LENOIR COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING

Monday, February 03, 2020 – 9:00 AM
Commissioners' Meeting Room, Lenoir County Courthouse
130 S. Queen Street, Kinston, North Carolina

AGENDA

CALL TO ORDER
   Chairman Linda Rouse Sutton
   Invocation: Preston Harris
   Pledge of Allegiance

NC Ethics Law

PUBLIC INFORMATION
   A. Employees Years of Service
      5 YEARS: Joanna Howard, EMS
      10 YEARS: Kimberly Hill, DSS
   B. Lenoir County Public Schools, CTE Proclamation
   C. Joey Bryan, Census 2020 Update

PUBLIC COMMENTS
   Formal - None

   Informal - None
   (All speakers signed up at the door prior to the meeting have a total of three (3) minutes per speaker)

ADDITIONS / DELETIONS OR ADOPTIONS TO AGENDA

CONSENT AGENDA
1. Approval of January 21, 2020, Regular Meeting Minutes  
   Prepared By: King/Bryan

2. Proclamation: Career and Technical Education Month.  
   Prepared By: Board

3. Resolution Approving Bid to Down East Electric LLC to Install Standby Generator for Lenoir County EMS Station 6.  
   Prepared By: King

   Prepared By: Howard

5. Resolution Authorizing the Issuance of a Blanket Purchase Order to AAA Scale Company for Maintenance of Scales: $12,766.02.  
   Prepared By: Oliver

6. Budget Ordinance Amendment- Parents As Teachers-Increase $416.00.  
   Prepared By: Barss

7. Budget Ordinance Amendment-UNC SOG Opioid Grant-Increase $10,000.00.  
   Prepared By: Barss

   Prepared By: Greene

9. Resolution Authorizing Lenoir County Health Department to Execute an Increase in Purchase Order Contract to Nutrition Plus: $39,000.  
   Prepared By: Brown

NEW BUSINESS

APPOINTMENTS


OTHER ITEMS

   Items from County Manager

11. Items from County Manager  
    Presented By: James

    Items from County Attorney/Commissioners Public Comments/Closed Session (If necessary)

ADJOURN

If you need assistance in understanding or participating in the meeting, please contact Lenoir County at (252) 559-6450 at least 24 hours in advance, and we will try to make accommodations.
LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, FEBRUARY 3, 2020 – TIME: 9:00 A.M.
COMMISSIONERS’ MEETING ROOM, LENOIR COUNTY COURTHOUSE
130 S. QUEEN ST., KINSTON, N.C.

Summary of Actions Taken at the January 21, 2020, Meeting

1. Approval of January 6, 2020, Regular Meeting Minutes. Approved

2. Resolution Authorizing the Issuance of Blanket Purchase Order to Colony Tire: $3,082.94. Approved

3. Budget Ordinance Amendment – Automation: Increase: $17,268.08. Approved

4. Resolution Authorizing Lenoir County Health Department to Purchase 3 Electronic Exam Tables: Henry Schein: $18,324. Approved

5. Budget Ordinance Amendment: General Fund: Health: Increase: $18,324. Approved

6. Resolution Approving Application for FY20 Rural Operating Assistance Program (ROAP) Totaling $213,626.81: Elderly Disabled Transportation Assistance Program (EDTAP) $89,263.16; Employment Transportation Assistance Program (EMPL) $18,139.69; and Rural General Public (RGPT) Funding: $106,223.96. Approved

7. Board of County Commissioners Policies and Procedures. Approved


9. Kinston-Lenoir Chamber of Commerce Lease Agreement. Approved

10. Resolution Approving Citizens to Boards, Commissions, etc. Mr. James Purnell Approved
The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Monday, January 21, 2020, in the Commissioners’ Meeting Room, Lenoir County Courthouse, 130 S. Queen Street, Kinston, NC.

Members present: Chairman Linda Rouse Sutton, Vice-Chairman Roland Best, Commissioners, June Cummings, Mac Daughety, Preston Harris, Craig Hill, and Eric Rouse.

Members Absent: None.

Also present were: Michael S. James, County Manager, Lashanda Hall, Deputy Clerk, Robert Griffin, County Attorney, members of the general public and news media.

Call To Order

Chairman Sutton called the meeting to order at approximately 4:00 p.m.

Mr. Harris offered the Invocation, and Mr. Hill led the audience in the Pledge of Allegiance.

Public Information

Colleen Kosinski, Guardian ad Litem, invited Ms. Sharon Worthington, recipient of the Long Leaf Pine Award to the podium. Ms. Worthington thanked everyone responsible for her nomination for this great award.

Mr. James recognized Ms. Blanca Faasii, IT Director, for completing the Leading for Results course offered by UNC School of Government.

Mr. James introduced Mr. Steve Hines, Elections Director. Mr. Hines stated he was born and raised in Lenoir County, and has worked in elections for over 18 years.

Public Comments

Upon a motion by Mr. Best and a second by Mr. Daughety, the consent agenda was unanimously approved.

Upon a motion by Mr. Hill and a second by Mr. Harris, the regular agenda was unanimously approved for Items 8-9.

Additions/Deletions or Adoptions to the Agenda

Consent Agenda

1. Approval of January 6, 2020, Regular Meeting Minutes. King/Bryan
2. Resolution Authorizing the Issuance of Blanket Purchase Order to Colony Tire: Oliver $3,082.94.


6. Resolution Approving Application for FY20 Rural Operating Assistance Program Greene (ROAP) Totaling $213,626.81: Elderly Disabled Transportation Assistance Program (EDTAP) $89,263.16; Employment Transportation Assistance Program (EMPL) $18,139.69; and Rural General Public (RGPT) Funding: $106,223.96.

7. Board of County Commissioners Policies and Procedures. James

New Business


9. Kinston-Lenoir Chamber of Commerce Lease Agreement. James Mr. James shared information regarding the revised lease agreement. Mr. Daughety stated he has concerns regarding the structural status of the building, like the roof. Upon a motion by Mr. Harris and a second by Ms. Cummings, and one dissenting vote from Mr. Daughety, the Board voted to approved the Kinston-Lenoir Chamber of Commerce Lease Agreement.

Appointments

10. Resolution Approving Citizens to Boards, Commissions, etc. Board Mr. Hill stated due to emergency circumstances; he is asking the Board to waive the 30-day rule concerning the appointing of Board members and approve Mr. James Purnell to finish out a term for a member that has resigned and to also be recused from voting. Upon a motion by Mr. Daughety and a second by Mr. Harris, Mr. James Purnell was appointed to UNC Lenoir Health Care Board of Directors.

Other Items

11. Items from the County Manager.

12. Items from County Attorney/Commissioners Public Comments/Closed Session (if necessary).
Meeting Adjourned at 4:58 p.m.

Respectfully submitted,

Vickie F. King
Clerk to the Board

Reviewed by,

Joey R. Bryan
Assistant County Manager
REMINDER

OF

WORK SESSION

FOLLOWING MORNING MEETING
PROCLAMATION
Career and Technical Education Month

WHEREAS: February 1-29, 2020, has been designated Career and Technical Education Month by the Association for Career and Technical Education; and

WHEREAS: career and technical education offers students the opportunity to gain the academic, technical and employability skills necessary for true career readiness

WHEREAS: students in career and technical education programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

WHEREAS: career and technical education provides students with career exploration opportunities earlier in their educational experience, which enables them to make informed and beneficial decisions about their academic coursework and pursue established programs of study and career pathways; and

WHEREAS: leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing and information technology; and

WHEREAS: career and technical education prepares students for these and other fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

WHEREAS: ensuring that employers have access to a qualified workforce is a crucial step in ensuring productivity among the business and industry communities as well as continued American economic growth and global competitiveness; and

WHEREAS: The Smith-Hughes Act, the first act of Congress to provide funding for career and technical education, was signed into law 103 years ago and allows us to celebrate how far CTE has come to become a powerhouse of America’s economy;

NOW THEREFORE, I, Linda Sutton, Chairman of the Lenoir County Board of Commissioners, do hereby proclaim February 1-29, 2020, as

Career and Technical Education Month

In Lenoir County and urge all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual skills and productivity.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of Lenoir County this 28th day of January 2020.

[Signature]
Linda Sutton, Lenoir Co. Board of Commissioners Chairman

January 28, 2020 Date
RESOLUTION: Approving Bid to Down East Electric LLC to Install Standby Generator for Lenoir County EMS Station 6.

ACTION REQUESTED: The Board is Requested to Award Bid to Down East Electric LLC to Install Standby Generator for Lenoir County EMS Station 6.

HISTORY / BACKGROUND: Numerous events throughout the year cause interruptions to the domestic power supply that we are accustomed to. Because of these events Lenoir County Emergency Services started researching grants that would allow for standby generators to be installed at critical facilities. Hurricane Matthew gave us that opportunity with a Hazard Mitigation Grant Program. Lenoir County Emergency Services applied and was awarded a grant for a generator install.

EVALUATION: Once Lenoir County Emergency Services was notified of the award, estimates where obtained by three local electrical contractors: Peco Electric, East Coast Power and Down East Electric. Based on the grant agreement and the monies awarded, Lenoir County EMS Station six was the best location for this install. After reviewing the estimates for service, it was determined that Down East Electric LLC had the best bid price for the service. This service cost was included in the resolution for the purchase and installation of the generator at EMS Station 6, which was approved by the Board at the December 2, 2020 meeting.

This money is 100% refundable grant money through the Hazard Mitigation Grant Program.
MANAGER’S RECOMMENDATION:

Respectfully Request Approval.

______________
          Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that by the Lenoir County Board of Commissioners to award bid to Down East Electric LLC to install Standby generator for Lenoir County EMS Station 6.

FUNDING SOURCE: 100-43300-451000

AMENDMENTS:

AMENDMENTS:

MOVED __________ SECOND __________

APPROVED _______ DENIED _______ UNANIMOUS _______

YEA VOTES: Sutton_____ Best _____ Cummings ____ Daughety _____

Harris _____ Hill _____ Rouse_____  

____________________________  02/03/2020
Linda Rouse Sutton, Chairman    Date

____________  02/03/2020
Attest            Date

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to authorize the Buildings and Grounds Department to execute a Purchase Order to Vision Painting Inc. in the amount of $3,025.00

HISTORY/BACKGROUND: On November 18, 2019 the Buildings and Grounds Department Requested a PO for shower repairs in the W. E. Billy Smith Detention Center in the Amount of $36,625.00. The Project was approved by the Board. As the project was in mid-swing, it was determined that the new wall covering was thin and the base coat could still be seen through the finished product. This was letting dark spots show through and making the Finish appear uneven.

EVALUATION: In order to correct the issue, Vision paint proposed that an additional finish coat be added to help remedy the thin appearance of the wall covering. The extra coat on the shower walls will cost an additional $3,025.00. This is still under the original budgeted amount of $40,000.00 that was approved in the Buildings and Grounds 19-20 FY budget package. In order to complete this project in a timely manner so as not to impede jail operations, Vision Painting Inc. was allowed to proceed with the additional coat. Approval of this resolution will allow for the encumbrance of funds and payment to the Vendor upon completion of the project.
MANAGER’S RECOMMENDATION:

Respectfully recommend approval.

________________________
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that: The Buildings and Grounds Department is permitted to execute a purchase order to Vision Painting Inc. in the amount of $3,025 is approved.

Funding Source: 42600-435000

AMENDMENTS:

MOVED ____________________ SECONDED ________________________________

APPROVED ___________ DENIED ___________________________ UNANIMOUS

Yea Votes: Sutton____ Best____ Cummings___ Daugherty___ Harris___

                   Hill___ Rouse___

______________________________
Linda Rouse Sutton, Chairman

______________________________
Date

______________________________
Attest

______________________________
Date
January 13, 2020
Attn: Anthony Howard
Ref: Lenoir County Jail Showers Extra Coat

We propose to furnish necessary material labor equipment and supervision to perform the painting portion of the above referenced project for the below listed prices. All painting shall be in accordance with specifications provided during the bidding process and per MPI/PDCA standards.

1 Additional Finish Coat on All Walls $4,625.00
Included in this price:
Painting Shower Walls with Sherwin Williams GP Epoxy (app. 5,125 sq ft)
Painting is to be performed on Normal Business Hours

1 Additional Finish Coat on Walls with Concrete Showing $3,025.00

We have received ___0___ addendums for this project

Should you have any questions please call me at 252-527-8883

Thank you for the opportunity to quote this project and we look forward to making it a success with you.

________________________________
Joshua Finney / Vision Painting Inc.

Per PDCA Standards P1 thru P22 and contract documents provided prior to the above ref. date.
RESOLUTION: Authorizing the Issuance of a Blanket Purchase Order to AAA Scale Company for Maintenance of Scales: $12,766.02.

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is requested to approve the issuance of a blanket purchase order for maintenance expenditures in the amount of $12,766.02 to repair scales.

HISTORY/BACKGROUND: Lenoir County Solid Waste Department scales are in need of repairs. The scales were installed in 1991 and have seen numerous vehicles driven on them over the years. We have had repairs over the years due to wear and tear, but at this time we need to have extensive work done to them to bring them to full working order. Estimated time for the repairs will require our scales to be down for up to 2 days for the amount of work to be done.

EVALUATION: The repairs on the scales will allow the Landfill to return to normal working conditions.
MANAGER’S RECOMMENDATION:

Respectfully recommend approval.

______________________
Initials

RESOLUTION: NOW, THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that the Solid Waste Department Director or designee is authorized to execute the listed purchase order in the amount of $12,766.02 is approved.

FUNDING SOURCE: 47200-435000

AMENDMENTS:

MOVED_______________________ SECONDED_______________________
APPROVED_______________ DENIED ____________ UNAIMOUS__________

YEA VOTES: Sutton_______Best________Cummings_________Daughety__________
Harris_____Hill___________Rouse_____________

______________________
Linda Rouse Sutton, Chairman

_____________________
Date

______________________
Attest

_____________________
Date
## QUOTATION # 1920

Quote valid for 30 days

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<td>$3,360.00</td>
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<td>8</td>
<td>Pivots for load cell pn# 2993-B036-08</td>
<td>$136.50</td>
<td>$1,092.00</td>
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**Parts total**

$7,088.00

Labor to jack up truck scale and remove old stands and install new load cell stands and anchor to foundation. Install new load cell pivots and bearings. Reinstall load cell and recalibrate truck scale. Should a problem occur that is unforeseen additional cost of time and material will be added to the final invoice.

Installation cost is estimate to take 2 working days

$4,400.00

Estimate for parts 3 weeks from dated ordered

| Parts and labor | $11,488.00 |
| Freight         | $470.80    |
| Taxes           | $807.22    |
| Total           | $12,766.02 |

**Accepted by**

[Signature]

**Date**

[Date]

**Purchase order**

[Signature]
# BUDGET AMENDMENT: PARENTS AS TEACHERS

**Increase:** $416.00

## LENOIR COUNTY, NORTH CAROLINA

### BUDGET AMENDMENT REQUEST

**FY:** FY 2019-2020

**Distribution - Finance Office:**

**Appropriations**

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<th>LINE ITEM DESCRIPTION</th>
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Check One Box
- [ ] New Appropriation:  
- [x] Line Item Transfer:  

**REVENUES**

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**EXPENDITURES**

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**Total:** 416.00

### Reason and Justification for Request:

To appropriate revenue and expenditure lines to match grant funding contracts.

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**Department Head Approval**

- **Date:** 1/14/2020
- **Approval:** [Signature]

**Finance Officer Approval**

- **Date:** 1/14/2020
- **Approval:** [Signature]

**Budget Officer Approval**

- **Date:** 1/22/20
- **Approval:** [Signature]

**Board Approval (When Applicable)**

- **Date:**  
- **Date of Minutes:**  

---

**Finance Office - Copy**

**Department - Copy**

**Administration - Copy**
BUDGET AMENDMENT-OPIOID GRANT
Increase: $10,000.00

LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2019-2020

Distribution - Finance Office:

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New Appropriation: [x]
Line Item Transfer:

REVENUES

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EXPENDITURES

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<td>49700-463631</td>
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Total 10,000.00

Reason and Justification for Request:
To appropriate the second payment of grant funds received for the UNC SOG Opioid Grant.

Department Head Approval: [Signature]
Date: 1/14/2020

Finance Officer Approval: [Signature]
Date: 1/14/2020

Budget Officer Approval: [Signature]
Date: 1/22/2020

Board Approval (When Applicable):
Date:
Date of Minutes:

Finance Office - Copy
Department - Copy
Administration - Copy
**LENOIR COUNTY, NORTH CAROLINA**

**BUDGET AMENDMENT REQUEST**

**FUND**

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- [ ] New Appropriation:
- [X] Line Item Transfer:

**FUND**

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**Total**

- **20,592.00**

**Reason and Justification for Request:**

TO ALLOCATE FUNDS FOR ADDITIONAL REVENUE RECEIVED FOR ROAP GRANT FOR FY 2019-2020

**Department Head Approval**

Angela [Signature] 01/27/20

**Budget Officer Approval**

Michael [Signature] 01/27/20

**Finance Officer Approval**

[Signature] 11/27/20

**Board Approval**

[Signature] 1/27/20

**Date of Minutes**

**Finance Office - Copy**

**Department - Copy**

**Administration - Copy**
RESOLUTION: Authorizing Lenoir County Health Department to Execute an Increase in Purchase Order Contract to Nutrition Plus: $39,000.

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is asked to grant permission to the Lenoir County Health Department to continue its contract with Nutrition Plus for the provision of Nutritional services to the WIC Program through April 30, 2020. This amount is needed to cover the anticipated cost of the contract for the four months period of January 2 – April 30, 2020.

HISTORY/BACKGROUND: Nutrition Plus provides qualified Nutritionists to health care providers on a contractual basis. The health department has maintained a contractual arrangement with Nutrition Plus to provide a Nutritionist who works in the agency’s WIC program. This is an allowable expenditure of federal/state WIC funding.

EVALUATION: This action is necessary to comply with WIC programmatic requirements.
MANAGER’S RECOMMENDATION:

Respectfully Request Approval.

__________________________
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners to authorize utilization of funds as requested is approved.

FUNDING SOURCE: 100-51670-469000

AMENDMENTS:

MOVED ____________ SECOND ___________

APPROVED _______ DENIED _______ UNANIMOUS _______

YEA VOTES: Sutton______ Best _____ Cummings______ Daughety ____
         Harris ____  Hill _____ Rouse ______

______________________________
Linda Rouse Sutton, Chairman     Date

__________________________
ATTEST                     Date
## LENOIR COUNTY, NORTH CAROLINA

**BUDGET LINE ITEM TRANSFER REQUEST**

**FISCAL YEAR 2020**

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### TO (INCREASE)  

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### FROM (DECREASE)  

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<td>Salaries Wages FT</td>
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Reason and Justification for Request:

Increase to PO for Nutrition Plus Contract to cover through 4/30/2020.

**DEPARTMENT HEAD**

Signature: [Signature]

Date: 1/22/2020

**FINANCE OFFICER**

**COUNTY MANAGER APPROVAL**

Date: [Date]

**REVIEWED BY:**

Date: [Date]
Contract for Services
Between
Lenoir County
And
NUTRITION PLUS

FOR THE PURPOSE OF PROVIDING DIETETIC CONSULTATION, OVERSIGHT, AND CLINICAL NUTRITION ASSESSMENTS FOR LENOIR COUNTY HEALTH DEPARTMENT

This agreement, entered into January 2, 2020 – April 30, 2020, between Lenoir County, a political subdivision of the State of North Carolina, for the benefit of its Public Health Department hereinafter called the “Agency”, and NUTRITION PLUS, hereinafter called the “Provider”, shall commence upon contract agreement and shall be renewable as needed. This agreement shall be for the purpose of providing professional services as named or described above, subject to the provision and clauses herein set forth, which shall be incorporated in, and provided to the Agency by the Provider.

THE PROVIDER AGREES TO:

1. Provide Nutritionist/Dietitian(s) with the minimum education and experience set forth by the North Carolina State and Local Government Competitive Service Announcements as listed:
   a. Graduation from a four-year college or university with a bachelor’s degree in foods and nutrition, or dietetics and one year of nutrition experience; or
   b. Completion of an ADA approved dietetic internship with ADA Commission on Dietetic Registration eligibility preferred; or
   c. Master’s degree in nutrition or public health nutrition with ADA Commission on Dietetic Registration eligibility preferred; or
   d. An equivalent combination of education and experience.

2. Perform all duties and responsibilities to provide the clinical services as described by the Agency (Details to be provided by the agency, see #1 under the agency agrees to be provided as described.)

3. Cooperate with medical staff and medical providers in assessing, planning, and implementing nutrition care for patients/residents.

4. Provide nutritional services on days specified and agreed by both parties through the end of this agreement.
5. Provide a back-up Dietitian at no cost to the Agency if the assigned Dietitian is not available to handle duties described in this agreement. If the Provider is unable to provide services on a scheduled day that can be rescheduled; by the primary or secondary provider, due to good cause; the missed day will be made up on the first available day that can be rescheduled/agreed by both parties.

6. Accept as payment for services an hourly fee of $50.00 per hour, including travel. The number of hours needed per week is not to exceed 30 hours, with maximum of 4.5 days per week for 26 weeks of service (or equivalent). This amount is not to exceed $39,000.00 per contract period.

7. Bill the Agency at the end of each calendar month for services provided during the preceding month, which the Agency shall pay within 30 days, unless otherwise agreed by both parties. If payment is not made by the agreed date a 1.5% rate will occur.

8. Surrender $0.00 per mile for travel to and from the Facility.

9. Provide the state, USDA, the Comptroller General of the United States, or any of their duty authorized representatives, access to any books, documents, papers, and records of the Provider which are directly pertinent to the contractual agreement, for the purpose of making audit, examination, excerpts, and transcriptions. The Provider shall maintain all required records for three years after the Agency makes final payments and all other pending matters are closed.

10. The Provider is only responsible for work performed based on the information provided and is not responsible for any agency acts or omissions.

11. The Provider may be requested to supply replacement staff if agency determines the Dietitian assigned is not a positive fit.

12. The Provider assures that they will meet all pre-employment verification requirements.

THE AGENCY AGREES TO:

1. Provide a copy of the Guidelines set forth by the Agency
2. Evaluate the performance of the Provider to ensure compliance with the terms of this agreement.
3. Provide work area, equipment and materials at all sites.
4. Make available all records and information relevant to the patients for the proposed services provided. The Provider must maintain these records in accordance with the policies of the Agency.
5. Not suffer any additional expense due to a substitute Nutritionist/Dietitian carrying out the duties of the Provider.

6. Provide monthly payment at the hourly rate of $50.00 for services rendered under the terms of this agreement as billed within thirty (30) days of billing and agree to 1.5% interest rate addition if payment is not made within 30 days. The number of hours needed per week is not to exceed 30 hours, with a maximum of 4.5 days per week for 26 weeks of service (or equivalent). This amount is not to exceed $39,000.00 per contract period.

7. Refer all client/patients to be seen by the Provider to the Provider.

All parties to the contract agree to abide by all laws and regulations governing the confidentiality of patient information and further agree to safeguard privileged information.

Either party may terminate the contract by giving 30 days written notice.

**Insurance and Liability.** Throughout the term of this Agreement, each party shall, at its own expense, maintain professional liability, negligence, public liability and/or property damage insurance with liability limits in the amount of One Million Dollars ($1,000,000.00) for a single occurrence and Three Million Dollars ($3,000,000.00) in the aggregate, insuring for any liability or damages by reason of any injury or loss to any person or persons or property, regardless of kind or owner, from any cause arising from the acts or omissions, including, without limitation, negligence or other misconduct, of the Provider. In no way and under no circumstances shall the Agency be responsible for providing professional liability, negligence, public liability and/or property damage insurance for, nor shall Agency be liable for, any cause of action or claim arising from the acts or omissions of Provider in the performance or nonperformance of his duties as an attending physician to any patient of Provider, nor shall the Agency be responsible for Provider’s activities, including the provision of medically related services, which are outside the course and scope of Provider’s authority or duties as defined herein. In the event party’s insurance coverage is of the “claims made” type, such party agrees to provide satisfactory evidence of “tail” insurance covering all acts and omissions with respect to services rendered hereunder. Each party shall notify the other party thirty (30) days in advance of any material change in coverage. Upon the execution of this Agreement, upon any renewals thereof, and upon the request of the Agency, Provider shall provide the Agency with a certificate of insurance or other written instrument acceptable to the Agency evidencing the requisite minimum coverage.

**Indemnification**

**Indemnification of Provider.** The Agency agrees to indemnify and hold harmless Provider from and against any and all liabilities, claims, demands, suits, actions, causes of action, or any other legal proceeding arising out of, or related to any negligent or intentional act or omission by the Agency or its directors, officers, employees, agents, or assigns. The Agency agrees to pay all losses, damages (actual and exemplary), costs, expenses, invoices, and bills (including reasonable attorneys’ fees, only if such attorneys are approved by the Agency) incurred by Provider as a result of any such negligent or intentional act or omission by the Agency or any director, officer, employee, agent, or assign thereof.
Indemnification of the Agency. Provider agrees to indemnify and hold harmless the Agency and its directors, officers, employees, agents, and assigns from and against any and all liabilities, claims, demands, suits, actions, causes of action, or any other legal proceeding arising out of, or related in any way to, any negligent or intentional act or omission by Provider. Provider agrees to pay all losses, damages (actual and exemplary), costs, expenses, invoices, and bills (including reasonable attorney’s fees) incurred by the Agency and its directors, officers, employees, agents, and assigns as a result of any such negligent or intentional act or omission by Provider.

Obligations and Activities of Provider as Business Associate of the Agency (HIPAA).

Use and Disclosure Obligations. Provider shall comply with the applicable regulations promulgated by the U.S. Department of Health and Human Resources in parts 160 and 164 of Title 45 of the Code Federal Regulations pursuant to the Administrative Simplification provisions of Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). As the Business Associate (as that term is defined at 45 C.F.R. § 160.103) of the Agency, Provider shall only use and/or disclose Protected Health Information (“PHI”) that is received from the Agency or that Provider creates or receives on behalf of the Agency pursuant to this Agreement only as provided herein. For purposes of this Agreement, PHI shall have the meaning set forth in 45 C.F.R. § 160.103 and § 160.501, as amended. Nothing in this Agreement shall be construed to authorize Provider to use of disclose PHI in a manner that would violate HIPAA if so used or disclosed by the Agency.

Compliance. The parties expressly acknowledge that it is the intent of the parties to comply fully with all federal, state, and local laws, rules, and regulations. The parties expressly agree that nothing contained in this Agreement, nor any other agreement between the parties, is intended to offer or permit the receipt of any remuneration or benefit of any nature to solicit, require, induce, or encourage the referral of any patient or item or services, nor shall this Agreement require Provider to refer or admit any residents to, or order any goods or services from the Facility. Notwithstanding any unanticipated effect of any provision of this Agreement, neither party will knowingly or intentionally conduct himself or herself in such a manner as to violate the prohibition against fraud and abuse in connection with the Medicare and Medicaid programs (42 U.S.C. § 1320a-7b). In the event of any legislative change or determination, whether federal or state, that has or would have a significant adverse impact upon either party hereto in connection with the performance of the services hereunder, or should either party be deemed in violation of any statute or regulation for any reason arising out of this Agreement, then this Agreement shall be renegotiated to comply with the then current law.

Books and Records. Pursuant to Section 1395x(v)(1)(I) of Title 42 of the United States Code, until the expiration of four (4) years after the termination of this contract, Provider shall make available, upon written request of the Secretary of the United States Department of Health and Human Service, or upon request of the Comptroller General of the United States General Accounting Office, or any of their duly authorized representatives, a copy of this contract and such books, documents and records as are necessary to certify the nature and extent of the costs of the services provided by Provider under this Agreement. Provider shall promptly notify the Facility of the nature and scope of any such request and shall make available to the Facility, upon request, all such books, documents, and records. Provider further agrees that in the event Provider carries out any of his duties under this Agreement through a subcontract with a value or cost of
Ten Thousand Dollars ($10,000.00) or more over a twelve month period with a related organization, such contract shall contain a clause to the effect that until the expiration of four (4) years after the furnishing of such services pursuant to such subcontract, the related organization shall make available, upon written request to the Secretary of the United States Department of Health and Human Service, or upon request of the Comptroller General of the United States General Accounting Office, or any of their duly authorized representatives, a copy of such subcontract and such books, documents and records of such organization as are necessary to verify the nature and extent of such costs.

**Compliance – Code of Conduct.** Provider shall follow the Agency’s Corporation’s Code of Conduct (attached hereto as Exhibit A) which indicates criteria set forth in the compliance plans established by the Office of Inspector General of the United States Department of Health and Human Service. Professional shall ensure compliance with the applicable state and federal rules and regulations and shall abide by the same legal and ethical guidance as is described in the Code of Conduct. This includes, conducting Exclusion Sanction Checks on all applicable employees and not permitting those employees with positive Exclusion Sanction Checks to provide service to the patient/facility/location/entity. By executing this Agreement, Provider agrees to abide by the Code of Conduct, educate and train all employees that provide service to the patient/facility/location/entity on the Code of Conduct, and report any suspected violations of the Code of Conduct to the Compliance Hotline at 1-800-910-6734.

**Entire Agreement; Modification.** This Agreement, including any addenda attached hereto, contains the entire understanding of the parties and can be modified only by a written document signed by both parties hereto. Neither party to this Agreement has made any representation or warranty relating to this Agreement or the subject matter hereof except those specifically contained in writing in this Agreement.

**Severability.** If any provision of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

**Governing Law.** This Agreement and the interpretation, construction, and enforcement hereof shall be and interpreted pursuant to the laws of the state in which the Agency is located, without giving effect to the conflicts of law provisions thereof.

**Headings.** The section and paragraph heading contained in this Agreement are for reference purposes only and will not affect the meaning of the Agreement.

All notices and other communications required or permitted under this Agreement will be in writing and will be deemed to have been made when mailed by first class, postage prepaid registered mail, return receipt requested, or when delivered by hand, overnight delivery service or confirmed facsimile transmission to the following address:

**Contact:** Lenoir County Health Department
PO Box 3385
Kinston, NC 28502
Contractor: Nutrition Plus
Attn: Christie Nicholson
PO Box 383
Greenville, NC 27835

Counterparts. This Agreement may be executed in numerous counterparts, each of which will be deemed to be an original, but all of which shall constitute one and the same agreement. This agreement may be reviewed at any time and will be reviewed at least annually.

All parties to the contract agree to abide by all the laws and regulations governing the confidentiality of patient information and further agree to safeguard privileged information.

In accordance with Federal Law and US Department of Agriculture Policy, all parties prohibit discrimination on the basis of color, race, national origin, sex, age or disability.

The Agency may, from time to time request changes in the scope of services of the Provider to be performed under this agreement. Such changes including any increase or decrease in the amount of the provider compensation which are mutually agreed upon by and between the Provider and the Agency shall be incorporated in written amendment to this contract.

The Provider shall operate independently and the Agency shall not be responsible for any of the Providers acts or omissions. The Agency agrees to hold the Provider harmless from and against any, and all claims made or liability for acts or omissions for the Agency. As well, the Provider agrees to hold the Agency harmless from and against any, and all claims made or liability for acts or omissions for the Provider. By act or omission of the Agency which would involve time by the Provider; due compensation for time spent in consultation be paid by the Agency.

The Provider shall meet the Standards for Privacy of Individually Identifiable Health Information ("Privacy Regulation") promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") impose upon covered entities a variety of new obligations with respect to their use, disclosure, and maintenance of protected health information ("PHI").

In witness whereof, the PROVIDER and AGENCY have executed this agreement in duplicate original, which is retained by each of the parties.

Pamela Brow

Christie Nicholson
President
Nutrition Plus

01/22/2020
Date

1/2/2020
Date
Exhibit A

CODE OF CONDUCT

• We will consistently strive to provide quality services to our patients and to the community in accordance with the highest professional and ethical standards possible.

• We will take appropriate measures to provide our patients with respect, emotional support and personal dignity.

• We will abide by Federal, State and local laws, statutes, rules, regulations and ordinances, and with federal, state and private payer health care program requirements.

• We will conduct business professionally and properly, and we will do our best to prevent any fraud or abuse of federal, state or private payer health care programs.

• We will not discriminate on the basis of age, sex, race, creed, color, national origin or disability.

• We will fulfill our obligation to screen, test, manage and evaluate personnel.

• We will fulfill our obligation to orient employees to their roles and to provide staff development education to maintain the current knowledge and skills needed to competently serve our patients.

• We will maintain the privacy and confidentiality of information entrusted to us in accordance with legal and ethical standards.

• We avoid engaging in any activity, practice or act that creates an actual, apparent or potential conflict with the best interests of the facility.

• We seek employees, vendors and business partners who have not been sanctioned by any regulatory agency and are able to perform their designated responsibilities.
INTRODUCED BY: Michael S. James, County Manager   DATE: 02/3/2020

RESOLUTION: Approving Citizens to Boards, Commissions, Etc.

SUBJECT AREA: Boards and Commissions

ACTION REQUESTED: Officially and publicly appoint various applicants to various vacancies on boards, commissions, task forces, etc.

HISTORY/BACKGROUND: The County Manager/County Clerk advertises vacancies on boards, commissions, committees, task forces, etc. The County Manager/County Clerk serves only clearinghouse functions with respect to the appointment process; no influence is exerted in this role. Commissioners are welcome to recruit applicants, or citizens may apply on their own free will.

EVALUATION: The following Boards currently have existing vacancies/expiring terms.

<table>
<thead>
<tr>
<th>BOARD/COMMITTEE/COMMISSION</th>
<th>APPLICANT/CURRENT MEMBER</th>
<th>TERM EXPIRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Jennifer T. Murphy</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>Mary T. Williams</td>
<td>2023</td>
</tr>
<tr>
<td>Lenoir County Transit</td>
<td>June Cummings</td>
<td>2024</td>
</tr>
<tr>
<td>LC Juvenile Crime Prevention Council</td>
<td>Ella Clark</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>June Cummings</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>Tangi Jordan</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>Jerri Burns</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>Pamela Brown</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>Venessia Hill</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>Colleen F. Kosinski</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>F. Lee Albritton</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>Molly Taylor</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>Imelda J. Pate</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>Edward Chisolm</td>
<td>2021</td>
</tr>
</tbody>
</table>

CURRENT VACANCIES:

1. Lenoir County Planning & Inspections: Districts 1, 2, 3, 4, 5, and 2 At-Large.
2. Lenoir County Transit: (2-3) representatives of agencies whose clients are recipients of LCT services, and who coordinate with sponsoring agencies to secure transportation for eligible clients that are not from Department of Social Services, Council on Aging, Mental Health, Health Department, or Vocational Rehabilitation. (1) Transit system rider, (1) At-Large member not associated with a human service agency from the general public.
MANAGER’S RECOMMENDATION:

Respectfully Request Approval.

__________________
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the following appointments are made:

<table>
<thead>
<tr>
<th>BOARD/COMMITTEE/COMMISSION</th>
<th>APPLICANT/CURRENT MEMBER</th>
<th>TERM EXPIRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AMENDMENTS:

MOVED ____________ SECOND ____________

APPROVED _______ DENIED _______ UNANIMOUS _______

YEA VOTES: Sutton _____ Best _____ Cummings_____Daughety _____
            Harris_____ Hill _____ Rouse _____

__________________  02/3/2020
Linda Rouse Sutton, Chairman  Date

__________________  02/3/2020
ATTEST  Date
APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

The Lenoir County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the county's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, at P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

Advisory Board/Committee/Commission interested in:

Library

(I understand that this application will be kept on the active file for two years only, and if I hereby, authorize Lenoir County to verify all information included in this application.)

Name: Jennifer T. Murphy, DC, DICCP  Email: phchiro@gmail.com
Home Address: 1293 Nobles Mill Rd
City/State/Zip Code: Pink Hill, NC 28572
Telephone: (Home) NA  (Work) 252-568-6400  (Cell) 252-560-6967
Occupation: Chiropractor
Business Address: 312 West Broadway St, Pink Hill
Age: (Optional): 48
Number of hours available per month for this position: 20
Training: none
Business and Civic Experience/Skills: I have been in private practice for 24 years, started and run our Easter Egg Hunt, work with the library on the Back to school bash, and served on many committees.
Other County Boards/Committees/Commissions presently serving on: PHWEC board member, Pink Hill Planning Board, ACA Pediatric Council Vice President, NCCA Legislative committee
Expiration date of Term: Only term is ACA and it is 2021

Circle your voting precinct

K-1 (Carver Courts Recreation Center)  Institute (Institute Methodist Church)
K-2 (Gordon Street Christian Church)  Moseley Hall (LaGrange Community Building)
K-3 (Fairfield Recreation Center)  Neuse (Jackson Heights OFWB Church)
K-4 (Tanglewood Church of God)  Pink Hill 1 (Bethel Baptist Church)
K-5 (Spiman Baptist Church)  Pink Hill 2 (Pink Hill Rescue Station)
K-6 (Teachers' Memorial School Gym)  Sand Hill (Sand Hill Volunteer Fire Station)
K-7 (Grainger Place Apartments)  Southwest (Southwood Volunteer Fire Station)
K-8 (Holloway Recreation Center)  Trent 1 (Deep Run Volunteer Fire Station)
K-9 (First Pentecostal Holiness Church)  Trent 2 (Moss Hill Rutan Building)
Contentnea (Hugo Free Will Baptist Church)  Vance (Grace Fellowship Church)
Falling Creek (Trinity United Methodist Church)  Woodington (Smith's New Home FWB Church)

Duplin Co Smith Township

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Signature of Applicant

Date: 12-13-19
APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

Library

(I understand that this application will be kept in the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Mary J Williams  Email: mwms556@ember.com
Home Address: 2049 Brookwood Rd
City/State/Zip Code: Kinston NC 28504
Telephone: (Home) 252-523-3496 (Work) N/A (Cell) N/A
Occupation: Retired Education Administrator
Business Address: N/A
Age: (Optional):
Number of hours available per month for this position: 2 hrs
Training: Masters degree in Special Education
Business and Civic Experience/Skills: Member of the Kinston Civitan Club

Other County Boards/Committees/Commissions presently serving on: Kinston-Lenior Public Library Board, Trustee, Neuse Regional Library Board
Expiration date of Term: 4/1/2020

Circle your voting precinct

K-1 (Carver Courts Recreation Center)  K-2 (Gordon Street Christian Church)  K-3 (Fairfield Recreation Center)  K-4 (Tanglewood Church of God)  K-5 (Spelman Baptist Church)  K-6 (Teachers’ Memorial School Gym)  K-7 (Grainger Place Apartments)  K-8 (Holloway Recreation Center)  K-9 (First Pentecostal Holiness Church)  Contentnea (Hugo Free Will Baptist Church)  Falling Creek (Trinity United Methodist Church)  Institute (Institute Methodist Church)  Moseley Hall (LaGrange Community Building)  Neuse (Jackson Heights OFWB Church)  Pink Hill 1 (Bethel Baptist Church)  Pink Hill 2 (Pink Hill Rescue Station)  Sand Hill (Sand Hill Volunteer Fire Station)  Southwest (Southwood Volunteer Fire Station)  Trent 1 (Deep Run Volunteer Fire Station)  Trent 2 (Moss Hill Ruritan Building)  Vance (Grace Fellowship Church)  Woodington (Smith’s New Home FWB Church)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Signature of Applicant: Mary J Williams  Date: 1/3/2020
APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

Transit Advisory Board

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: June Cummings Email: cummingsnc@edenlink.net
Home Address: 1011 St Andrews Pl
City/State/Zip Code: Kinston, NC 28504
Telephone: (Home) (252) 322-2124 (Work) (Cell) (252) 326-6775
Occupation: Retired
Business Address: 
Age: (Optional): 
Number of hours available per month for this position: As needed
Training: East Carolina University graduate
Business and Civic Experience/Skills: Excessive

Other County Boards/Committees/Commissions presently serving on:

Expiration date of Term:

Circle your voting precinct

K-1 (Carver Courts Recreation Center) Institute (Institute Methodist Church)
K-2 (Gordon Street Christian Church) Moseley Hall (LaGrange Community Building)
K-3 (Fairfield Recreation Center) Neuse (Jackson Heights OFWB Church)
K-4 (Tanglewood Church of God) Pink Hill 1 (Bethel Baptist Church)
K-5 (Spillman Baptist Church) Pink Hill 2 (Pink Hill Rescue Station)
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Contentnea (Hugo Free Will Baptist Church) Vance (Grace Fellowship Church)
Falling Creek (Trinity United Methodist Church) Woodington (Smith's New Home FWB Church)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Signature of Applicant: 

Date: 11/7/2020
APPLICATION FOR APPOINTMENT

to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

Lenoir Co. Juvenile Crime Prevention Council

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: F. L. N. Clarke Email: ellamore.clarke@yahoo.com
Home Address: 2705 Hodge Rd, 28504
City/State/Zip Code: Kinston
Telephone: (Home) 252-257-2241 (Work) 252-259-3332 (Cell) 252-257-7339
Occupation: Retired Tann-Train Recreational employee
Business Address: 
Age: (Optional): 
Number of hours available per month for this position: 
Training: 
Business and Civic Experience/Skills: 

Other County Boards/Committees/Commissions presently serving on: 

Expiration date of Term: 6-30-2021

Circle your voting precinct

K-1 (Carver Courts Recreation Center) Institute (Institute Methodist Church)
K-2 (Gordon Street Christian Church) Moseley Hall (LaGrange Community Building)
K-3 (Fairfield Recreation Center) Neuse (Jackson Heights OFWB Church)
K-4 (Tanglewood Church of God) Pink Hill 1 (Bethel Baptist Church)
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Contentnea (Hugo Free Will Baptist Church) Vance (Grace Fellowship Church)
Falling Creek (Trinity United Methodist Church) Woodington (Smith's New Home FWB Church)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Signature of Applicant: F. L. N. Clarke
Date: 9/9/19
APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

Lenoir Co. Juvenile Crime Prevention Council

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Jane Cummings Email: j.cummings@suddenlink.net

Home Address: 1011 St. Andrews Pl.

City/State/Zip Code: Kinston, NC 28504

Telephone: (Home) 502-212- (Work) (Cell) 386-6725

Occupation: Retired

Business Address:

Age: (Optional):

Number of hours available per month for this position: 5-10

Training: B.S. in Social Work

Business and Civic Experience/Skills:

Other County Boards/Committees/Commissions presently serving on: LCC Bd. of Trustees

Expiration date of Term: 6-30-2021

Circle your voting precinct

K-1 (Carver Courts Recreation Center) K-2 (Gordon Street Christian Church) K-3 (Fairfield Recreation Center) K-4 (Tanglewood Church of God) K-5 (Spillman Baptist Church) K-6 (Teachers’ Memorial School Gym) K-7 (Grainger Place Apartments) K-8 (Holloway Recreation Center) K-9 (First Pentecostal Holiness Church) Contentnea (Hugo Free Will Baptist Church) Falling Creek (Trinity United Methodist Church) Institute (Institute Methodist Church) Moseley Hall (LaGrange Community Building) Neuse (Jackson Heights OFWB Church) Pink Hill 1 (Bethel Baptist Church) Pink Hill 2 (Pink Hill Rescue Station) Sand Hill (Sand Hill Volunteer Fire Station) Southwest (Southwood Volunteer Fire Station) Trent 1 (Deep Run Volunteer Fire Station) Trent 2 (Moss Hill Ruritan Building) Vance (Grace Fellowship Church) Woodlorton (Smith’s New Home FWB Church)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Signature of Applicant 9/4/19 Date
APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

---

Name: Tangi Jordan Email: tangijordan@ncdps.gov
Home Address: P.O. Box 195
City/State/Zip Code: Greenville
Telephone: (Home) (Work) (Cell) 252-939-5893
Occupation: Lenoir Youth Development Facility Director
Business Address: 3055 Pabbs Farm Rd
Age: (Optional):
Number of hours available per month for this position:
Training: 22 hrs of training in treatment and corrections
Business and Civic Experience/Skills: 22 hrs of work w/ youth
Other County Boards/Committees/Commissions presently serving on: N/A
Expiration date of Term: 6-30-2021

Circle your voting precinct

K-1 (Carver Courts Recreation Center) Institute (Institute Methodist Church)
K-2 (Gordon Street Christian Church) Moseley Hall (LaGrange Community Building)
K-3 (Fairfield Recreation Center) Neuse (Jackson Heights OFWB Church)
K-4 (Tanglewood Church of God) Pink Hill 1 (Bethel Baptist Church)
K-5 (Spilman Baptist Church) Pink Hill 2 (Pink Hill Rescue Station)
K-6 (Teachers' Memorial School Gym) Sand Hill (Sand Hill Volunteer Fire Station)
K-7 (Grainger Place Apartments) Southwest (Southwood Volunteer Fire Station)
K-8 (Holloway Recreation Center) Trent 1 (Deep Run Volunteer Fire Station)
K-9 (First Pentecostal Holiness Church) Trent 2 (Moss Hill Rutian Building)
Contentnea (Hugo Free Will Baptist Church) Vance (Grace Fellowship Church)
Falling Creek (Trinity United Methodist Church) Woodington (Smith’s New Home FWB Church)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware that my attendance drops below the 75% attendance requirements that I may be automatically removed from said Board appointment.

Signature of Applicant 9-9-19

Date
APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Jerry Burns
Email: Jerry.Burns@ncdps.gov
Home Address: 3805 Hillman Rd
City/State/Zip Code: Kinston, NC 28504
Telephone: (Home) __________ (Work) (919) 731-7916 (Cell)
Occupation: Chief Court Counselor
Business Address: P.O. Box 68 Kinston NC 28502
Age: (Optional):
Number of hours available per month for this position: 20
Training:
Business and Civic Experience/Skills:

Other County Boards/Committees/Commissions presently serving on:

Expiration date of Term: 06-30-2021

Circle your voting precinct

K-1 (Carver Courts Recreation Center)
K-2 (Gordon Street Christian Church)
K-3 (Fairfield Recreation Center)
K-4 (Tanglewood Church of God)
K-5 (Spillman Baptist Church)
K-6 (Teachers’ Memorial School Gym)
K-7 (Granger Place Apartments)
K-8 (Holloway Recreation Center)
K-9 (First Pentecostal Holiness Church)
Contentnea (Hugo Free Will Baptist Church)
Falling Creek (Trinity United Methodist Church)
Institute (Institute Methodist Church)
Moseley Hall (LeGrange Community Building)
Neuse (Jackson Heights OFWB Church)
Pink Hill 1 (Bethel Baptist Church)
Pink Hill 2 (Pink Hill Rescue Station)
Sand Hill (Sand Hill Volunteer Fire Station)
Southwest (Southwood Volunteer Fire Station)
Trent 1 (Deep Run Volunteer Fire Station)
Trent 2 (Moss Hill Ruritan Building)
Vance (Grace Fellowship Church)
Woodington (Smith’s New Home FWB Church)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Signature of Applicant

Date 9/4/19
APPLICATION FOR APPOINTMENT

to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

JCPC

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Pamela Brown Email: pbrown@health.co.lenoir.nc.us
Home Address: 192 Neuse Rd.
City/State/Zip Code: Kinston, NC 28501
Telephone: (Home) 910-750-7585 (Work) 252-526-4212 (Cell) 252-993-4484
Occupation: Health Director
Business Address: 201 N. Milltown St. Kinston, NC 28501
Age: (Optional):
Number of hours available per month for this position: 5
Training:
Business and Civic Experience/Skills:

Other County Boards/Committees/Commissions presently serving on: LCTAB

Expiration date of Term: 6-30-2021

Circle your voting precinct

K-1 (Carver Courts Recreation Center) Institution (Institute Methodist Church)
K-2 (Gordon Street Christian Church) Moseley Hall (LaGrange Community Building)
K-3 (Fairfield Recreation Center) Neuse (Jackson Heights OFWB Church)
K-4 (Tanglewood Church of God) Pink Hill 1 (Bethel Baptist Church)
K-5 (Spillman Baptist Church) Pink Hill 2 (Pink Hill Rescue Station)
K-6 (Teachers’ Memorial School Gym) Sand Hill (Sand Hill Volunteer Fire Station)
K-7 (Grainger Place Apartments) Southwest (Southwood Volunteer Fire Station)
K-8 (Holloway Recreation Center) Trent 1 (Deep Run Volunteer Fire Station)
K-9 (First Pentecostal Holiness Church) Trent 2 (Moss Hill Rutan Building)
Concerned (Hugo Free Will Baptist Church) Vance (Grace Fellowship Church)
Falling Creek (Trinity United Methodist Church) Woodington (Smith’s New Flame FWB Church)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Pamela Brown
Signature of Applicant 9/19/2019 Date
APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

Lenoir County, NC, P.O. Box 3289, Kinston, NC 28502

I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.

Name: Venessa Hill
Address: 2901 N. Heritage Street, Kinston, NC 28501
Telephone: (Home) 910-284-1915 (Work) 252-590-8822
Occupation: Community Relations Specialist
Business Address: 2901 N. Heritage Street, Kinston, NC 28501
Age: (Optional):
Number hours available per month for this position: 1-3
Training: CLEAR training, Youth, MA First Aid, Trainer, 10
Business and Civic Experience/Skills: Worked at Eastpointe Over 18 Years

Other County Boards/Committees/Commissions presently serving on: Various committees in Lenoir and Wayne Counties as Eastpointe Representative

Expiration date of Term:

Circle your voting precinct

K-1 (Carver Courts Recreation Center)
K-2 (Gordon Street Christian Church)
K-3 (Fairfield Recreation Center)
K-4 (Northwest Elementary School)
K-5 (Spillman Baptist Church)
K-6 (Teachers Memorial School)
K-7 (Emma Webb Recreation Center)
K-8 (Holloway Recreation Center)
K-9 (First Pentecostal Holiness Church)
Falling Creek (Banks Elementary School Gym)

Institute (Institute Methodist Church)
Neuse (Cooperative Extension Office)
Pink Hill 1 (Bethel Baptist Church)
Pink Hill 2 (Pink Hill Rescue Station)
Sand Hill (Sand Hill VF Department)
Southwest (Southwest VF Department)
Trent 1 (Deep Run VF Department)
Trent 2 (Moss Hill Ruitan Building)
Vance (Army Reserve Center, Airport)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Signature of Applicant: Venessa L. Hill
Date: 10/33/19
APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Colleen F Kosinski  Email: colleenf_kosinski@ncnets.net
Home Address: 1407 West Rd
City/State/Zip Code: Kinston, NC 28501
Telephone: (Home) 252-363-1949 (Work) 252-620-5442 (Cell) 252-468-4579
Occupation: Child Advocate Director
Business Address: P.O. Box 68, Kinston, NC 28501
Age: (Optional):

Number of hours available per month for this position: 50

Training: BA Human Relations, Multiple Trainings Related to Current Business and Civic Experience/Skills: Chair, collaborative

Other County Boards/Committees/Commissions presently serving on: Court Team

Expiration date of Term: 01/30/2021

Circle your voting precinct

K-1 (Carver Courts Recreation Center) K-2 (Gordon Street Christian Church) K-3 (Fairfield Recreation Center) K-4 (Tanglewood Church of God) K-5 (Spilman Baptist Church) K-6 (Teachers' Memorial School Gym) K-7 (Grainger Place Apartments) K-8 (Holloway Recreation Center) K-9 (First Pentecostal Holiness Church) Contentnea (Hugo Free Will Baptist Church) Falling Creek (Trinity United Methodist Church) Institute (Institute Methodist Church) Moseley Hall (LaGrange Community Building) Neuse (Jackson Heights OFWB Church) Pink Hill 1 (Bethel Baptist Church) Pink Hill 2 (Pink Hill Rescue Station) Sand Hill (Sand Hill Volunteer Fire Station) Southwest (Southwood Volunteer Fire Station) Trent 1 (Deep Run Volunteer: Fire Station) Trent 2 (Moss Hill Ruritan Building) Vance (Grace Fellowship Church) Woodington (Smith's New Home FWB Church)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Signature of Applicant:

Date: 10-7-19
APPLICATION FOR APPOINTMENT

to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

Le 

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Lee Albritten Email: lee.albritton@selfhelp.org
Home Address: 1003 Clinton Terrace
City/State/Zip Code: Kinston, NC 28501
Telephone: (Home) 520-6629 (Cell) 959/560-259
Occupation: Community banker
Business Address: 1910 W. Vernon Ave. Kinston, NC 28501
Age: (Optional): 67
Number of hours available per month for this position: 25 2.5
Training:
Business and Civic Experience/Skills: Founder/CEO of Common Ground of Eastern North Carolina
Other County Boards/Committees/Commissions presently serving on:

Expiration date of Term: 6/30/2021

Circle your voting precinct

K-1 (Carver Courts Recreation Center) K-2 (Gordon Street Christian Church) K-3 (Fairfield Recreation Center) K-4 (Tanglewood Church of God) K-5 (Spillman Baptist Church) K-6 (Teachers' Memorial School Gym) K-7 (Grainger Place Apartments) K-8 (Holloway Recreation Center) K-9 (First Pentecostal Holiness Church) Contentnea (Hugo Free Will Baptist Church) Falling Creek (Trinity United Methodist Church)

Institute (Institute Methodist Church) Moseley Hall (LaGrange Community Building) Neuse (Jackson Heights OFWB Church) Pink Hill 1 (Bethel Baptist Church) Pink Hill 2 (Pink Hill Rescue Station) Sand Hill (Sand Hill Volunteer Fire Station) Southwest (Southwood Volunteer Fire Station) Trent 1 (Deep Run Volunteer Fire Station) Trent 2 (Moss Hill Rescue Station) Vance (Grace Fellowship Church) Woodington (Smith's New Home FWB Church)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Signature of Applicant

11/4/19 Date:
APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

LENOIR COUNTY

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Mary Taylor Email: director@lccnc.org
Home Address: 2429 Kennedy Home Rd.
City/State/Zip Code: LaGrange, NC 28551
Telephone: (Home) (Work) (Cell) (252) 621-6741 (252) 621-6741 (252) 625-9834
Occupation: Executive Director Lenoir Greene United Way
Business Address: 327 N. Queen St, Kinston, NC 28501
Age: (Optional):
Number of hours available per month for this position:
Training:
Business and Civic Experience/Skills:
Friends of the Library Partnership for Children of Lenoir County
Other County Boards/Committees/Commissions presently serving on:

Expiration date of Term: 6/30/2021

Circle your voting precinct

K-1 (Carver Courts Recreation Center) Institute (Institute Methodists:
K-2 (Gordon Street Christian Church) Church) Moseley Hall (LaGrange Community Building)
K-3 (Fairfield Recreation Center) Neuse (Jackson Heights OFW Church)
K-4 (Tanglewood Church of God) Pink Hill 1 (Bethel Baptist Church)
K-5 (Spillman Baptist Church) Pink Hill 2 (Pink Hill Rescue Station)
K-6 (Teachers' Memorial School Gym) Sand Hill (Sand Hill Volunteer Fire Station)
K-7 (Grainger Place Apartments) Southwest (Southwood Volunteer Fire Station)
K-8 (Holloway Recreation Center) Trent 1 (Deep Run Volunteer Fire Station)
K-9 (First Pentecostal Holiness Church) Trent 2 (Moss Hill Ruritan Building)
Contentnea (Hugo Free Will Baptist Church) Vance (Grace Fellowship Church)
Falling Creek (Trinity United Methodist Church) Woodington (Smith's New Home FWB Church)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Signature of Applicant: Mary Taylor

Date: 11/4/2019
APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

Imelda J. Pate

(Imperial Co. JCC)

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Imelda J. Pate, Email: Imelda.J.Pate@ntlworld.com

Home Address: P.O. Box 68

City/State/Zip Code: Kinston, NC 28501

Telephone: (Home) 252-586-7351 (Work) 252-586-5430 (Cell)

Occupation: Superior Court Judge

Business Address: P.O. Box 68

Age: (Optional):

Number of hours available per month for this position:

Training:

Business and Civic Experience/Skills:

Other County Boards/Committees/Commissions presently serving on:

Bd. - The Gate, Bd. - Salvation Army, Bd. - Salvation

Expiry date of Term: 6/30/2021

Circle your voting precinct

K-1 (Carver Courts Recreation Center) Institute (Institute Methodist Church)
K-2 (Gordon Street Christian Church) Moseley Hall (LaGrange Community Building)
K-3 (Fairfield Recreation Center) Neuse (Jackson Heights OFWB Church)
K-4 (Tanglewood Church of God Pink Hill 1 (Bethel Baptist Church)
K-5 (Spilman Baptist Church) Pink Hill 2 (Pink Hill Rescue Station)
K-6 (Teachers' Memorial School Gym) Sand Hill (Sand Hill Volunteer Fire Station)
K-7 (Granger Place Apartments) Southwest (Southwood Volunteer Fire Station)
K-8 (Holloway Recreation Center) Trent I (Deep Run Volunteer Fire Station)
K-9 (First Pentecostal Holiness Church) Trent 2 (Moss Hill Ruritan Building)
Continentia (Hugo Free Will Baptist Church) Vance (Grace Fellowship Church)
Falling Creek (Trinity United Methodist Church) Woodington (Smith's New Home FWB Church)

CERTIFICATION

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Signature of Applicant

Date: 11/30/2020
APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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Advisory Board/Committee/Commission interested in:

Lenoir County JCPC

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Edward Chisum
Email: echisum@gate.org

Home Address: 2161 Mule Ave
City/State/Zip Code: 616 City

Telephone: (Home) 912.252.5338 (Work) 252.938.2120 (Cell) 912.252.5338

Occupation: Executive Director

Business Address: 1465 Hwy 258 N Kinston, NC 28504

Age: (Optional): 60

Number of hours available per month for this position: ____________

Training: ____________

Business and Civic Experience/Skills: Executive Management

Other County Boards/Committees/Commissions presently serving on: Rotary Bowl of Director

Expiration date of Term: December 2020 6/30/2021

Circle your voting precinct

K-1 (Carver Courts Recreation Center) Institute (Institute Methodist Church)
K-2 (Gordon Street Christian Church) Moseley Hall (LaGrange Community Building)
K-3 (Fairfield Recreation Center) Neuse (Jackson Heights OFWB Church)
K-4 (Tanglewood Church of God Pink Hill 1 (Bethel Baptist Church)
K-5 (Spilman Baptist Church) Pink Hill 2 (Pink Hill Rescue Station)
K-6 (Teachers’ Memorial School Gym) Sand Hill (Sand Hill Volunteer Fire Station)
K-7 (Grainer Place Apartments) Southwest (Southwood Volunteer Fire Station)
K-8 (Holloway Recreation Center) Trent 1 (Deep Run Volunteer Fire Station)
K-9 (First Pentecostal Holiness Church) Trent 2 (Moss Hill Ruritan Building)
Contentnea (Hugo Free Will Baptist Church) Vance (Grace Fellowship Church)
Falling Creek (Trinity United Methodist Church) Woodington (Smith’s New Home FWB Church)

CERTIFICATION

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Signature of Applicant

Date

1/13/2020
TO: Chairman and Members of the Board  
FROM: Michael S. James, County Manager  
DATE: February 3, 2020  
SUBJECT: Items from County Manager  

1. None