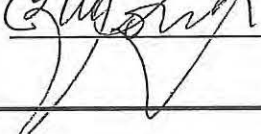
Expiration Date of Terms: \_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Sheila Davies	Mayor, Town of Kill Devil Hills	POB 1605, KDH NC	(252) 475-0033
Donna Trivette	Chair, YMCA Board of Directors,	3000 S. Croatan Hwy, NH	(252) 449-8897
Temple Hegge	Outer Banks Hotline	602 Amanda Street, Manteo	(252) 473-3366

I understand this application will be kept on the active file for five years and I hereby authorize Dare County to verify all information included in this application.

Date: 2/4/2012 Signature of applicant:   
2/2015

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

Date forwarded to County Commissioners: \_\_\_\_\_

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Rhonda Creef, Dare County Deputy Clerk to the Board, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-6312, or send it by email to rhonda@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice CoA Board of Trustees

2<sup>nd</sup> choice Waterways

3<sup>rd</sup> choice Tourism

Name D. Reide Corbett

Address 1403 Harpoon Ct

City/State/Zip KDH, NC 27948

Email Address corbettd@ecu.edu

Telephone Home: 252-341-8310

Business: 252-475-5428

Resident of Dare County:  yes  no

Occupation: Professor

Business Address: East Carolina University; UNC CSI

Educational background:

PhD Oceanography; Florida State University

BS Chemistry; Florida State University

Business and civic experience and skills:

I have worked closely with the town of Nags Head for several years related to coastal resiliency.

Interact with several coastal organizations focused on coastal change, nutrient loading, water quality.



Other Boards/Committees/Commissions on which you presently serve:

Several within ECU and UNC CSI

Science Advisory Committee - APNEP

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Nancy White, Exec. Director	UNC CSI	Wanchese, NC	252-475-5400
Mike Muglia, Scientist,	UNC CSI	Wanchese, NC	252-305-0500
Cliff Ogburn, Town Manager,	Nags Head		252-449-2010

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 3/8/17 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



## David Reide Corbett

Professor and Senior Scientist  
Department of Geological Sciences  
Institute of Coastal Science and Policy  
East Carolina University  
Greenville, North Carolina 27858  
Tel: (252) 328-1367; Fax: (252) 328-4391  
Email: [corbettd@ecu.edu](mailto:corbettd@ecu.edu)

Program Head  
Coastal Processes Program  
UNC Coastal Studies Institute  
850 NC 345  
Wanchese, NC 27981  
Tel: (252) 475-5428

### BIO

Reide Corbett was born and raised in coastal North Carolina. After receiving his PhD from Florida State University and spending a short time at Tulane University in New Orleans, he returned to NC as an Assistant Professor at East Carolina University. He is now jointly appointed between the Department of Geological Sciences, Institute for Interdisciplinary Coastal Sciences and Policy at East Carolina University and the UNC Coastal Studies Institute. He is a coastal oceanographer/geochemist with an overall scientific interest in the cycling of biologically active constituents (e.g., carbon, nitrogen, phosphorus) in coastal and open ocean environments. He is especially interested in evaluating and quantifying pathways of nutrient delivery to the coastal ocean that have been either under estimated or potentially ignored altogether, such as groundwater discharge and advective transport associated with sediment disturbances. These processes may play a critical role in understanding biogeochemical cycles and therefore must be described in order to fully constrain these cycles locally and globally. Ultimately, his hope is that information acquired through this research will lead to a clearer understanding of estuarine and coastal processes, providing better management and preservation of these critical environments.

### EDUCATION

1999: Ph.D. in Chemical Oceanography (Geochemistry) under the direction of William C. Burnett;  
Florida State University  
1996: M.S. in Chemical Oceanography (Geochemistry); Florida State University  
1994: B.S. in Chemistry; Florida State University

### PROFESSIONAL EXPERIENCE

2012-pres.	UNC Coastal Studies Institute, Wanchese, NC	Program Head
2007-pres.	Institute for Coastal Science and Policy, East Carolina U.	Senior Scientist
2000-pres.	Department of Geological Sciences, East Carolina U.	Asst., Assoc., Professor
1999-2000	Department of Geology, Tulane U.	Postdoctoral Fellow

### RESEARCH INTERESTS

My overall scientific interest is to better understand the cycling of biologically active constituents (e.g., carbon, nitrogen, phosphorus) in coastal and open ocean environments. In addition, I am interested in the role humans and nature play in shaping the coastal zone. Specific areas of my on-going research include those focused on:

- *Naturally-occurring radionuclides as tools for quantifying rates of sedimentary and biogeochemical processes*



- *Sedimentary and geochemical processes in coastal environments*
- *Investigations of the discharge of groundwater into the coastal zone*
- *Deposition, remineralization and burial of carbon and nutrients in coastal margins*
- *Coastal Hazards*

#### **CURRENT RESEARCH PROJECTS**

Sedimentary Petrology and Geological Framework Investigations in the Southeastern U.S. Outer Continental Shelf. Bureau of Ocean & Energy Management.  
 Assessing offshore sand resources for North Carolina. Bureau of Ocean & Energy Management  
 Research to support design and siting of deposition areas for dredged material from the Rodanthe Emergency Channel. NC DoT.  
 S-Curves Beach Nourishment Monitoring at Pea Island National Wildlife Refuge. US Fish and Wildlife Service.  
 Sand Resource Data Assessment for Coastal State Waters of North Carolina. NC Division of Coastal Management.

#### **SELECTED PEER-REVIEWED PUBLICATIONS (out of more than 100; student authors are *italicized*)**

- Corbett, D.R., *J. Crenshaw*, K. Null, R.N. Peterson, *L.E. Peterson*, W.R. Lyons. Nearshore Mixing and Nutrient Delivery along the Western Antarctic Peninsula. Antarctic Sciences. In press.  
*Paris, P.*, J.P. Walsh, D.R. Corbett. Where the Continent Ends. Geophysical Research Letters. 43, 12208-12216. doi:10.1002/2016GL071130.  
 Lindeman, K., *L. Dame*, C. Avenarius, B. Horton, J. Donnelly, D.R. Corbett, A. Kemp, P. Lane, M. Mann, W.R. Peltier, 2015. Science needs for sea-level adaptation planning: Comparisons among three U.S. Atlantic coast regions. Coastal Management. 43, 555-574.  
 Corbett, D.R. Walsh, J.P., C. Harris, A. Ogston, A. Orpin, 2014. Formation and Preservation of Sedimentary Strata from Coastal Events: Insights from Measurements and Modeling. Continental Shelf Research. 86, 1-5.  
*Lagomasino, D.*, D.R. Corbett, J.P. Walsh. 2013. Influence of Wind-Driven Inundation and Coastal Geomorphology on Sedimentation in Two Microtidal Marshes, Pamlico River Estuary, NC. Estuarine, Coastal, and Shelf Science. DOI 10.1007/s12237-013-9625-0.  
*Cowart, L.*, D.R. Corbett, J.P. Walsh, 2011. Shoreline Change along Sheltered Coastlines: Insights from the Neuse River Estuary, NC. Remote Sensing, 3, 1516-1534.  
 Kirwan, M., A.B. Murray, J.P. Donnelly, D.R. Corbett, 2011. Rapid wetland expansion during European settlement and its implication for marsh survival under modern sediment delivery rates. Geology, 39(5) 507-510.  
*Cowart, L.*, J.P. Walsh, D.R. Corbett, 2010. Analyzing estuarine shoreline change: A case study of Cedar Island, NC. Journal of Coastal Research. 26(5) 817-830.  
 Kemp, A.C. B.P. Horton, S.J. Culver, D. R. Corbett, O. van de Plassche, W. R. Gehrels and B.C. Douglas, 2009. The timing and magnitude of recent accelerated sea-level rise (North Carolina, USA). Geology. 37, 1035-1038.  
*McCoy, C.A.*, D.R. Corbett, J.E. Cable, and R.K. Spruill, 2007. Hydrogeological characterization and quantification of submarine groundwater discharge in the southeast Coastal Plain of North Carolina, Journal of Hydrology, 339, 159-171.

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County ABC Board

2<sup>nd</sup> choice Dare County Tourism Board

3<sup>rd</sup> choice \_\_\_\_\_

Name Carl Classen

Address 5204 Windsor Place

City/State/Zip Kitty Hawk, NC 27949

Email Address carl\_classen@outlook.com

Telephone Home: 252-261-2515

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Retired County Manager

Business Address: \_\_\_\_\_

Educational background:

M.P.A., Southern Cal.

B.S., Public Affairs, Southern Cal

Business and civic experience and skills:

Retired County and Town Manager - Camden, Hyde, Rutherford counties  
- Southern Shores

Member, First Flight Rotary Club



Other Boards/Committees/Commissions on which you presently serve:

Grand Jury - exp 2017

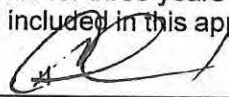
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REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Bobby Cullen</u>	<u>Dare County Manager</u>	<u>954 Marshall Collins Dr, Manteo</u>	<u>252-475-5850</u>
<u>Peter Rascoe</u>	<u>Southern Shores Town Manager</u>	<u>5375 So. Virginia Dare Trl, So. Shores</u>	<u>252-261-2394</u>
<u>Bill Rich</u>	<u>Hyde County Manager</u>	<u>30 oyster Creek Rd, Swan Quarter</u>	<u>252-926-3701</u>
	<u>or Kris Cohen Noble, Asst County Manager</u>		<u>252-926-4180</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: Jan 13, 2017 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Albemarle Commission

2<sup>nd</sup> choice Tourism Board

3<sup>rd</sup> choice Planning Board

Name Aida Doss Havel

Address P.O. Box 676

City/State/Zip Rodanthe, NC 27968

Email Address aidahavel@gmail.com

Telephone Home: 919-740-7031

Business: Same

Resident of Dare County:  yes  no

Occupation: Attorney

Business Address: (same as above)

Educational background:

BA, Davidson College, 1980; JD, UNC-Chapel Hill, 1984;

Masters in Conflict Resolution, UNC-G, 2015

Business and civic experience and skills:

- ① 30+ years in the legal system, first as a litigator, now as a mediator and peacemaker
- ② Extensive election administration experience, including 4 years on the Wake County Board of Elections, the last 2 as chair.
- ③ Extensive Board experience, including chair/president



of Friends of the Outer Banks History Center and  
Unity Church of the Triangle.

④ Extensive board & committee service in multiple  
legal organizations, including the Wake County Bar  
Association and the NC Bar Association.  
Other Boards/Committees/Commissions on which you presently serve:

Because I have just recently moved to Dare  
County, I do not presently serve on any boards  
or commissions, but I would very much  
like to get involved (which is why I am making  
this application).

REFERENCES

List three persons who are not related to you and who have definite knowledge of your  
qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Mr. Danny Couch	Commissioner/Realtor		252-475-4477
Mr. Gary Sims	Director, Wake County Board of Elections		919-856-6240
Ms. Tama Creaf	Archivist, Outer Banks History Center		252-473-2655

I understand this application will be kept on the active file for three years and I  
hereby authorize Dare County to verify all information included in this application.

Date: 12/12/18 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: 12-14-18

# AIDA DOSS HAVEL

P.O. Box 676

Rodanthe, North Carolina 27968

(919) 740-7031

*[www.havellaw.com](http://www.havellaw.com), [aida@havellaw.com](mailto:aida@havellaw.com), [aidahavel@gmail.com](mailto:aidahavel@gmail.com)*

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## EDUCATION

- B.A., Davidson College, Davidson, North Carolina, 1980
- Certificate, University of Denver Publishing Institute, Denver, Colorado, 1980
- J.D., UNC School of Law, Chapel Hill, North Carolina, 1984
- Master's Degree in Peace and Conflict Studies, UNC-G, Greensboro, North Carolina, 2015

## LAW SCHOOL ACTIVITIES

- North Carolina Law Review
- Medical Conditions Supervisor, Prisoners' Rights Project
- International Moot Court participant

## MEMBERSHIPS

- North Carolina State Bar (admitted 1985)
- North Carolina Bar Association (Family Law and Dispute Resolution sections; current Co-Chair of The Civil Collaborative Committee of the Dispute Resolution section)
- Wake County Bar Association
- International Academy of Collaborative Professionals
- Global Collaborative Law Council

## EMPLOYMENT

- **Participating Attorney**, Just Us (a collaborative law practice group) November 2018 - present
- **Participating Attorney**, Separating Together (a collaborative law practice group) November 2010 - November 2018
- **Attorney at Law**, Law Offices of Aida Doss Havel, January 2006 - October 2010
- **Attorney & Senior Partner**, Doss & Willis, L.L.P., August 1992 - December 2005
- **Associate Attorney**, Stratas & Weathers, October 1989 - July 1992
- **Associate Attorney**, Faison & Brown, October 1988 - September 1989
- **Attorney at Law**, Law Offices of Aida Fayar Doss, January 1987 - September 1988
- **Staff Attorney**, North Carolina Court of Appeals, March 1985 - December 1986
- **Marketing Assistant**, Harper & Row Publishers, New York, NY, September 1980 - May 1981

## LEGAL ACTIVITIES AND HONORS

- Presentation to ABA Dispute Resolution Section annual meeting (anticipated April 2019)
- Presentations to two national collaborative law organizations (GCLC and IACP), 2018
- Course Planner and presenter/trainer at 5+ CLE seminars across North Carolina, 2016-2018
- Board Member, **Wake County Bar Association**, 2016-2018
- With the Honorable Christine Walczyk, Wake County District Court Judge, created and implemented a new volunteer mediation program in Family Court, 2015



- Presentation on Collaborative Law to students, faculty, and attorneys at UNC-Charlotte School of Law, 2015
- With the Honorable Jennifer M. Green, Wake County District Court Judge, created and implemented a new court to mediate custody claims in domestic violence cases, 2013-2014
- Taught family law, collaborative law, and elections law to a visiting group of mediators from Belarus, April 2014
- Co-taught a 15-hour Basic Collaborative Law course, April 2014, April 2015, Spring 2017
- Taught mediation to a co-housing group, January 2014
- Authored "Ten Things You Probably Didn't Know About Collaborative Law" for the December 2013 issue of the NC Advocates for Justice' *Trial Briefs* magazine
- Participant in panel presentation on "The Paradigm Shift" at Campbell Law School Symposium on "The Virtuous Lawyer," 2013
- IACT Leadership Committee ([www.iactprogram.com](http://www.iactprogram.com)), July 2011 – present
- Team taught two multi-day seminars (3 days and 4 days) on Collaborative Law in the Health Care Context, 2011 and 2012
- Presentation on Collaborative Law to family law class at NC Central School of Law, 2010, 2011, and 2012
- Ongoing presentations about NC family law to mediators seeking certification as Family Financial Mediators, 2010-present
- Participant, NCBA's "4All" Day of Service call-in program, 2009, 2010, 2012, and 2014
- Presentation on "Financial Issues in Family Law" to Triangle Pastoral Counseling, 2009
- Presentation on "Starting Your Own Family Law Practice" to the NC Advocates for Justice (formerly Academy of Trial Lawyers), 2008
- Ongoing presentations to women in recovery at The Healing Place, 2008 - 2010
- Wake County Family Court Improvement Committee, 2007 – present
- Original Bench/Bar Transitional Family Court Committee, 2002
- Women's Center Legal Hotline, 1990 - 2003
- President, Wake County Family Lawyers, 1990 – 1991
- Outstanding Volunteer Lawyer Award, 1996
- Taught seminar on Family Law for attorneys, 1993
- Lectured to various paralegal classes on Family Law, early 1990s
- Lectured to State government employees on wills and other estate documents, early 1990s

#### ADVANCED LEGAL TRAINING

- Trained in Advanced Non-Violent Communication, 2010, 2012
- Trained in Advanced Collaborative Law, 2008
- Trained as a Parent Coordinator, 2007
- Trained in Non-Violent Communication, 2007
- Trained as a Family Financial Mediator, 2006
- Trained in Collaborative Law, 2005

#### CIVIC INVOLVEMENT

- **Dare County Board of Elections** precinct official, May 2018 – present
- **Wake County Board of Elections** Coordinator, July 2014 – November 2016
- Authored "A Handbook for New County Board of Elections Members in North Carolina," August 2013; presented copies to all 300 county Board of Elections' members
- Presentation on "County Board Members 101: What You Need to Know" at statewide training for 300 county board of elections members, August 2013
- Chair, Wake County Board of Elections, July 2011 – July 2013
- Secretary, Wake County Board of Elections, July 2009 – June 2011

- **Legislative Liaison**, Election Boards Association of North Carolina, July 2009 – July 2013
- **Chief Judge** in Precinct 11-02, August 2007 – July 2009
- **Wake County Board of Elections** precinct official in Precinct 11-02, 1994 – July 2009
- President, Board of Trustees, **Unity Church of the Triangle**, April 2011 – March 2012 (Vice-President, June 2010 – March 2011; member at large, March 2010 – June 2010, March 2012 – March 2013)
- Board Member, **Friends of the Outer Banks History Center**, November 2011 -- present
- Board Member, **Triangle Pastoral Counseling**, 2008 - 2011
- Board Member, **NC-GALA** (Gay and Lesbian Attorneys), 2007 - present
- Ongoing participation in **Capital Area Teen Court**, 2013 – 2015
- Participated in tutoring relocated Montagnard parents and children, February 2013 – December 2014
- Participated in remodeling a disabled child's bedroom with April's Angels in Pittsboro, North Carolina, May 2012
- Participated in a support circle for a local homeless family through Unity Church of the Triangle and Catholic Charities, 2010-2011
- Participated in rebuilding a Katrina-destroyed home with the St. Bernard Project in Chalmette, Louisiana, May 2009

#### **POLITICAL ACTIVITIES**

- Member, Dare County Democratic Party and Dare County Democratic Women, May 2018 – present
- Secretary, Wake County Democratic Party, January 2009 – April 2009 (resigned due to a statutory conflict)
- Member, Wake County Democratic Women, 2006 - 2009
- Member, Lillian's List, 2004 – 2009
- Member, ACLU, 2004 – 2009
- Member, League of Women Voters, 2004 – 2009

#### **PERSONAL**

- Married to John M. Havel; one stepson; two cats



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Advisory Board or Committee Interested in:

1<sup>st</sup> choice Planning Board 4.) Board of Adjustment  
 2<sup>nd</sup> choice ABC Board 5.) Equalization & Review  
 3<sup>rd</sup> choice Tourism Board 6.) Health & Human Services

Name Allen Moran

Address 381 Mother Vineyard Rd

City/State/Zip Manteo, NC 27954

Email Address allenm@darenc.com

Telephone Home: (252) 423-1309

Business: (252) 475-9222

Resident of Dare County:  yes  no

Occupation: Police Officer / Real Estate Broker / Restaurateur

Business Address: 7623 S. Virginia Dare Tol Nags Head, NC

Educational background:

NC licensed real estate broker, NC Justice Academy,

College of the Albemarle

Business and civic experience and skills:

Rotary International Community Service Chair (Manteo, 2012),

U.S. Restaurant Association Board Member

Other Boards/Committees/Commissions on which you presently serve:

NCDOT Board, Roanoke Island Community Center,  
Albemarle Regional Planning Organization,  
Peanut Belt Regional Planning Organization

#### REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>RV Owens</u>	<u>Self-Employed</u>	<u>Manteo, NC</u>	<u>216-8079</u>
<u>Doug Daughtie</u>	<u>Sheriff (Dare)</u>	<u>KDH, NC</u>	<u>216-9898</u>
<u>Marc Basnight</u>	<u>Retired</u>	<u>Manteo, NC</u>	<u>216-6703</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 02/02/2016 Signature of applicant: Alce In

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FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

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Advisory Board or Committee Interested In:

1<sup>st</sup> choice Tourist Bureau

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name DARRELL Collins

Address P.O. Box 217

City/State/Zip Manteo NC 27954

Email Address darrellcollins@earthlink.net

Telephone Home: 473-1722

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Retired

Business Address: \_\_\_\_\_

Educational background:

College

Business and civic experience and skills:

NPS - Town of Manteo Commissioner 12 years

Other Boards/Committees/Commissions on which you presently serve:

\_\_\_\_\_  
\_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12-20-2017 Signature of applicant: *Daniel M. Collins*

FOR OFFICE USE ONLY:

Date received: 12/21/17



APPLICATION FOR APPOINTMENT TO  
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Advisory Board or Committee interested in:

1<sup>st</sup> choice Tourist Bureau

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Christine E. Walker

Address PO Box 335

City/State/Zip Manteo, NC 27954

Email Address \_\_\_\_\_

Telephone Home: \_\_\_\_\_

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Admin. Asst.

Business Address: \_\_\_\_\_

Educational background:  
ECU Graduate

Business and civic experience and skills:  
\_\_\_\_\_  
\_\_\_\_\_



Other Boards/Committees/Commissions on which you presently serve:

\_\_\_\_\_  
\_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
_____			
_____			
_____			

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12/20/17 Signature of applicant: *C. Walker*

FOR OFFICE USE ONLY:

Date received: 12/21/17

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Tourism Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Michael Siers

Address 4638 S. Blue Marlin Way

City/State/Zip Nags Head NC 27959

Email Address MIKESIERS@ME.COM

Telephone Home: 252-489-3861

Business: 252-489-3841

Resident of Dare County:  yes  no

Occupation: REAL ESTATE SALES

Business Address: 5219 S. CROTAN HWY NAGS HEAD, NC 27959

Educational background:

Shenandoah University

Business and civic experience and skills:

Construction Foreman, Restaurants, Sales - Real Estate

Rotary - Kitty Hawk - Past President

Other Boards/Committees/Commissions on which you presently serve:

Nags Head Town Commissioner  
\_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Peter Rascoe</u>	<u>SS. Town Manager</u>		
<u>R.V. OWENS</u>			
<u>Stuart Tack</u>	<u>CEO Resort Realty</u>		

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12/1/2017 Signature of applicant: *Michael Siers*

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

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Advisory Board or Committee Interested in:

1<sup>st</sup> choice Tourism Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Benjamin Cahoon

Address 2616 S. COMPASS La.

City/State/Zip Nags Head, NC 27959

Email Address ben@obxarchitects.com

Telephone Home: 252-441-7490

Business: 252-441-0271

Resident of Dare County:  yes  no

Occupation: Architect

Business Address: 118 W. Woodhill Dr., Nags Head, NC 27959

Educational background:

4 & 5 yr. Architecture degrees from NCU

Business and civic experience and skills:

See attached resumes.



Other Boards/Committees/Commissions on which you presently serve:

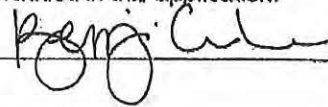
Mayer, Town of Naas Head  
PCUSA Synod of the Mid Atlantic - Commissioner

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Bobby Outten</u>	<u>County Mgr.</u>		
<u>Bob Woodard</u>	<u>Chair, DC Comm.</u>		
<u>Lee Nettles</u>	<u>Dir. OBVB</u>		

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12/1/17 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

**RESUME OF**

**Benjamin B. Cahoon, AIA**

Cahoon and Kasten Architects, PC  
Nags Head, North Carolina

**Professional Status**

Member of The American Institute of Architects  
Registered Architect in North Carolina, Virginia and Maryland

**Professional Experience**

President: Cahoon and Kasten Architects, PC, 2000-Present  
Principal: Benjamin Cahoon and Associates, 1990-2000  
Principal Architect: Bissell Associates, Inc. 1989-1990  
Architect: Bissell Associates, Inc. 1988-1989  
Operations Manager: Burnstudio Architects, PA, 1986-1987  
Intern Architect: Burnstudio Architects, PA, 1984-1986  
Intern Architect: Frank Cross Architect, 1983-1984

**Education**

Bachelor of Architecture, North Carolina State University, 1988  
Bachelor of Environmental Design in Architecture, North Carolina State University, 1984

**Professional Service Activities**

Member, AIA North Carolina Board of Directors 2008-2010  
President, Eastern Section NC-AIA 2010  
President, Eastern Section NC-AIA 2009  
President-Elect, Eastern Section NC-AIA 2008  
Secretary, Eastern Section NC-AIA 2007

**Speaking Engagements**

1997 SC AIA State Convention, "Wind Resistive Construction"  
AIA, West Jersey Chapter, "Continuing Education Program on Hazard Resistant Construction"  
1997 National Hurricane Conference, "Mitigation Partnerships and the Media" and "Mitigation Partnerships for Public Utilities"  
1997 North Carolina Hurricane Conference, "The Blue Sky Program for Hazard Mitigation"  
1996 Long Island Emergency Management Conference, "The Blue Sky Program for Hazard Mitigation"  
1996 National Hurricane Conference, "Incentives for Hazard Mitigation in the Housing Industry"

**Project Recognition and Publication** (Selected)

August 31, 1996	The New York Times	"Withstanding a Huff and A Puff"
October 12, 1995	The Washington Post	"Houses That Stand Up to Hurricanes"
March 1995	Southern Living Magazine	"A State of Many Styles"
August 1991	North Carolina Architecture	"Coastal Development"

**Project Experience** Architect for dozens of single-family residences and residential renovations and for commercial projects including auditoriums, banks, churches, gymnasiums, office buildings, medical facilities, multifamily buildings, restaurants, schools and stores.

**Civic Involvement** (Selected)

Member (Appointed) Dare County Board of Education 2016 (6 month term)  
Member (Elected) Dare County Board of Education 2010-2014  
Member (Appointed) Dare County Board of Education 2008-2010  
Member, UNC Coastal Studies Institute Board of Directors 2008-2011  
Founding Director, UNC Coastal Studies Institute Foundation, Inc. 2001-2011  
Chairman Emeritus, UNC Coastal Studies Institute Foundation, Inc. Board of Directors  
President, North Banks Rotary Club 2001-2002  
Secretary, North Banks Rotary Club 1990-1991

**Personal**

Married 32 years, two adult children  
Cyclist, ultramarathoner



**BENJAMIN B. CAHOON**

**Professional and Civic Involvement**

Mayor, Town of Nags Head, 2017-2021  
Advisor/Reviewer: "Rising: A Visual and Oral History of Climate and Sea-Level Change on North Carolina's Inner and Outer Banks"  
Member, Nags Head Committee for Arts and Culture, 2016-Present  
Member, Nags Head Technical Codes/UDO Steering Committee, 2015-Present  
Member, Nags Head Comprehensive Plan Steering Committee, 2015-Present  
Moderator Stewardship Committee, Outer Banks Presbyterian Church, 2015-2017  
Chairman, Committee to Re-elect Susie Walters Nags Head Commissioner, 2015  
Dowdy Park Steering Committee, 2014-Present  
2013 UNC CSI Art+Science Symposium, Steering Committee  
President Manteo High School Music Boosters, 2013-14  
Chairman, Committee to Elect Bob Edwards for Nags Head Mayor, 2013  
Dare County Delegate to the Southern Albemarle Association, 2012  
Susie Walters for Nags Head Commissioner Advisory Committee 2011  
Reader, NEA's Read Across America 2010-Present  
Team Leader, OBX Impact 2010, 2011  
Member, NC-AIA Membership Committee  
Dare County Academically and Intellectually Gifted Students Advisory Board  
Nags Head Beach Road Committee 2010-Present  
Member (Appointed) Dare County Board of Education 2016  
Dare County Board of Education Capital Improvements Plan Committee 2012-2014  
Vice Chair, Dare County Board of Education 2011-2014  
Member (Elected) Dare County Board of Education 2010-2014  
Member (Appointed) Dare County Board of Education 2008-2010  
Member, UNC Coastal Studies Institute Board of Directors 2008-2012  
Chairman Emeritus, UNC Coastal Studies Institute Foundation, Inc. 2012-2017 (Dissolved)  
Chairman, UNC Coastal Studies Institute Foundation, Inc. Board of Directors 2008-2012  
Member, AIA North Carolina Board 2008-2010  
Immediate Past President, Eastern Section NC-AIA 2011  
President, Eastern Section NC-AIA 2009 and 2010  
President-Elect, Eastern Section NC-AIA 2008  
Secretary, Eastern Section NC-AIA 2007  
Member, Outer Banks Transportation Task Force 2005 – Present (Suspended)  
Chairman, OBTF Demand Management Committee 2005 – Present (Suspended)  
President, North Banks Rotary Club 2001-2002  
Director, North Banks Rotary Club 2000-2001  
Secretary, North Banks Rotary Club 1990-1991  
Dare County Higher Education Task Force 2000-Present (Inactive)  
Founding Director, UNC Coastal Studies Institute Foundation, Inc. 2001-Present  
Dare County First Flight Centennial Committee 2001-2003  
Board Chairman, Outer Banks Chamber of Commerce 1999-2000  
Director, Outer Banks Chamber of Commerce 1997-1999  
Director, Albemarle Dispute Resolution Center 2001-2002  
Board Chairman, Dare Voluntary Action Center 1994-1995  
Director, Dare Voluntary Action Center 1992-1994  
Moderator Christian Education Committee, Outer Banks Presbyterian Church 2007-2011  
Superintendent, Outer Banks Presbyterian Church 2001-2004  
Sunday School Teacher, Outer Banks Presbyterian Church 1990-2014  
New Hope Presbytery Council Visioning Committee, 2012-Present  
New Hope Presbytery Council/Coordinating Body, 2011-2016 (two terms)  
Committee on Ministry, New Hope Presbytery 1993-1996  
Ordained Elder, Outer Banks Presbyterian Church 1989  
Session Member, Outer Banks Presbyterian Church 2003-2009  
Session Member, Outer Banks Presbyterian Church 1989-1991  
President, Outer Banks Presbyterian Church, Inc. 1991-2011  
New Hope Presbytery Commissioner, Presbyterian Church (USA) 222<sup>nd</sup> General Assembly  
Albemarle Presbytery Commissioner, Presbyterian Church (USA) 205<sup>th</sup> General Assembly  
Awards Committee, North Carolina AIA 2000  
AIA Hazard Resistant Continuing Education Task Force 1999  
Presenter, National Hurricane Conference 1998 and 1999  
California OEM Certified Post-Disaster Volunteer Inspector  
Outer Banks Ducks Unlimited Banquet Planning Committee 1988-1990 (approximate)  
NC-AIA Political Action Committee 2017  
New Hope Presbytery Commissioner, Synod of the Mid-Atlantic, 2018-2020



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County Tourism Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Stephanie Walker

Address 605 Harbour View Drive

City/State/Zip Kill Devil Hills, NC 27948

Email Address walkonthebeach@hotmail.com

Telephone Home: \_\_\_\_\_

Business: 252-202-3504

Resident of Dare County:  yes  no

Occupation: Real Estate Broker/Owner

Business Address: 3352 N. Croatan Hwy, Kitty Hawk, NC.

Educational background:

B.S. University of Maryland, 1983

Business and civic experience and skills:

Duke Banks Realtors & NC Realtors, President, 2002/2011  
Dare Co. SG Board, 6 years, Dare Co. & KDH Program  
For Public Information Committees.

Other Boards/Committees/Commissions on which you presently serve:

Outer Banks Realtors BOD, (2018), NC Realtors BOD,  
National Assoc of Realtors BOD, several Nat. Advisory Boards

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Jay Burrus,</u>	<u>DEHHS</u>		<u>252-475-5500</u>
<u>Donna Creek,</u>	<u>Dare County Planning Director</u>		<u>252-475-5873</u>
<u>Proby Outten</u>	<u>DC Manager</u>		<u>252-475-5800</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 11/28/17 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Realtor Representative to the Outer Banks Visitors Bureau

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Christopher Toolan

Address PO Box 1722

City/State/Zip Kitty Hawk, NC 27949

Email Address Christoolan1@gmail.com

Telephone Home: 252.305.1267

Business: 252.261.6400

Resident of Dare County:  yes  no

Occupation: NC. Real Estate Broker, Realtor (r)

Business Address: 4628 North Croatan Hwy, Kitty Hawk NC 27949

Educational background:

BA Economics University of Richmond

Business and civic experience and skills:

Outer Banks Chamber of Commerce, Board, VP ; Outer Banks Homebuilders Association, Board, VP;

Dare County representative to Workforce Development Board, VP; Friends of Jockey's Ridge, Board, VP



Other Boards/Committees/Commissions on which you presently serve:

Friends of Elizabeth II,(Festival Park) Board, VP; Outer Banks Surfrider Foundation, Board, VP;

Roanoke Island Business Association, Board, VP; Many committee chair and volunteer positions with service awards

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

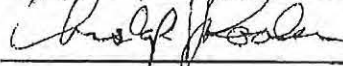
Name	Business/Occupation	Address	Telephone
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Maxine Rossman, Executive Director OBHBA, 252.267.5921

Terry Gray, Town of KDH Commissioner, 252.256.1064

Sam Barker, President, Seaside Builders, 252.207.6796

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 11/22/17 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

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APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice DARE COUNTY TOURISM BOARD

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name JAMES M. CONNERS

Address 83 DUCK WOODS DR.

City/State/Zip SOUTHERN SHORES, N.C. 27949

Email Address JConnors@southernshores-nc.gov

Telephone Home: \_\_\_\_\_ CELL: 252-202-1508

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: LANDSCAPE ARCHITECT

Business Address: P.O. BOX 2609, KITTY HAWK, NC 27949

Educational background:

1985: BACHELOR'S IN LANDSCAPE ARCHITECTURE, UNIV. OF GEORGIA  
YEARLY SHORT COURSES, SEMINARS, ETC. ON STORMWATER  
MANAGEMENT, URBAN FORESTRY AND OTHER PROFESSIONAL  
SUBJECT AREAS

Business and civic experience and skills:

- SELF EMPLOYED landscape architect for 20+ years.
- PREVIOUS WORK IN ARCHITECT/ENGINEER FIRMS
- 4 YEARS ON SPCA BOARD
- 2 YEARS ON TOSS CAPITAL IMPROVEMENT COMMITTEE
- HABITAT FOR HUMANITY (prior to moving to OBX)
- DARE LITERACY
- DOGWOOD TRAIL TASK FORCE
- ALL SAINTS EPISCOPAL CHURCH

Other Boards/Committees/Commissions on which you presently serve:

SO. SHORES TOWN COUNCIL

TOSS CAPITAL IMPROVEMENT COMMITTEE

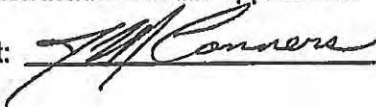
### REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>LYNDA BUREK</u>	<u>RETIRED</u>	<u>40 FAIRWAY DR. SSHORES, NC 27949</u>	<u>410 570 3552</u>
<u>CHRIS WASON</u>	<u>ARCHITECT</u>	<u>72 TRINITE TR SSHORES, NC 27949</u>	<u>252 489 3614</u>
<u>EILEEN WIRTH</u>	<u>PROJECT COORDINATOR CURRITUCK CO.</u>	<u>153 COURTHOUSE RD CURRITUCK, NC 27929</u>	<u>252-232-3551</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12/13/17

Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



APPLICATION FOR APPOINTMENT TO  
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Advisory Board or Committee interested in:

1<sup>st</sup> choice Dare County Tourism Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Gary McDonald

Address 74 Trinitie Trail

City/State/Zip Southern Shores, NC 27949

Email Address gmcdonald31550@gmail.com

Telephone Home: 2522610209

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: Retired School Administrator Dare County Schools

Business Address: \_\_\_\_\_

Educational background:

Certificate of Advanced Study Educational Administratiuon

Masters Education Administration

Business and civic experience and skills:

School Administrator Dare County Schools

Town Council Southern Shores

Other Boards/Committees/Commissions on which you presently serve:

Southern Shores Town Council  
\_\_\_\_\_

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Fred Newberry</u>	<u>Federal Government</u>	<u>Southern Shores</u>	<u>252-564-5108</u>
<u>Margaret Lawler</u>	<u>Dare County School Board</u>	<u>Southern Shores</u>	<u>252-261-5482</u>
<u>Bobby Outten</u>	<u>Dare County</u>	<u>Southern Shores</u>	<u>252-475-5800</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12/7/2017 Signature of applicant: Gary McDonald  
*Gary McDonald*

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



Cheryl Anby &lt;cheryl.anby@darenc.com&gt;

**FW: Tourism board application**

1 message

**Tim Cafferty** <tim@outerbanksblue.com>  
 To: "cheryl.anby@darenc.com" <cheryl.anby@darenc.com>

Thu, Dec 12, 2019 at 12:41 PM

Sorry....forgot how to spell your name.

Hope this gets to you this time.

Tim

-----Original Message-----

From: Tim Cafferty  
 Sent: Thursday, December 12, 2019 12:37 PM  
 To: [cherl.anby@darenc.com](mailto:cherl.anby@darenc.com)  
 Cc: [wallyo@darenc.com](mailto:wallyo@darenc.com); [woodard@daren.com](mailto:woodard@daren.com)  
 Subject: FW: Tourism board application

Ms. Anby,

Attached please find my application for an at large position on the Dare County Tourism board which I believe is an opening that the commissioners will be looking to fill in the near future.

I am ready and willing to participate again on this board where I believe I have been an effective representative of the tourism industry in the past.

I served on this board previously from 2000 through 2003 when I served one year as the vice-chairman of that board, and I served again from 2012 through 2015 when I served as board chairman.

I am copying Mr. Overman and Mr. Woodard as I have indicated those gentlemen would serve as references for me in this application. I have also provided Mr. Ronnie Sloan as a reference. He is the President of the Outer Banks Hospital and currently serves as chairman of the Outer Banks Chamber of Commerce. I work with Ronnie on his Hospital Development Council.

Please let me know if you need anything else from me on this application.

All the best!

Tim

Tim Cafferty GRI, ARM, VRMP  
 President  
 Outer Banks Blue Realty Services  
 P.O. Box 1220  
 3732 N. Croatan Hwy.  
 Kitty Hawk, NC 27949  
[Tim@outerbanksblue.com](mailto:Tim@outerbanksblue.com)  
 252-255-1220

AND

Sandbridge Blue Realty Services  
 P.O. Box 6909  
 1993 Sandbridge Road  
 Virginia Beach, VA 23456  
[tim@sandbridgeblue.com](mailto:tim@sandbridgeblue.com)




757-426-1993

Also the Co-Host of The Professional Vacation Rental Manager's Podcast "Sarah and T - The Professional Vacation Rental Manager's Podcast" where professional vacation rental management topics are covered. Available at [www.sarahandt.com](http://www.sarahandt.com) or anywhere podcasts are found!

Stay with the vacation rental companies where customer service NEVER takes a vacation! [www.outerbanksblue.com](http://www.outerbanksblue.com) and [www.sandbridgevacationrentals.com](http://www.sandbridgevacationrentals.com)

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APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice AT LARGE POSITION - DARE COUNTY TOURISM BOARD OF DIRECTORS

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Timothy M. Cafferty

Address 4628 Seascapes Drive

City/State/Zip Kitty Hawk, NC 27949

Email Address TIM @ OUTERBANKSBLUE.COM

Telephone Home: 252-202-9801

Business: 252-255-1220

Resident of Dare County:  yes  no

Occupation: REALTOR / BUSINESS OWNER (OUTER BANKS BLUE REALTY SERVICES)

Business Address: 3732 N. CROATAN HWY. KITTY HAWK, NC

Educational background:

MANTEO HIGH SCHOOL GRADUATE 1980

UNIVERSITY OF NORTH CAROLINA @ CHAPEL HILL 1984

Business and civic experience and skills:

I have a long history of community & professional involvement on the Outer Banks & nationally. OBA REALTORS President, North Carolina Realtors Vice President, Vacation Rental Management Association President 3 times, Dare County Tourism Board member 3 times. Chairman of that board in 2015

Other Boards/Committees/Commissions on which you presently serve:

Outer Banks Hospital Development Council, Dare Education  
Foundation, Outer Banks Sporting Events

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Wally Overman</u>	<u>Dare Commissioners Vice Chair</u>		
<u>Bob Woodard</u>	<u>Dare Commissioners Chair man</u>		
<u>Ronnie Sloan</u>	<u>OBX Hospital President</u>		<u>449-4500</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12/12/19 Signature of applicant: [Signature]

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

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Advisory Board or Committee interested in:

1<sup>st</sup> choice Tourism Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice

Name TERENCE LEE GRAY

Address 322 PINE GROVE TRAIL

City/State/Zip KILL DEVIL HILLS NC 27948

Email Address TGRAY @ KDHNC.COM

Telephone Home: 252-256-1064

Business: \_\_\_\_\_

Resident of Dare County:  yes  no

Occupation: FERRY OPERATIONS MANAGER

Business Address: 170 COURTHOUSE ROAD CURRITUCK NC 27929

Educational background:

Graduate MHS 1974

SOME COLLEGE

Business and civic experience and skills:

private sector manager 20 plus years

Business owner - etc.

Other Boards/Committees/Commissions on which you presently serve:

KDH PLANNING BOARD - BOC - Mayor  
Township Board - Director DAVE County MOTORCYCLE TOY RUN

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Tom Moyer</u>		<u>NIA</u>	<u>305-5844</u>
<u>Ralph Wilson</u>		<u>318 P. Grove KDH</u>	<u>444-8203</u>
<u>Sam Ballard</u>		<u>Mantua</u>	<u>475-1395</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 12/14/17 Signature of applicant: Terry Gray

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_



*Upcoming Board Appointments*

**Description**

The Dare County Board of Commissioners welcomes citizen participation on its many Boards and Committees.

Following is a list of the Boards and Committees that have terms expiring during the next 3 months. The list indicates when the item will be presented to the County Commissioners and any requirements that may pertain to the appointment.

Instructions on how to obtain and submit an application are attached along with additional information about each of the Boards and Committees with upcoming term appointments.

**Board Action Requested**

None

**Item Presenter**

Robert Outten, County Manager

## **Upcoming Board & Committee Appointments**

The Dare County Board of Commissioners welcomes citizen participation on Advisory Boards and Committees. This type of grassroots public involvement is the foundation of democracy and a vital part of maintaining Dare County as a quality place to live.

Following is a list of Boards and Committees that have terms expiring during the next 3 months. The list highlights when the item will be presented to the Board of Commissioners along with any special requirements that may pertain to the appointment.

Information about how to obtain and submit applications follows the list.

### **February, 2020**

#### **Planning Board**

The Planning Board meets to review and recommend action on land use and development plans and issues for the unincorporated areas of Dare County.

3 terms expire

### **March, 2020 – None**

### **April, 2020**

#### **Manns Harbor Marina Commission**

The Manns Harbor Marina Commission is a seven-member group representing recreational, commercial and local interests for the self-governing mutual purpose of Manns Harbor Marina. The Commission meets six times per year and reports directly to the Dare County Board of Commissioners.

3 terms expiring April 2020

#### **-----Instructions for Obtaining and Submitting Applications-----**

An application must be submitted in order for your name to be considered for a Board or Committee appointment. The form is available on the Dare County website, or by calling Cheryl C. Anby, Clerk to the Board, at 252-475-5800.



*Commissioners' Business & Manager's/Attorney's Business*

**Description**

Remarks and items to be presented by Commissioners and the County Manager.

**Board Action Requested**

Consider items presented

**Item Presenter**

Robert Outten, County Manager