



**REGULAR SESSION MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
MONDAY, JULY 18, 2022**

The Pamlico County Board of Commissioners met in regular session on Monday, July 18, 2022 at 7:00pm in the Patsy H. Sadler room of the Pamlico County Courthouse. Commissioners Missy Baskervill, Candy Bohmert, Doug Brinson, Ed Riggs, Pat Prescott, and Carl Ollison were present. Also present were County Attorney Dave Baxter, County Manager Tim Buck, Finance Director Bill Fentress, Assistant County Manager Justin Oakes, and Clerk to the Board Chantelle Allison. Commissioner Kari Forrest was not in attendance.

Chairman Brinson called the meeting to order and led the assemblage in the Pledge of Allegiance.

Chairman Brinson asked if there were any corrections, additions, and/or deletions to the July 5, 2022 regular session minutes. There were no changes, then on a motion made by Commissioner Bohmert and seconded by Commissioner Baskervill, the following resolution was unanimously approved.

BE IT RESOLVED, the regular session minutes of the Tuesday, July 5, 2022 meeting are hereby approved, and the Chairman's signature is authorized thereon.

Chairman Brinson invited Health Director Melanie Campen to give the Quarterly Health Department Report [22-23-011]. (attached)

Chairman Brinson asked if there were any additions and/or deletions to the agenda; Commissioner Riggs made a motion, seconded by Commissioner Baskervill, to: 1) Add - Letter of support for the Bayboro Development Center [22-23-025], and 2) Add – Request for Approval of Contract to Replace the Water Heater serving the Jail [22-23-026].

The Board then turned their attention to the Consent Agenda.

On a motion made by Commissioner Bohmert and seconded by Commissioner Riggs, the following resolutions were unanimously approved.

BE IT RESOLVED, the following Budget Amendments are hereby approved [22-23-012].

<i>Department:</i> Sheriff Department			#23-001
FISCAL YEAR 2022-2023			
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 8,806.64	
104310-535300	M&R Auto	\$ 6,188.95	
104310-535300	M&R Auto	\$ 2,617.69	
<i>Reason for Budget Revision:</i> To recognize insurance proceeds and increase budget to accommodate car repairs.			

Department: Sheriff Department

#23-002

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 9,953.83	
104310-549912	Sheriff Outreach Expenses	\$ 9,953.83	

Reason for Budget Revision: To move unused contributions for Sheriff Outreach to correct fiscal year.

Department: Sheriff Department

#23-003

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 10,739.59	
104310-539801	Controlled Substance Expenses	\$ 10,739.59	

Reason for Budget Revision: To move unused monies to current fiscal year.

Department: Sheriff Department

#23-004

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
020000-439900	Fund Balance App	\$ 14,279.66	
024349-519900	Contracted Services	\$ 14,279.66	

Reason for Budget Revision: To move unused grants funds to correct fiscal year.

Department: Emergency Management

#23-005

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 11,067.51	
104330-541085	Equipment-ARPA Grant	\$ 11,067.51	

Reason for Budget Revision: To move unused grants funds for EMS-American Rescue Plan Act EMA-2021-EP-00014 to current fiscal year.

Department: Environmental Health

#23-006

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100000-439900	Fund Balance App	\$ 16,709.00	
105180-512100	Salaries & Wages	\$ 8,469.00	
105180-518100	FICA Expense	\$ 500.00	
105180-518101	Medicare Expense	\$ 2,000.00	
105180-518200	Retirement Expense	\$ 500.00	
105180-518300	Group Insurance	\$ 1,000.00	
105180-519900	Contracted Services	\$ 840.00	
105180-529000	Departmental Supplies	\$ 400.00	
105180-531000	Travel	\$ 3,000.00	

Reason for Budget Revision: To recognize base mentee and training grant awarded to EH.

Department: Health Department

#23-007

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435135	Comm Disease Pandemic Rec	\$ 202,358.00	
105126-512100	Salaries & Wages	\$ 101,179.00	
105126-518100	FICA Expense	\$ 8,000.00	
105126-518101	Medicare Expense	\$ 1,400.00	
105126-518200	Retirement Expense	\$ 8,000.00	
105126-518300	Group Insurance	\$ 9,000.00	
105126-512200	Overtime	\$ 10,179.00	
105126-519900	Contracted Services	\$ 60,000.00	
105126-531000	Travel	\$ 4,000.00	
105126-532000	Telephone	\$ 600.00	

Reason for Budget Revision: To recognize funds to expand communicable disease surveillance, detention, control and prevention to address COVID-19 activities.

Department: Health Department

#23-008

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435517	543 ELC Enhancing Detection Rev	\$ 6,294.00	
105157-512100	Salaries & Wages	\$ 3,394.00	
105157-518100	FICA Expense	\$ 1,000.00	
105157-518101	Medicare Expense	\$ 500.00	
105157-518200	Retirement Expense	\$ 400.00	
105157-518300	Group Insurance	\$ 1,000.00	

Reason for Budget Revision: To increase funding to prevent, prepare for and respond to COVID.

Department: Health Department

#23-009

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435518	539 COVID-19 Cares Revenue	\$ 90.00	
105118-529000	Departmental Supplies	\$ 90.00	

Reason for Budget Revision: To increase funding to prevent, prepare for and respond to COVID.

Department: Health Department

#23-010

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
105190-512100	Salaries & Wages		\$ 2,000.00
105190-519900	Contracted Services	\$ 2,000.00	

Reason for Budget Revision: To transfer funds to Contracted Services that are needed for testing and labs for STD/HIV.

Department: Health Department

#23-011

FISCAL YEAR 2022-2023

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT (+) INCREASED	AMOUNT(-) DECREASED
100211-435511	COVID 19 School Health Revenue	\$ 84,537.00	
105122-512100	Salaries & Wages	\$ 65,000.00	
105122-518100	FICA Expense	\$ 2,000.00	
105122-518101	Medicare Expense	\$ 2,000.00	
105122-518200	Retirement Expense	\$ 2,000.00	
105122-518300	Group Insurance	\$ 2,000.00	
105122-519900	Contracted Services	\$ 3,000.00	
105122-529000	Departmental Supplies	\$ 3,000.00	
105122-531000	Travel	\$ 3,000.00	
105122-532000	Telephone	\$ 2,000.00	
105122-532001	Postage	\$ 537.00	

Reason for Budget Revision: To increase funding for COVID-19 Public Health Crisis Response.

BE IT RESOLVED, the request from the Tax Department for approval of Untimely Property Tax Exemption Application for Parcel # G041-106-11, is hereby approved [22-23-013].

BE IT RESOLVED, the request to clarify and approve that the FY 2022-2023 Budget included a County match of employee 401k contributions up to 1% of an employee's base salary, is hereby approved [22-23-014].

BE IT RESOLVED, the request for approval of the FY 2022-2023 Pay Classification Plan,

is hereby approved [22-23-015].

BE IT RESOLVED, the request for approval of a Fire Chief's Commission Ordinance, is hereby approved [22-23-016].

ORDINANCE - PROVIDING FOR THE ESTABLISHMENT OF THE PAMLICO COUNTY FIRE CHIEFS COMMISSION, THE OFFICE OF PAMLICO COUNTY FIRE MARSHAL AND PROVIDING FOR FINANCIAL ASSISTANCE TO CERTAIN FIRE DEPARTMENTS IN PAMLICO COUNTY.

ARTICLE I. AUTHORITY AND PURPOSE

SECTION I. This Ordinance is adopted pursuant to the authority contained in Article 11 of chapter 153A of the General Statutes of North Carolina.

SECTION II. The purposes of this Ordinance are to:

- A. Establish a Pamlico County Fire Chiefs Commission
- B. Encourage and financially aid rural volunteer fire departments in Pamlico County in order that they can provide fire protection to public school buildings, county government buildings, and private property in the County.
- C. Establish an effective firefighting organization to work with and supplement the Office of the Pamlico County Fire Marshal.
- D. Establish the Office of County Fire Marshal to provide liaison between the volunteer fire departments, county/state governments.
- E. Aid in the reduction of the cost of fire insurance to the County and its citizens.
- F. Provide for the prudent expenditure of County funds for fire protection purposes.
- G. Provide for more adequate and efficient protection of life and property in the rural areas of the County, and to provide a trained body of persons to assist the citizens of the County in case of emergency.
- H. Provide Local Authority to permit and approve "Rear-Facing Blue Emergency Lights" on Department Owned Fire Apparatus only. Local Authority will consist of the County Fire Marshal and the County Elected Sheriff. Rear-Facing Blue Light shall be located on the Driver's Side Rear and shall only face the rear of Department Owned Apparatus. There shall be no Forward-Facing Blue Emergency Lights permitted, nor shall there be any other Blue Emergency Lights permitted on any vehicles not owned by the Fire Department.

ARTICLE II. THE FIRE CHIEFS COMMISSION

SECTION I. There is hereby created the Pamlico County Fire Chiefs Commission, to be composed of members as follows:

- A. One member of the Board of Commissioners of Pamlico County, to be appointed by said Board as an ex-officio member.
- B. Nine (9) active volunteer firemen who are members of the firemen's Association. Each Chief & Asst. Chief or designee shall represent their respective department.
- C. The Fire Marshal of Pamlico County shall serve as an ex-officio member.
- D. The President of the Pamlico County Fire Association shall be an ex-officio member.
- E. The members of the Fire Chiefs Commission shall initially be appointed to establish a rotating board. To accomplish this, the Fire Chief, Asst. Chief, or designee from each Fire Dept. will be appointed. Upon the expiration of the initial terms, successor members shall be appointed for three-year terms.
- F. The Chiefs Commission shall elect one of its members as Chairman.
- G. The County Fire Marshal shall serve as the recorder for the Commission.

H. The Fire Marshal's Office will provide clerical assistance to the Commission.

SECTION II. Duties and Powers

- A. The duties and powers of the Fire Chiefs Commission shall be as specified in this Ordinance and the Commission shall be empowered to make rules and regulations necessary to carry out the provisions of this ordinance.
- B. The Commission shall, from time to time, review the provisions and requirements contained in this Ordinance, and it shall recommend to the Board of County Commissioners, amendments, or changes which the Commission may deem advisable.
- C. The Commission shall receive the annual budget requests from the individual Volunteer Fire Departments and shall make recommendations concerning County subsidies to the County Manager on or before April 30th of each year.
- D. The Fire Marshal's Office shall inspect each fire department receiving County financial assistance as often as it finds necessary. It shall report to the Fire Chiefs Commission and the County Board of Commissioners, whether or not each department is meeting minimum standards, as specified herein.
- E. If the Fire Chiefs Commission finds that a fire department is not meeting the minimum standards specified in this Ordinance, notice of such deficiency shall be given in writing to the chief and at least two members of the department. This notice shall require that the deficiencies be corrected within sixty days. At the end of the sixty-day period another inspection shall be made by the Fire Chiefs Commission, and if the deficiencies have not been corrected, the Fire Chiefs Commission shall notify the County Board of Commissioners and the financial assistance shall be suspended until the deficiencies shall be corrected. Upon receipt of notification that a Volunteer Fire Department has failed to meet minimum requirements for maintenance of a 9-S-5 mile response (except where district boundaries prohibit), the County Board of Commissioners shall cause the Fire Insurance Rating Bureau to be notified of the deficiency.
- F. The Fire Chiefs Commission shall develop plans for adequate cost-effective fire protection for Pamlico County and shall make appropriate short- and long-range recommendations to the County Board of Commissioners. Such plans may include consolidation of existing departments or substations.
- G. The Fire Chiefs Commission shall review all matters pertaining to the delivery of fire protection and make recommendation thereon to the County Board of Commissioners.

ARTICLE III. FIRE MARSHAL

SECTION I. The Office of County Fire Marshal is hereby established. The County Manager may assign the duties of Fire Marshal to an employee of the county having other duties. Any appointment must be approved by the Fire Commission w/in 30 days.

SECTION II. The County Fire Marshal shall have the following duties and responsibilities:

- A. Keep the County Manager and County Board of Commissioners informed of the progress and development of rural fire departments.
- B. Act as liaison between fire departments in the County, the County Manager and County Board of Commissioners.
- C. Advise the County Manager and County Board of Commissioners concerning requirements of the Insurance Service Office of North Carolina for establishing fire districts.
- D. Advise fire departments in the County on the availability of Federal Surplus and Excess Property.
- E. Assist in coordinating group purchasing options for equipment and apparatus.

- F. Assist in coordinating systems for communicating alarms and calls to all firemen in the County.
- G. Assist with fire scene investigations upon request of the officer in charge of the scene of the fire.
- H. Assist in coordination and development of an Arson Task Force.
- I. Assist with development of a Fire Prevention Program for the County.
- J. Assist VFDs upon request in the improvement of insurance ratings.
- K. Advise and assist VFDs in the procurement of any local, state, and federal monies in the ways of grants or loans.
- L. Coordinate (mutual aid) agreements between VFDs and surrounding counties, etc.
- M. Maintain file of all fire incident reports provided by VFDs.

ARTICLE IV. FINANCIAL ASSISTANCE

SECTION I. Pamlico County will make monthly grants of financial assistance to volunteer fire departments in Pamlico County upon their compliance with the minimum requirements hereinafter contained.

SECTION II. In order to qualify for financial assistance from Pamlico County, a fire department must:

- A. Be organized as a non-profit corporation under the laws of North Carolina, or
- B. Be wholly owned and operated by a Pamlico County corporation.
- C. Be a wholly volunteer fire department, that is, no member firemen shall receive any pay or other remuneration for services to the fire department as a fire fighter.
- D. Furnish to the County Fire Marshal by February 1st, of each year a list of all members as of January 1st, of that year. The list shall include name, address, telephone, and social security numbers.
- E. Furnish each of its members a means of identification, such as a card, a badge, hat, or automobile plate. Such identification shall be evidence of bona fide membership in the department.
- F. Agree to conduct fire training and to operate its equipment at regular intervals.
- G. Have adequate fire alarm and/or other communications equipment to ensure response to fire calls.
- H. Maintain a minimum grade 9-S-5 mile response rating with the North Carolina Fire Insurance Rating Bureau.
- I. Maintain the liability and workman's compensation insurance on the firemen and equipment as required by law and by the North Carolina Industrial Commission to ensure that the County will be free from any responsibility for damages or claims resulting from the activities of its firemen or from the operation of its equipment. Each department shall also maintain membership in good standing in the North Carolina and Pamlico County Firemen's Associations.
- J. Carry out an organized training program, which shall be specified by the Fire Commission. The training program shall include the training and qualifying of fire truck drivers. Each department shall participate in a minimum of one drill each month, and fire truck shall be operated at least once each week. Each department shall record a minimum of 36 documented hours of training for each member annually.
- K. Stress safety throughout the department and its activities. Emphasis shall be placed on the safe driving of the firemen's automobiles to the scene of the fire, as well as safe practices while fighting a fire. Only qualified members shall drive a fire truck.
- L. Keep accurate records of all fire calls in a fire record book. The chief of a fire department shall see that all reports required by the County Fire Marshal, the Insurance Service Office of North Carolina, the Police Information Network (PIN) or other governmental agencies shall

be promptly filed. All fire incident reports shall be filled out completely and filed with the Office of the County Fire Marshal in a timely manner.

- M. Meet and maintain all requirements as stated and approved in 11 NCAC 05- Office of State Fire Marshal, Subchapter 05A- Fire and Rescue. Attached as "Attachment #1"
- N. Financial Health Standards: Meet and maintain a fund balance of no less than 10% of annual budget for operating reserves and achieve no more than 60% Debt to Income ratio unless special circumstances evolve, and the Fire Chief's Commission is briefed on the actions.
- O. Municipal Financing/Lease Options: Any department considering a Lease Option for capital purchases, shall present the option to the Fire Chief's Commission with reasoning as to benefit over a conventional loan. The Fire Marshal will advise the County Board of Commissioners regarding the reasoning and terms of the lease agreement as the County Board Chair has to sign confirmation documents regarding a municipal lease for a County/Tax funded Non-Profit Organization.

SECTION III. Financial assistance shall be made to fire departments in monthly installments. The county will commit assistance to a department for a one-year period, but payments shall be subject to suspension as provided in Article II, Section II, E hereof.

ARTICLE V. FIRE DISTRICTS

SECTION I. It shall be the responsibility of each fire department in Pamlico County to determine, after negotiation with the adjoining fire department, if appropriate, the area of the County within which it will provide fire protection, (fire protection area), and the boundaries of such district shall be clearly shown on a map of the County. A report of such determination shall be made to the Fire Commission which shall make a recommendation in respect thereto to the County Board of Commissioners. No fire department shall solicit funds outside its fire district as so established, except that a department may solicit funds from a non-resident of its district from owners of property located in the district. The County Fire Marshal shall assist in establishing fire district lines if requested to do so by a fire department. The following items elaborate on the Fire Districts described above.

- A. The senior officer of the fire department within whose district a fire is being fought or a HAZMAT incident has occurred, shall be the final authority at such fire or HAZMAT incident. In the case of a fire or HAZMAT incident outside an organized fire department district, the senior officer of the first department whose equipment arrives at the scene shall be the final authority. A senior officer may transfer his authority to another officer better qualified to deal with a given fire or other emergency provided the latter is willing to assume such authority. In such cases, all firemen shall be notified of the transfer of authority.
- B. It shall be the responsibility of the officer in charge of fighting a fire, with such assistance as he shall deem necessary, to make a full investigation in order to determine the cause of the fire, if possible. All evidence of arson or other crime shall be reported to appropriate law enforcement officers.

ARTICLE VI. CONFLICTING ORDINANCES, ORDERS, RULES, AND REGULATIONS SUSPENDED

All provisions of existing ordinances which conflict with this Ordinance are hereby repealed. All rules and regulations made and promulgated pursuant to this Ordinance shall supersede all existing rules and regulations inconsistent therewith.

ARTICLE VII. EFFECTIVE DATE

This Ordinance shall take effect on the 18th day of July, 2022.

BE IT RESOLVED, the request for a letter in support of the Bayboro Development Center, is hereby approved [22-23-025].

BE IT RESOLVED, the request to contract with Hoffman Mechanical Solutions to replace the water heater serving the jail, for their bid of \$65,688.40, is hereby approved [22-23-026].

The Board then turned their attention to the Correspondence Agenda.

On a motion made by Commissioner Baskervill, seconded by Commissioner Bohmert and unanimously approved, the request to appoint members to the Health Advisory Board was tabled until a later date [22-23-017].

On a motion made by Commissioner Baskervill, and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, Commissioner Bohmert volunteered to serve on the Allies For Cherry Point's Tomorrow (ACT) Board, and is hereby approved [22-23-018].

On a motion made by Commissioner Baskervill, and seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the request to appoint the following members to the Child Fatality Protection Team (CFPT), is hereby approved [22-23-019]. At large: TW Harris, Jeremy Forbes, Martha Gaskill, June Hardison. Provider representative: Lynn Hardison.

On a motion made by Commissioner Riggs, and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, Commissioners Baskervill, Bohmert and Ollison volunteered to serve on the Buildings & Grounds Committee, and is hereby approved [22-23-020].

On a motion made by Commissioner Prescott, and seconded by Chairman Brinson, the following resolution was approved by a vote of 4:2, Ayes: Prescott, Riggs, Ollison, Brinson, Nays: Bohmert, Baskervill.

BE IT RESOLVED, the request for a letter of support from the Pamlico County Friends of the Library, is hereby approved [22-23-021].

On a motion made by Commissioner Baskervill, and seconded by Commissioner Bohmert, the following resolution was approved by a vote of 5:1, Ayes: Baskervill, Bohmert, Brinson, Prescott, Ollison, Nays: Riggs.

BE IT RESOLVED, the request for approval of an Employee Shared Leave Policy is hereby approved [22-23-022].

On a motion made by Commissioner Baskervill, and seconded by Commissioner Prescott, the following resolution was unanimously approved.

BE IT RESOLVED, the request for approval of a Salary Schedule from the Department

of Social Services (DSS), is hereby approved [22-23-023]. (attached)

On a motion made by Commissioner Baskervill, and seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the request from the Health Dept. to offer a starting salary of \$60,000 to a prospective candidate for the Public Health Nurse II position, is hereby approved [22-23-024].

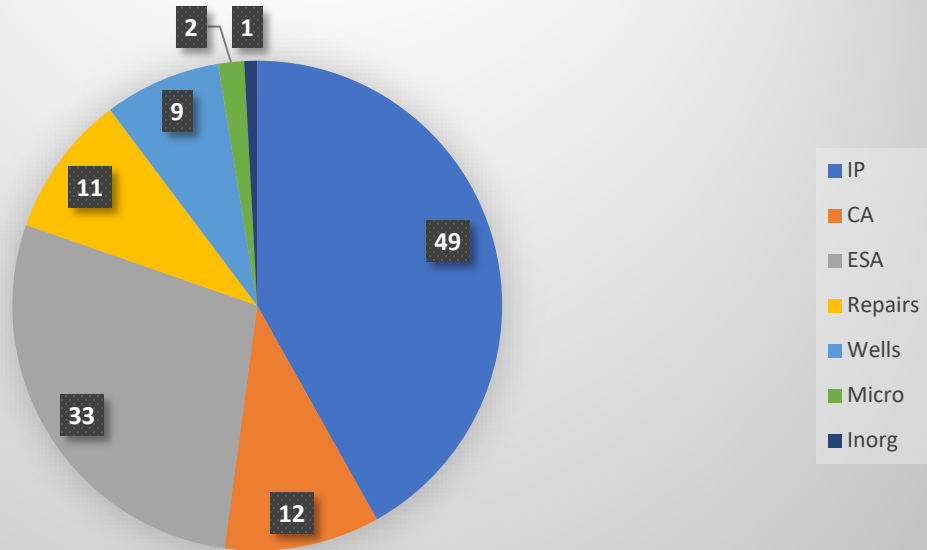
There being no further business, on a motion made by Commissioner Bohmert and seconded by Commissioner Prescott, the Board adjourned until the next regular meeting on August 1, 2022 at 7:00pm. Time Recorded: 8:23pm

Chairman

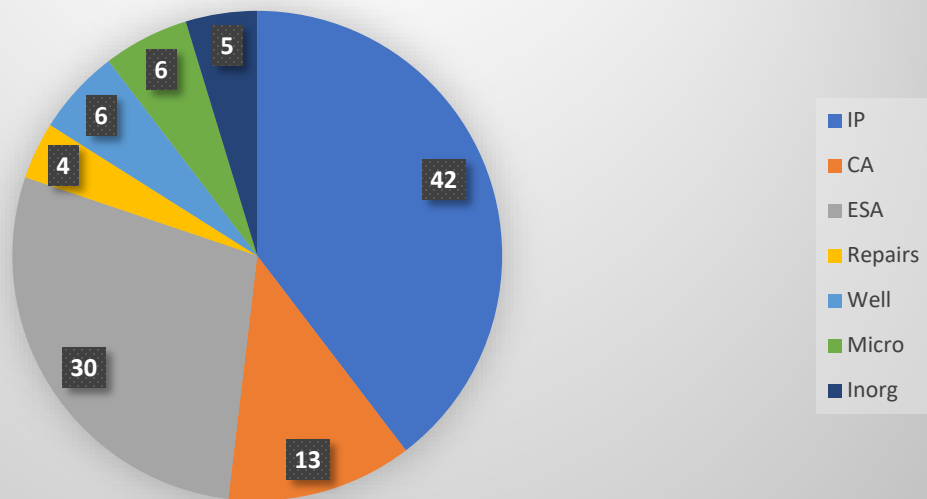
Clerk to the Board

Attachments: 1. Health Department Quarterly Report
2. DSS Salary Schedule

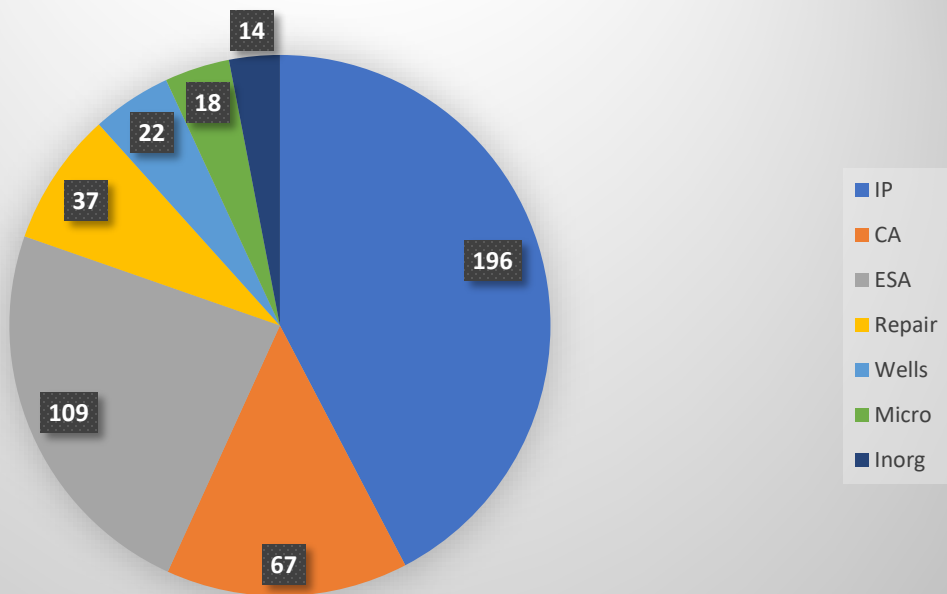
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Environmental Health



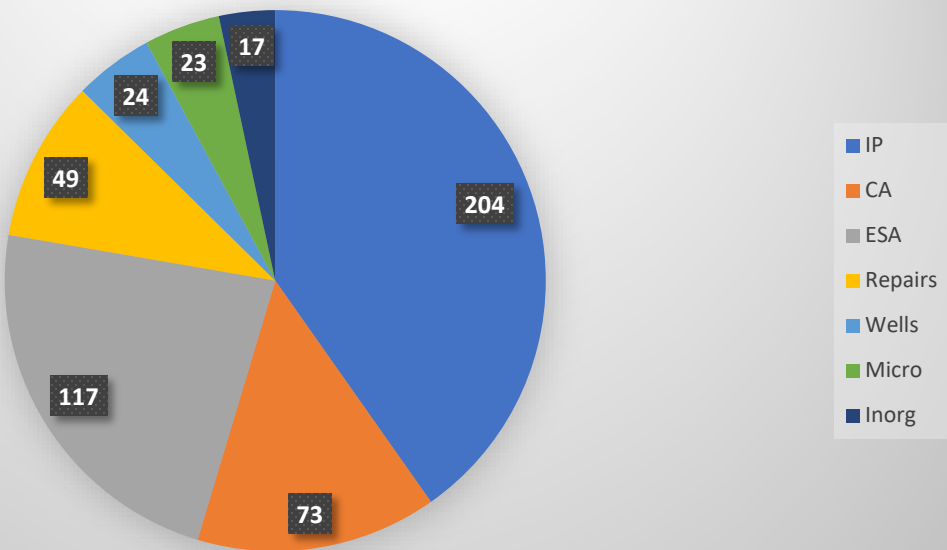
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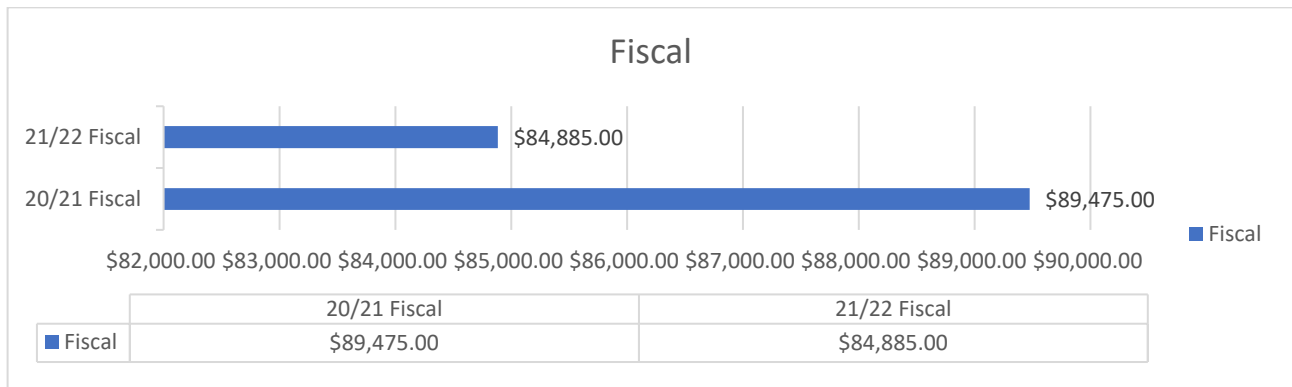
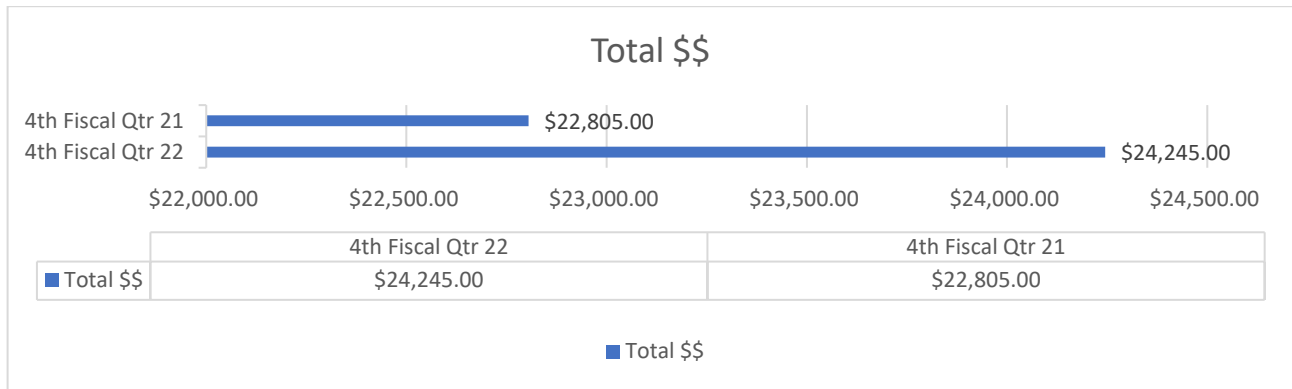


EH 21/22 Fiscal Year Totals



EH 20/21 Fiscal Year Totals





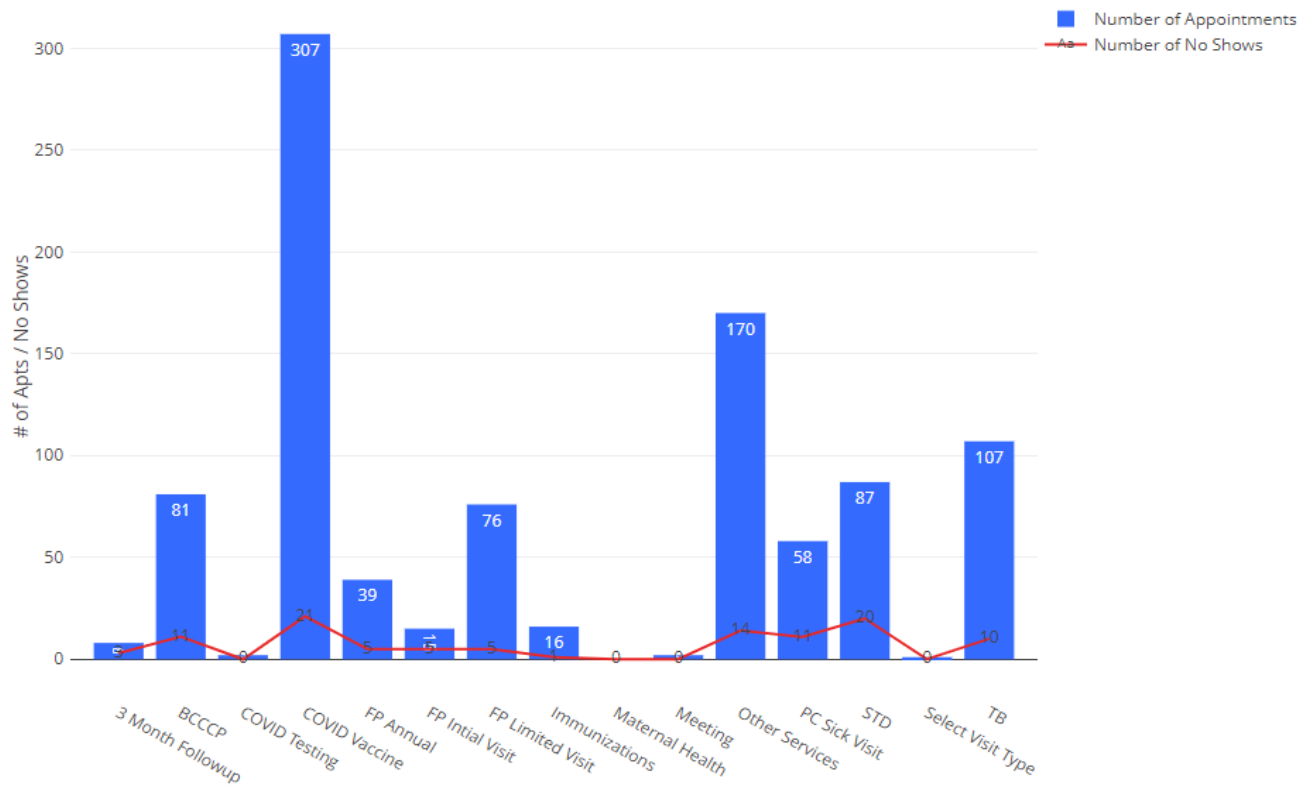
Environmental Health has filled the vacant Administrative Assistant position. She started a week ago. She is still helping with training of the BI's new Admin Assist. Leslie has not been able to get a lot of training due to staff being out, but I have made myself available to do final septic inspections and to meet with Regional staff.

Food and Lodging met their 100% inspection rate for the 4th fiscal quarter. Also, our F&L Program Specialist, Bibianna Contti, has been appointed by the Governor to the REHS Board of Examiners and attended her first meeting last month in Greenville.

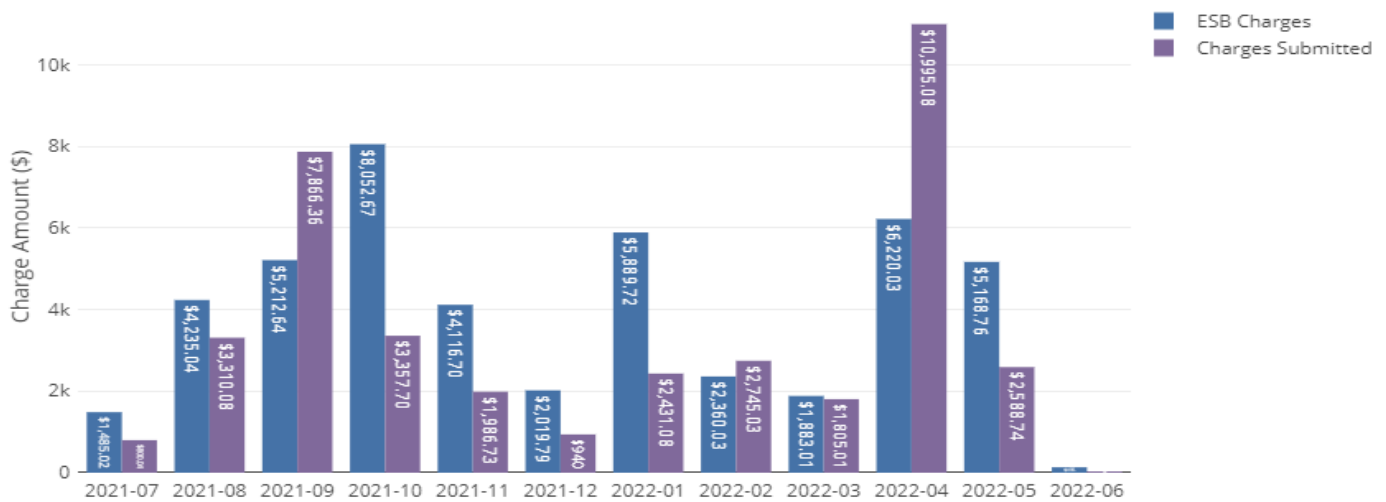
PCHD Clinic 21/22 Fiscal Year Totals

Type of Visit	Appointments	No Shows
3 Month Followup	8	3
BCCCP	81	11
COVID Testing	2	0
COVID Vaccine	307	21
FP Annual	39	5
FP Intial Visit	15	5
FP Limited Visit	76	5
Immunizations	16	1
Maternal Health	0	0
Meeting	2	0
Other Services	170	14
PC Sick Visit	58	11
Select Visit Type	1	0
STD	87	20
TB	107	10

Pamlico County Health Department Appointments by Visit Type



Pamlico County Health Department Total Monthly Charges



21/22 Total Amount Received

DATE	Amount Received
2021-07	20
2021-09	440
2021-10	200
2021-11	400.52
2021-12	86.94
2022-01	313.98
2022-02	215.75
2022-03	2343.22
2022-04	1903.22
2022-05	1134.52

Clinic is improving in looks and functionality. STD Site Visit from the State occurred this month and went well. Minor charting documentation was noted but can/will be corrected. Our provider passed her DOT exam and we are awaiting equipment to perform the physicals. We have already received inquiries from companies and individuals. Nursing Director received her Certificate for HIV Wetstone and Catch my Breath. We are improving our relationship with the schools and the ND is teaching CPR for the school district. We are also partnering with the school teaching smoking/vaping

cessation courses. Our pharmacist is utilizing our conference room for trainings as well. We are working with the State with Billing issues, NCIR (NC Immunization Registry). We should be receiving our first Cost Settlement check within the next couple of weeks. Survey done showed that NO health departments have received their payments.

Our Duke Interns presented their findings this past Wednesday. It was recorded with Zoom and I will gladly send that out to interested parties. We are working with HOPE on the MOU and Lease and believe we both came to an acceptable compromise.

I will need the BOCC to name appointees to the CFPT soon. We have a fatality that was reported to me on June 22nd and we have 45 days to review. I included the CFPT information again. Debbie Green and I will combine the CCPT and CFPT together. She drafted a letter to send out to her team members.

Renovations are moving forward. We still have funds available from last fiscal year and have received additional AAs to help with costs.

Any questions?

(Attachment 2- DSS Salary Schedule)

Pay grade	Job Title	County	Hire	Minimum
59	Processing Assistant IV	Pamlico	24,158	25,608
59	Office Technician*	Carteret	28662	28,662
59	Processing Assistant IV	Craven	35,626	35,626
61	IMC I	Pamlico	26,893	28,506
61	IMC I	Carteret	32,205	32,205
61	IMC I	Craven	39,131	39,131
63	IMC II	Pamlico	28,243	29,938
63	IMC II	Carteret	36,186	36,186
63	IMC II	Craven	42,978	42,978
65	IMC III	Pamlico	30,680	32,521
65	IMC III	Carteret	40658	40,658
65	IMC III	Craven	47,206	47,206
67	IMC Sup II	Pamlico	33,825	35,854
67	IMC Sup II	Carteret	45,684	45,684
67	IMC Sup II	Craven	51,851	51,851
65	SW I	Pamlico	30,680	32,521
?	SW I	Carteret	?	?
62	SW I	Craven	41,014	41,014
69	SW II	Pamlico	38,448	40,755
67	SW II	Carteret	45684	45,684
66	SW II	Craven	49,478	49,478
71	SW III	Pamlico	42,392	44,936
69	SW III	Carteret	51330	51,330
68	SW III	Craven	54,339	54,339
72	SWS II	Pamlico	44,511	47,182
70	SWS II	Carteret	54410	54,410
69	SWS II	Craven	56,943	56,943
72	SW IAT (SW IV)	Pamlico	44,511	47,182
70	SW IAT (SW IV)	Carteret	54410	54,410
70	SW IAT (SW IV)	Craven	59,675	59,675
72	SWS III	Pamlico	51,527	54,619
73	SWS III	Carteret	64803	64,803
72	SWS III	Craven	65,545	65,545
65	Child Support Agent II	Pamlico	30680	32521
64	Child Support Agent II	Carteret	38356	38356
?	Child Support Agent II	Craven	N/A contracted out	