

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION



**WARREN COUNTY
BOARD OF COMMISSIONERS
Armory Civic Center
501 US Hwy 158 Business, East
Warrenton, NC**

**6:00 pm
Call Work Session Meeting to Order
Chairman or Designee**

- ITEM 1 Department Head (written reports):
Health/Environmental Health – Dr. Margaret Brake
Parks & Recreation – Richard “Dickie” Williams
Social Services/Child Support – Ryan Whitson (In person)
Economic Development – Charla Duncan, Interim (In person)**
- ITEM 2 **Broadband Update, Presentation and Discussion, by Joe Freddoso, COO
Mighty River LLC & Charla Duncan, Senior Assistant to the County
Manager****
- ITEM 3 **Economic Adjustment Assistance (EDA) CARES Act Grant Proposal –
Presentation and Discussion by Professors Jeanne Millikin Bonds and Jim
Johnson, UNC, Kenan-Flagler Business School****
- ITEM 4 **Update on Pending Zoning Ordinance Amendment and Review Process for
Lake Gaston Hotel Project – Ken Krulik, Planner/Zoning Administrator****
- ITEM 5 **Draft FY21 Strategic Plan Review- Vincent Jones, Warren County Manager****
- ITEM 6 **Board/Committee/Commission Appointments****
- A. DSS Board appointments: April Williams -or- Dianna Talley**
- B. Horace Cheek to the Courthouse Square Memorial Committee
 representing District V (Powell)**
- ITEM 7 **Adjourn Work Session / Meeting****

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

6:00 pm

**Call Work Session Meeting to Order
Chairman or Designee**

ITEM 1

Department Head (written reports):

- A. Health/Environmental Health – Dr. Margaret Brake**
- B. Parks & Recreation – Richard “Dickie” Williams**
- C. Social Services/Child Support – Ryan Whitson**
- D. Economic Development – Charla Duncan, Interim**

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 1-A (1 of 2)

Health/Environmental Health Dr. Margaret Brake



Warren County Health Department Departmental Report June 2020

The Warren County Health Department (WCHD) has as its mission to provide services to improve and protect the health of Warren County citizens. To fulfill our mission, the department offers an array of services across the life span from prenatal to home health care. We also work across departments and within the community to address public health concerns through partnerships to initiate new programs, enhance services, identify gaps and seek funding for priorities.

COVID-19 Pandemic Response

For the past six months, the Warren County Health Department has worked diligently to respond to the Coronavirus or COVID-19 pandemic. Our on-going efforts have included partnerships with the NC Department of Health and Human Services, Warren County's COVID-19 Task Force, local providers and our community to address COVID-19 in Warren County. Our staff is engaged in public education and prevention strategies, testing, contact tracing, isolation and quarantine and monitoring of positive cases. The department has been fortunate to receive additional funding from the state to aid in our local response and is applying for grants such as Bright Ideas (\$15,000) to reduce morbidity and mortality due to COVID-19 in our most vulnerable and marginalized communities. Also, a new grant through NC Central University in the amount of \$20,000 will assist us in providing COVID-19 testing in local communities to reach underserved populations. The health department staff is among the many "healthcare heroes" in Warren County who have committed themselves to helping our residents during this pandemic.

WIC (Women, Infants and Children) Nutrition Services

Participation Rates

While COVID-19 has altered service delivery for WIC clients, the staff in coordination with the State Nutrition Branch has been extremely busy trying to ensure that services continue as this could negatively impact our participation rates. As a result of their efforts, WIC staff exceeded the average and base counts (reaching more than 500 clients) each month during the first quarter of 2020. WIC's goal is to increase participation rates by 5% by publicizing WIC services in our local newspapers (Warren Record and Lake Gaston Gazette), radio station (WARR), social media and on a local billboard. These advertisements will help promote the WIC program and inform the community about our services.

Grants

WIC has been awarded two grants this year in the amount of \$16,736. The funds will be used for office/computer equipment, staffing and media promotions to enhance our service delivery.

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ITEM 1-A (2 of 2) Health/Environmental Health

Public Health Education/Healthy Communities

Health Education staff manage several programs that address prevention and health promotions in the areas of chronic disease, substance misuse, mental health and physical activity (Exerstyle). Prior to operational changes due to COVID-19, the following programs were implemented in the community:

- Hosted a Suicide Prevention training “SAFE TALK” at the armory with 26 participants.
- Hosted a 2 day Suicide Prevention Training entitled ASIST (Applied Suicide Intervention Skills Training) with 17 attendees. ASIST will train you how to intervene with an individual who is thinking about suicide.
- Two staff participated in the DEEP (Diabetes Empowerment Education Program) Training in Chicago, IL to become a Diabetes Lead Trainer.
- Coordinated and taught the DEEP Program at area churches and at the health department. A total of 41 participants completed the six weeks program.
- Assisted our County Mental Health Officer with training, materials and educational supplies to address community needs.
- Worked to significantly increase participation (600% increase) in the both the Exerstyle and Exerstyle Plus Programs.

Clinical Services

COVID-19 has also impacted how clinical services are offered here at the health department which includes reduced scheduling, wearing of personal protective equipment for patients and staff, all while still assuring that essential services are delivered according to state guidelines. In addition to well child check and immunizations, our Child Health Program continues to provide books to our patients through the “Reach Out and Read” Program; Promote Safe Sleep by providing information to parents on SIDS as well as a Pack and Play portable crib. We also received additional grant funds from the state to expand our Bike Helmet Program to provide bicycle helmets to kindergarten and first graders in the county.

Environmental Health

This past year has been a busy one for us in spite of operational changes due to Covid-19. We are currently showing a 74% Food, Lodging, and Institution inspection rate. This number is not 100% accurate as there are inspections that have not yet been entered into the state’s database. Due to a staff shortage, we were able to contract with an EH Specialist to assist with completing these inspections. We are very excited about the progress we have made this year which includes filling our vacant EH position, getting a new position approved for EH, getting the approval to go electronic with our inspections (all except onsite), and getting GPS units for the onsite department. This new position and equipment will help us to be more efficient in our work so that we can better serve the citizens of Warren County.

Home Health Services

Warren County Home Health Agency is approaching 36 years of service to our residents. In spite of COVID-19, they have continued to provide services to our homebound patients in a compassionate and caring manner. Data from Medicare.gov Home Health Compare survey of patients gave Warren County Home Health a summary rating of 4 stars. A 4- or 5-star rating means that the agency performed better than other agencies on the 8 measured care practices and outcomes. HHCAHPS (Home Health Consumer Assessment of Healthcare Providers and Systems) is a national survey that asks patients about their recent experiences with a home health agency.

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ITEM 1-B (1 of 2)

**Warren County Parks & Recreation Department
Richard “Dickie” Williams, Director**

Board Report

The last Department head report was done in August of 2018 and there has been many changes and opportunities since then as the Parks and Recreation Dept. offered new and ongoing activities to the citizens of Warren County. We were also in partnership with other departments such as the Senior Center, Cooperative Extension and library to offer recreational opportunities to the citizens of Warren County.

We worked with the Senior Center to host the opening ceremony of the Senior Games at John Graham Gym in March of 2019. We also helped with set up and marked the field for the Track and Field events held at the High School as well as hosted the Senior Games Pickleball Tournament at John Graham.

The winter months of 2019 saw several new programs and events offered. Free Play Basketball was offered on Saturday’s afternoon in the month of January-March. Other activities offered was a cheerleader’s camp, the Balloon Lady, Flow Circus, youth painting class and Adult Paint Party.

In spring of 2019, the complex was the site location for County Government Day, WARR Annual Community Festival, Junior Fireman’s Day and the Annual Easter Egg Hunt. The Complex was also used through-out the year for family reunions, birthday parties, Annual Prayer Day and Relay for Life along with the ongoing programs that the Parks and Recreation Dept. offered.

Other major accomplishments in 2019 was the adoption of a County-Wide Master Plan, a successful PARTF grant in the amount of 297,540 for the Magnolia Ernest Recreation Park and 95,000 allocated to pool for major renovation to the pool and pump room. The pool open on June 22 with a ribbon cutting.

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**ITEM 1-B (2 of 2)
Parks & Recreation Department**

We also for the first time had a co-ed softball league and this program was highly successful.

2020 has been an eventful year with the Covid-19. The end of 2019 saw us hold our annual appreciation dinner for all of our volunteers and coaches in November and also offered extended gym hours to youths for winter break and we continue it until the virus came with extended hours on weekend with the gym being open for free play on Saturday and Sunday afternoons. In the month of February, we offered a dance class to youths. We had our first annual Warren County Winter Hibernation Pickleball Tournament as more than 50 entrants tested their skills in the sport that combines tennis, badminton, ping pong and racquetball techniques.

Another highlight with 2020 was the addition of Civic Rec, which offers online registration for our programs and facilities. This program was made possible by our Recreation Program Coordinator William McConnell who also obtained his Certified Park and Recreation Professional (CPRP) certification which is the national standard for all parks and recreation professionals who want to be at the forefront of their profession.

With the quiet time due to the shutdown of so many of our programs, we are doing extra maintenance work at our facilities. Several trees around the pool has been cut down, wood on the board walk replaced, trees and bushes trimmed back and sod and rip rap is being put down at the complex. Work is being done to offered additional satellite sites to the citizens and hopefully one day everything will return to normal.

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ITEM 1-C (1 of 3)

Social Services/Child Support

Ryan Whitson

**REPORT TO THE WARREN COUNTY
BOARD OF COMMISSIONERS
19 AUG 2020**

Honorable Commissioners:

I have been back as the Director of the Department of Social Services since June 16th. Thank you for your support and the support of the County during my deployment. I greatly appreciate the County's support of the Army Reserve and our Nation's military. I could not have asked to have been treated any better by our Board of Social Services and County Government.

I returned to a lot of changes and challenges brought on by the Coronavirus. The Department had many vacancies that needed to be filled to include two supervisor positions. The Board of Social Services also had two members who were completing their terms. I have hired two new supervisors as well as filling five other positions. Three more positions are advertised. Three additional positions will be advertised in the near future. The Human Resources Department has been outstanding in their assistance.

The Department continues to have challenges with the Coronavirus due to area school systems having a virtual or hybrid first quarter where children are taught at home. I have ten staff members who will be working at home one, three or four days per week. Some are working in the office two days per week, some one day per week, one two half-days per week and one four days per week. I expect this to end by October 16th. If the school systems extend this to another quarter I will have to reevaluate. The Department had enough computers on hand to accommodate this.

Adult Medicaid is still a difficult responsibility for the County. I have recently received the results from three separate audits of Adult Medicaid.

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ITEM 1-C (2 of 3) Social Services/Child Support

The first audit was an audit for Fiscal Year 19 conducted by Vanguard who was contracted to audit cases throughout the State. They audited one Warren County case and found no errors. Our payback for that audit was \$0.

The second audit was the Calendar Year 2019 Recipient Eligibility Determination Audit. Warren County was one of the first group of a third of the Counties to be audited. Other counties will be audited over the next two years. The standard for approval actions was 96.8%. We surpassed that with 98% of our approval actions done correctly. The standard for denial/termination actions is 96.8% as well. We missed that mark by 5.8% as we scored 91%. (The importance of accurate approvals has been stressed. I feel this helped to create some inaccurate denials and terminations.) There was a 90% accuracy standard for cases regarding technical errors that do not change the outcome of eligibility determinations. We had 76.5% of our cases with no technical errors. We missed that standard by 13.5%. There is a \$1,379.92 payback resulting from this audit.

The last audit is the County Single Audit which occurs annually. The audit identified two cases which were inaccurately not terminated after changes in Social Security benefits occurred. Food and Nutrition Services workers were notified of changes but the Adult Medicaid unit was not. I feel this is a flaw in the NC FAST system that only one worker can be sent tasks or information about changes at a time. I further felt it was a flaw that Food and Nutrition workers were notified instead of Medicaid workers. Nevertheless the Department was notified and that is why we are being held responsible. I have requested that NC FAST be changed so that Medicaid workers are notified directly about Social Security benefit changes. The State did allow us to rework those two cases. One of the cases successfully resulted in the client being eligible for a portion of the period in question and that saved approximately \$34,000. The payback for that case is now \$5,028. In the other case the client remained ineligible. The payback for that case is \$25,608.39. The total payback from this audit is \$30,636.39.

The total payback to the State for all three audits is \$32,016.31.

We have a new supervisor in the Adult Medicaid unit. She was one of the two hired shortly after my return. We have a vacant IMC II position for which I recently received no applications. It is currently re-advertised. We will be filling a quality control position which was budgeted to begin January 1st. I expect to have some difficulty in filling that position with someone who has experience in Adult Medicaid.

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**ITEM 1-C (3 of 3)
Social Services/Child Support**

We have contracted in the past for outside expertise for training. We are planning for similar trainings this year as well. The Department contracted for outside expertise while the Supervisor position was vacant and we plan on doing that again while the new supervisor is out on maternity leave.

The Department continues to struggle with Adult Medicaid as are many other Departments throughout the State. We deeply regret these paybacks. In the past they have mainly centered on long-term care cases and I am pleased there were no paybacks associated with long-term care in the County Single Audit.

Other units in the Department are doing well. We have only one child in custody at the current time. Four other children in custody were just recently placed with relatives on a long-term basis and our custody was ended.

I appreciate the Board of Commissioner's support of the Department and the great relationships we have with County Administration and other Departments.

Respectfully submitted,
Ryan D. Whitson, Director

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 1-D (1 of 2)

Economic Development Charla Duncan, Interim Director



Economic Development, August 2020 Report

Current EDC Office Operations

- The Economic Development office is currently by appointment only and/or handling business over the phone.
- Office is staffed; currently, staff from the County Manager's office is supporting the EDC office on an interim basis.
- Website and Facebook are being used as sources of information to help support direct staff support to businesses, visitors, and residents.
 - Facebook @WarrenCountyNCEconDev
 - Facebook @WarrenCountyNC
 - warrencountync.org (EDC)
 - warrencounty.com (Tourism)

New and Existing Industries:

- Heritage Mulch introduction and site visits (2 visits); grant assistance discussion
- Wise interchange development potential; introduction made to potential developer
- Property listings feature added to the EDC website; basic template for data collection created
- Introduction made with Warren CI Warden
- Chateau at the Lake project- Board of Adjustment meetings scheduled; made introduction with developer; attended community Zoom call hosted by the Chamber/developer

Business Assistance:

- Tourism ad redone; placed in Discover magazine
- Website updates; built out small business resources; built out tax incentives and grants page
- Social media build out of EDC page
- Artists of Elements visit- new business site visit

Projects and Partnerships:

- Frontier Warren MOU arrangement with Town of Warrenton
- COG discussion- CARES Act funding for the region

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**ITEM 1-D (2 of 2)
Economic Development Charla Duncan, Interim Director**

Strategy and Planning:

- Wise interchange sewer construction/groundbreaking
- Hometown Strong preliminary discussion in preparation for Action Team

Grants:

- EPA Brownfields Assessment Grant resubmission preliminary work
- Public Utility Fund reboot of previous project
- NC Commerce Building Reuse grant- introduction to state partners

Workforce Development:

- Ice House Trainings

Tourism and Development Programs:

- Dave Blodgett (Lake Gaston Outfitters) bike trails call

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ITEM 2

Broadband Update, Presentation and Discussion

By

**Joe Freddoso, COO
Mighty River LLC**

&

**Charla Duncan
Senior Assistant to the County Manager**

ITEM 3 (1 of 2)

**Economic Adjustment Assistance (EDA)
CARES Act Grant Proposal
Presentation and Discussion**

By

**Professors Jeanne Millikin Bonds
&
Jim Johnson, UNC, Kenan-Flagler Business School**

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**ITEM 3 (2 of 2)
Economic Adjustment Assistance (EDA) CARES Act Grant Proposal
Presentation and Discussion**



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

MEMORANDUM

Tare Davis, Chairman
Victor Hunt, Vice Chairman
Bertadean Baker
Jennifer Pierce
Walter Powell

Vincent Jones
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

TO: Warren County Board of Commissioners

FROM: Vincent E. Jones, County Manager

DATE: July 30, 2020

**RE: Approval of Economic Adjustment Assistance (EDA)
CARES Act Grant submission and grant proposal**

Background

The County has received a proposal from Professor Jeanne Milliken Bonds, Professor of the Practice, Impact Investment and Sustainable Finance, Kenan-Flagler Business School, University of North Carolina. Ms. Bonds has experience with the Federal Reserve and she works with Federal Legislators on national finance policies and legislation.

Because of her knowledge of Warren County and the County's history and economic prospects, she has proposed to 1) prepare an Economic Adjustment Assistance (EDA) grant proposal, aligned with regional Comprehensive Economic Development Strategy (CEDs) goals, to design and implement specific strategies to bring about economic change in response to continuous long-term structural economic challenges worsened by the COVID-19 pandemic; and, 2) Research and prepare proposals for additional opportunities from private philanthropic, corporate, government or a combination sources to support the development of a strategic marketing plan for Soul City.

Under the CARES ACT, we do not have to meet any matching requirements like a regular EDA proposal. It is hoped that the proposals will lead to a marketing plan for the redevelopment of Soul City and a Resiliency Plan for Warren County. Professor Bonds will attend your August Work Session to discuss this process in detail.

Recommendation

I recommend authorizing the County Manager to apply for the grant funds from the EDA and to use FY 21 Contingency Funds to fund the proposal of submission.

Phone: (919) 257-3115

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ITEM 4 (1 of 11)

Update on Pending Zoning Ordinance Amendment and Review Process for Lake Gaston Hotel Project

Ken Krulik, Planner/Zoning Administrator

DRAFT 2020
ZONING ORDINANCE AMENDMENTS

TABLE II-1 DIMENSIONAL REQUIREMENTS

(NOTE—REQUIREMENTS PERTAIN TO INDIVIDUAL LOT DEVELOPMENT AND SUBDIVISIONS AS MINIMUM STANDARDS)

Zoning District	Lot Size Minimum	Density per Acre	Width Minimum	Depth Minimum	Front Setback (min.)	Side Setback (min.)	*** Rear Setback (min.)	** Height (max)
AR	30,000 SF (well/septic) 20,000 SF (public water/septic) 15,000 SF (public water/sewer)	1.45 2.18 2.9	100 FT (well/septic) 100 FT (public water/septic) 80 FT (public water/sewer)	200 FT (well/septic) 150 FT (public water/septic) 125 FT (public water/sewer)	30 Feet	10 Feet	25 Feet	35 Feet
RL	30,000 SF (well/septic) 20,000 SF (public water/septic) 15,000 SF (public water/sewer)	1.45 2.18 2.9	100 FT (well/septic) 100 FT (public water/septic) 80 FT (public water/sewer)	200 FT (well/septic) 150 FT (public water/septic) 125 FT (public water/sewer)	30 Feet	10 Feet	25 Feet	35 Feet
R	30,000 SF (well/septic) 20,000 SF (public water/septic) 15,000 SF (public water/sewer)	1.45 2.18 2.9	100 FT (well/septic) 100 FT (public water/septic) 80 FT (public water/sewer)	200 FT (well/septic) 150 FT (public water/septic) 125 FT (public water/sewer)	30 Feet	10 Feet	25 Feet	35 Feet
GC	15 Acres	30 persons per acre	N/A	N/A	200 Feet	200 Feet	100 Feet	35 Feet
TC	15 Acres	30 persons per acre	N/A	N/A	50 Feet	50 Feet	50 Feet	35 Feet
LB	1 Acre (43,560 SF)	*	100 Feet	200 Feet	50 Feet	50 Feet	50 Feet	40 60 Feet
NB	1 Acre (43,560 SF)	*	100 Feet	200 Feet	50 Feet	35 Feet (corner lot=50 Feet)	50 Feet	40 60 Feet
HB	1 Acre (43,560 SF)	*	100 Feet	200 Feet	50 Feet	50 Feet	50 Feet	50 100 Feet
LI	2 Acres (87,120 SF)	*	200 Feet	400 Feet	100 Feet	70 Feet (corner lot=100 Feet)	100 Feet	75 100 Feet
HI	4 Acres (174,240 SF)	*	400 Feet	800 Feet	200 Feet	150 Feet (corner lot=200 Feet)	200 Feet	75 100 Feet

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 4 (2 of 11)

Update on Pending Zoning Ordinance Amendment & Review Lake Gaston Hotel Project

E. **Conditional Use Permit(s)**: In addition to the uses listed in Table II-2 Permitted Uses, some uses due to their nature, are recognized as having objectionable operational characteristics (when several such uses are concentrated under certain circumstances, which may cause a negative effect upon adjacent areas). Conditional regulation of these uses is necessary to insure that these negative effects will not contribute to the blighting or downgrading of the surrounding neighborhood and communities. These conditional regulations are itemized in this Section. The primary regulation is for the purpose of preventing a concentration of these uses in any one area (i.e. not more than one (1) such use within a certain measured distance of each other which would create an adverse effect) as well as potential increase in traffic/safety issues and environmental issues. The requirements for each use that follows are additional requirements to the requirements listed in Section II. The following additional requirements only apply to those uses where a Special Use permit is indicated in Table II-2 with a SU notation - **if a CU is approved, but the conditions specified are not followed then the permit is revoked and subsequent action taken under the authority of the Planning and Zoning Administrator as identified in this ordinance**:

1. **Planned Unit Development – Commercial Residential (PUD-CR):**

- a. Review - The Warren County Planning Board shall receive and review requests for establishing (developing) a Planned Unit Development – Commercial Residential (PUD-CR) and shall make a recommendation to the Board of Adjustment within 30 days after its first consideration.
- b. Minimum Lot Area - Four (4) acres
- c. Permitted Uses: A Planned Unit Development may contain any of the permitted uses of the district in which it is allowed as a Special Use, residential development may include:

1) Townhouses - A dwelling unit as part of a structural arrangement of two (2) or more single family attached dwellings joined by common walls on not more than two (2) opposite sides with the uppermost story being a portion of the same dwelling located directly beneath at the grade or first floor level and having exclusive individual ownership and occupants rights of each dwelling unit including, but not limited to, the land area directly beneath the dwelling. Said units have separate entrances to the outside and are entirely separated from each other by walls that meet North Carolina Building Standards. The minimum number of townhouses attached to each other shall be two and the maximum number shall be six. Density of townhouses in a planned unit development shall not exceed twelve (12) units per gross acre and a maximum number of six (6) units per building. Building height for townhouses is permitted up to three (3) stories where the height shall be above grade (measured at the level grade of the topographical surface) except where Paragraph II.B of this ordinance applies.

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 4 (3 of 11)

Update on Pending Zoning Ordinance Amendment & Review Lake Gaston Hotel Project

- 2) The site area not covered by dwelling units may be made part of the individual townhouse lots or clustered as common open space, dedicated to a homeowners association, or combination of the two.
- 3) Clustered detached single family dwellings - These are dwellings in which the lot size for each individual dwelling may be reduced, but may not be less than 6,000 square feet provided that the difference between the required dimensions for the district and the reduced dimensions is dedicated to a homeowner's association as common open space.
- 4) Zero (0) lot line dwellings - Detached single family dwellings on lots without side yard requirements on one side of the lot. The lot for a zero (0) lot line dwelling may be reduced, but may not be less than six thousand (6,000) square feet provided that the difference between the required dimensions for the district and the reduced dimensions is dedicated to a homeowners' association as common open space.
- 5) Commercial uses – low intensity commercial uses that are listed as permissible in either the Lakeside Business (LB) or Neighborhood Business (NB) Districts identified in Table II-1 Dimensional Requirements and Table II-2 Permitted Uses of this Ordinance. **Building height may be increased up to a maximum of one-hundred (100) feet for related commercial uses as part of the PUD-CR.**
- 6) Where a site development incorporates both commercial and residential uses as indicated in this section the impervious surface ratio of 36% shall apply and a minimum of 15% green-space preservation shall apply.

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ITEM 4 (4 of 11)

Update on Pending Zoning Ordinance Amendment & Review Lake Gaston Hotel Project

TO: Warren County Planning Board
FROM: Ken Krulik, AICP CZO - Planning and Zoning Administrator *KKK*
DATE: February 24, 2020
RE: Planning Board agenda (3/3/20) action item/staff comments

This document outlines comments from the Planning and Zoning Administrator related to the 3/3/20 Planning Board agenda items below. Where applicable staff recommendations are noted to identify compliance with (or non-compliance) with County regulations managing land use-development and to insure that State regulations are followed as well:

- ▣ **Petition for Re-Zoning (residential to commercial) RZ-2020-01:** one parcel (1.57 +/- acres) from Agricultural Residential [AR] to Neighborhood Business [NB] at Tax Map A4-13 on Jacksontown Road in Nutbush Township.
 - A. Property located on Jacksontown Road north of Manson Drewry Road and Firefighter Dr.
 - B. Owner proposes to use the site to build a restaurant (permitted use in the NB zoning district, but not the AR zoning district).
 - C. NB zoned properties are within proximity to this location as well as the adjacent property to the north with the addresses of 4696 and 4712 Jacksontown Road (property on Firefighter Drive is also zoned NB).
 - D. Action would be consistent with the County's Land Use Plan (3-11-02) which identifies commercial uses in the area of the intersection.
 - E. **Recommendation from Planning and Zoning Administrator: Approval for Re-Zoning from Agricultural Residential [AR] to Neighborhood Business [NB] Agricultural Residential for the noted 1.57 +/- acres per RZ-2020-01 complying with the County Zoning Ordinance (including a minimum 20' vegetative buffer between incompatible land uses) and all applicable North Carolina regulations.**

The information below is a reminder to insure project development progresses efficiently and as my recommendation that the appropriate project consultants coordinate with agency representatives. These include (but are not limited to) the NC Dept. of Environmental Quality (DEQ) and NC-Dept. of Transportation for the appropriate plans/permits:

- ▣ Erosion and Sedimentation Control Plan with appropriate Best Management Practices (BMP's) for stormwater runoff management and water quality protection.
- ▣ Stream Restoration Plan.
- ▣ Required Riparian Buffers applicable for either the Tar -Pamlico and/or Roanoke River Basins (dependent on project location).
- ▣ 401 Water Quality Certification Permit.
- ▣ NC-Dept. of Transportation driveway permits/compliance with road/street construction regulations.
- ▣ Compliance with Warren County zoning classification (s) and ordinance regulations as applicable.
- ▣ Compliance with the Warren County Floodplain ordinance as applicable
- ▣ Appropriate public utilities as necessary (public water/sewer) or for private well/septic (on-site wastewater treatment facility) the Warren County Dept. of Environmental Health.

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 4 (5 of 11)

Update on Pending Zoning Ordinance Amendment & Review Lake Gaston Hotel Project

- ☐ **Proposed project/site plan review for Conditional Use Permit application – Chateau on the Lake:** one parcel (45 +/- acres) at Tax Map K3-A3 on Eaton Ferry Road.
- A. Property is zoned Lakeside Business (LB).
 - B. Applicant seeks to develop site for a Planned Unit Development-Commercial and Residential (PUD-CR) per the County's Zoning Ordinance and submitted plan by the applicant (if approved the next step is to submit a Conditional Use Permit to the BOA).
 - 1. **Planned Unit Development – Commercial Residential (PUD-CR):**
 - a. **Review - The Warren County Planning Board shall receive and review requests for establishing (developing) a Planned Unit Development – Commercial Residential (PUD-CR) and shall make a recommendation to the Board of Adjustment (BOA) within 30 days after its first consideration.**
 - b. Minimum Lot Area - Four (4) acres
 - c. Permitted Uses: A Planned Unit Development may contain any of the permitted uses of the district in which it is allowed as a conditional use, residential development may include:
 - 1) Townhouses - A dwelling unit as part of a structural arrangement of two (2) or more single family attached dwellings joined by common walls on not more than two (2) opposite sides with the uppermost story being a portion of the same dwelling located directly beneath at the grade or first floor level and having exclusive individual ownership and occupant rights of each dwelling unit including, but not limited to, the land area directly beneath the dwelling. Said units have separate entrances to the outside and are entirely separated from each other by walls that meet North Carolina Building Standards. The minimum number of townhouses attached to each other shall be two and the maximum number shall be six. Density of townhouses in a planned unit development shall not exceed twelve (12) units per gross acre and a maximum number of six (6) units per building. Building height for townhouses is permitted up to three (3) stories where the height shall be above grade (measured at the level grade of the topographical surface) except where Paragraph II,B of this ordinance applies.
 - 2) The site area not covered by dwelling units may be made part of the individual townhouse lots or clustered as common open space, dedicated to a homeowners association, or combination of the two.
 - 3) Clustered detached single family dwellings - These are dwellings in which the lot size for each individual dwelling may be reduced, but may not be less than 6,000 square feet provided that the difference between the required dimensions for the district and the reduced dimensions is dedicated to a homeowner's association as common open space.
 - 4) Zero (0) lot line dwellings - Detached single family dwellings on lots without side yard requirements on one side of the lot. The lot for a zero (0) lot line dwelling may be reduced, but may not be less than six thousand (6,000) square feet provided that the difference between the required dimensions for the district and the reduced dimensions is dedicated to a homeowners' association as common open space.

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 4 (6 of 11)

Update on Pending Zoning Ordinance Amendment & Review Lake Gaston Hotel Project

- 5) Commercial uses – low intensity commercial uses that are listed as permissible in either the Lakeside Business (LB) or Neighborhood Business (NB) Districts identified in Table II-1 Dimensional Requirements and Table II-2 Permitted Uses of this Ordinance.
- 6) Where a site development incorporates both commercial and residential uses as indicated in this section the impervious surface ratio of 36% shall apply and a minimum of 15% green-space preservation shall apply.

- C. **STAFF NOTE:** As of this summary/staff review the Planning Board is working to review proposed zoning ordinance amendments as relates to building height maximum in commercial and industrial zoning districts. A proposed increase of height to sixty (60) feet is under review for the Lakeside Business (LB) and Neighborhood Business (NB) districts (one hundred feet for the Heavy Business, Light Industrial and Heavy Industrial districts). It is anticipated this proposed amendment would be received by the Board of Commissioners at their April 6, 2020 meeting to set a public hearing to amend the zoning ordinance at their May 4, 2020 meeting. **REVIEW OF THIS PROPOSED PROJECT/PLAN AND RECOMMENDATION TO THE BOARD OF ADJUSTMENT WOULD BE APPROPRIATE – APPLICANT WOULD ALSO APPLY FOR A VARIANCE AT THE SAME BOARD OF ADJUSTMENT MEETING FOR THE IMPERVIOUS SURFACE RATIO NOTED UNDER ITEM 6 ABOVE.**
- D. ***Recommendation from Planning and Zoning Administrator: Approval for the proposed concept/site plan as submitted by the applicant for the requested PUD-CR to be forwarded to the Board of Adjustment for a Conditional Use Permit and Variance Request as indicated above (contingent on the proposed ordinance amendments for increasing the maximum height) and in compliance with Warren County's Zoning Ordinance and all applicable North Carolina regulations.***

The information below is a reminder to insure project development progresses efficiently and as my recommendation that the appropriate project consultants coordinate with agency representatives. These include (but are not limited to) the NC Dept. of Environmental Quality (DEQ) and NC-Dept. of Transportation for the appropriate plans/permits:

- ▣ Erosion and Sedimentation Control Plan with appropriate Best Management Practices (BMP's) for stormwater runoff management and water quality protection.
- ▣ Stream Restoration Plan if applicable.
- ▣ Approvals from Dominion Power/VEPCO for development on Lake Gaston and adjacent shoreline to the proposed project site as applicable.
- ▣ Required Riparian Buffers applicable for either the Tar –Pamlico and/or Roanoke River Basins (dependent on project location).
- ▣ 401 Water Quality Certification Permit if applicable.
- ▣ NC-Dept. of Transportation driveway permits/compliance with road/street construction regulations.
- ▣ Compliance with Warren County Zoning Ordinance as applicable.
- ▣ Compliance with the Warren County Floodplain ordinance as applicable
- ▣ Appropriate public utilities – Warren County - as necessary (public water/sewer) or for private well/septic (on-site wastewater treatment facility) the Warren County Dept. of Environmental Health.

Please contact me at if you have questions, in advance thank you for your time and expertise.

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 4 (7 of 11)

Update on Pending Zoning Ordinance Amendment & Review Lake Gaston Hotel Project

Optimal Living, LLC
Attn: Robert Shaar
924 Evening Snow Street
Wake Forest, NC 27587

Dear Mr. Shaar,

March 4, 2020

This letter is in reference to your proposed Planned Unit Development – Commercial and Residential (PUD-CR) known as Chateau on the Lake and its review by the Warren County Planning Board at their March 3, 2020 regular meeting. Chateau on the Lake is proposed for location at 1876 Eaton Ferry Road Littleton, NC 27850., the property is zoned Lakeside Business (LB) (Tax Map K3-A3) on 45+/- acres in River Township. Per the County's Zoning Ordinance, for a PUD-CR project the following applies:

- Review - The Warren County Planning Board shall receive and review requests for establishing (developing) a Planned Unit Development – Commercial Residential (PUD-CR) and shall make a recommendation to the Board of Adjustment within 30 days after its first consideration.

This project was submitted for review by the Planning Board at the above stated meeting and was approved by a vote of 5 to 0 in favor, with quorum held and recommended to the Board of Adjustment for review and public hearing March 23, 2020 as Conditional Use Permit #2020-01-CU01. Additionally, my comments below are from my Planner's Summary:

- A. Property is zoned Lakeside Business (LB).
- B. Applicant seeks to develop site for a Planned Unit Development-Commercial and Residential (PUD-CR) per the County's Zoning Ordinance and submitted plan by the applicant (if approved the next step is to submit a Conditional Use Permit to the BOA).

1. Planned Unit Development – Commercial Residential (PUD-CR):

- a. Review - The Warren County Planning Board shall receive and review requests for establishing (developing) a Planned Unit Development – Commercial Residential (PUD-CR) and shall make a recommendation to the Board of Adjustment (BOA) within 30 days after its first consideration.
- b. Minimum Lot Area - Four (4) acres
- c. Permitted Uses: A Planned Unit Development may contain any of the permitted uses of the district in which it is allowed as a conditional use, residential development may include:

- 1) Townhouses - A dwelling unit as part of a structural arrangement of two (2) or more single family attached dwellings joined by common walls on not more than two (2) opposite sides with the uppermost story being a portion of the same dwelling located directly beneath at the grade or first floor level and having exclusive individual ownership and occupant rights of each dwelling unit including, but not limited to, the land area directly beneath the dwelling. Said units have separate entrances to the outside and are entirely separated from each other by walls that meet North Carolina Building Standards. The minimum number of townhouses attached to each other shall be two and the maximum number shall be six. Density of townhouses in a planned unit development shall not exceed twelve (12) units per gross acre and a maximum number of six (6) units per building. Building height for townhouses is permitted up to three (3) stories where the height shall be above grade (measured at the level grade of the topographical surface) except where Paragraph II.B of this ordinance applies.

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 4 (8 of 11)

Update on Pending Zoning Ordinance Amendment & Review Lake Gaston Hotel Project

GIS Arial Map



SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 4 (9 of 11) Update on Pending Zoning Ordinance Amendment & Review Lake Gaston Hotel Project

Proposed Project Rendering



SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 4 (10 of 11)

Update on Pending Zoning Ordinance Amendment & Review Lake Gaston Hotel Project

Optimal Living, LLC
Attn: Robert Shaar
924 Evening Snow Street
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SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 4 (11 of 11)

Update on Pending Zoning Ordinance Amendment & Review Lake Gaston Hotel Project

- 2) The site area not covered by dwelling units may be made part of the individual townhouse lots or clustered as common open space, dedicated to a homeowners association, or combination of the two.
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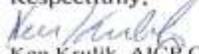
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- 401 Water Quality Certification Permit if applicable.
- NC-Dept. of Transportation driveway permits/compliance with road/street construction regulations.
- Compliance with Warren County Zoning Ordinance as applicable.
- Compliance with the Warren County Floodplain ordinance as applicable
- Appropriate public utilities – Warren County - as necessary (public water/sewer) or for private well/septic (on-site wastewater treatment facility) the Warren County Dept. of Environmental Health.

Respectfully,



Ken Krulik, AICP CZO-Planning and Zoning Administrator-Warren County Planning/Zoning and Code Enforcement

ITEM 5 (1 of 4)

**Draft
FY21 Strategic Plan Review**

By

**Vincent Jones
Warren County Manager**

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 5 (2 of 4) Draft FY21 Strategic Plan Review



WARREN COUNTY BOARD OF COMMISSIONERS
602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

Tare Davis, Chairman
Victor Hunt, Vice Chairman
Bertadean Baker
Jennifer Pierce
Walter Powell

Vincent Jones
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

Goal 1: Complete the broadband project by 2026.

Objective 1A: Select a provider by June 2020.

Objective 1B: Develop a funding strategy that includes reserving funds every year in order to invest in the completion of this project; funding reserves will be in the budget effective July 1, 2020.

Goal 2: Develop a plan for long term water replacement options by February 2021.

Objective 2A: The manager will provide the board with a report on progress in August 2020 on the strategies developed to date.

Objective 2B: Proposed water rate increase will be included in the FY 21 budget.

Objective 2C: Attend all relevant trainings/webinars related to infrastructure grant funding that are held by our funding partners.

Objective 2D: Add one additional bulk water customer from the areas surrounding Warren County by 2022.

Goal 3: Present a conceptual plan for creating an intergenerational multi-purpose recreation and wellness facility by March 2021.

Objective 3A: Reach out to other communities and partners in March-July 2020.

Goal 4: Complete 50% of recreation Master Plan recommendations by 2024.

Objective 4A: A call to action for recreation providers will be sent out by April 30, 2020; database (living document) of providers will be established by July 2020.

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 5 (3 of 4) Draft FY21 Strategic Plan Review

Objective 4B: Update Recreation Master Plan by August 2020 to reflect current goals.

Objective 4C: Develop a recreation strategy that prioritizes master plan recommendations into action items for 2020-2024.

Objective 4D: Conduct inter-agency meetings twice a year (May and December) to coordinate recreation programs and strategies.

- To include: Recreation, Library, Cooperative Extension, Senior Center, and any other interested departments

Objective 4E: Prepare a report on alternatives and strategies to assist with transportation to recreation activities by August 2020.

Objective 4F: Prepare a report on joint-use agreement options and satellite parks strategies to the board by September 2020.

Goal 5: Increase employee morale each year through 2026.

Objective 5A: Develop an instrument to annually measure employee morale to create a baseline data set (for example, an anonymous survey).

Objective 5B: Develop a comprehensive retention plan by the end of 2020 that will include finding ways to offer more rewards. The plan will also include evaluating options on ways to improve employee's compensation and implementing as feasible and appropriate in 2020.

Objective 5C: Create a strategy for the continuing education of staff, including the development of leadership by December 2020.

- This might include activities such as: including a professional development line item in each department budget, including professional development in evaluation process, creating personalized professional development plans for each staff member, etc.

Objective 5D: Develop a staff (group) training and professional development schedule for 2020-2023.

Objective 5E: Explore the design and viability of an incentive-based certification and professional development and training program in 2020-2021, including reviewing possible pay grade increases tied to certification levels where appropriate/applicable.

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

**ITEM 5 (4 of 4)
Draft FY21 Strategic Plan Review**

Goal 6: Create opportunities to formally hear from municipalities and the school board.

Objective 6A: Conduct formal meetings between Warren County Board of Education staff, School Board, and the Warren County Commissioners at least three times a year (including a joint board meeting once a year prior to budget); set schedule for 2020-2023.

Objective 6B: Build out the liaison model with two commissioners acting as school board liaisons that meet with Central Office staff and select school board members once a quarter.

Objective 6C: Establish a schedule of regular meetings and/or updates to the board from municipalities.

DRAFT

ITEM 6 (1 of 5)

**Board/Committee/Commission Appointment
“Social Services Board of Trustees”**

This item was tabled from August 3, 2020 regular meeting.

Appointment of April Williams -or- Dianna Talley to the Social Services Board of Trustees Is presented for Board’s action.

A recommendation from DSS Board will be forwarded after DSS Board’s Monday, August 17, 2020 meeting.

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 6-A (2 of 5)

Social Services Board of Trustees
Term expires June 30, 2023

April Williams

Statement of Interest to Serve

List in order of preference the Board/Committee/Commission for which you would be willing to serve. Select one:

Social Services Board of Directors

Give Name of "Fire Tax Board" of Interest. You must reside in tax district to be appointed.

Field not completed.

Only complete this blank if you are applying for appointment to a Fire Tax Board.

Select one

Field not completed.

Applicants Name

April D. Williams

Email Address

aprilwilliams06@yahoo.com

Residential Address

315 Crowders Pond Road

City

Norlina

State

NC

Zip Code

27563

Phone Number

252-762-7967

Alternate Number

Field not completed.

Birthdate

August 13, 1079

Race

African American

Sex

Female

Do you live in Warren County?

Yes

Job title

School Social Worker

Are you presently serving in an elected or appointed position? Please explain:

Yes with the Warren County Community Child Protection and Child Fatality Prevention Team.

Company / Agency & Address

Warren County School 109 Cousin Lucy's Lane Warrenton, NC 27563

Military experience?

No Military Experience

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 6-A (3 of 5)

Social Services Board of Trustees Term expires June 30, 2023	April Williams
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List your Commissioner district, info available at Elections (252) 257-2114.

I - West & East Warrenton

Educational Background:

Name & address of High School

Warren County High School 149 Campus Drive Warrenton, NC 27563

Name & address of College attended

North Carolina State University Raleigh, NC

Degree earned

BSW

List all past employment and/or volunteer experience you have had which may be beneficial in evaluating your qualifications.

Field not completed.

Work experience

Professional Experience

School Social Worker

Warren County Schools, Warrenton, NC, 252-257-3184,
www.warrenk12nc.org

August 2007 – present, 10 month employee

My main responsibility is to work to alleviate barriers to student learning through the following functions: Advocacy, Assessment of student/family/school need, Direct Service/Service Delivery, Consultation/Collaboration, Program Planning/Implementation/Evaluation, and Accountability. I primarily serve the district's elementary schools. However, I am a district-wide employee.

McKinney-Vento District Liaison

Warren County Schools, Warrenton, NC, 252-257-3184,
www.warrenk12nc.org

August 2012 – present

My main responsibility is to identify homeless children and youth to assist them in accessing school and other services that they may need to achieve academic success. I also collaborate with administration, teachers, and support staff regarding students that are identified under McKinney-Vento within the school district. I am also the School District Foster Care Point of Contact that collaborates with the Local Department of Social Services regarding children in the foster care system. I also partner with other local liaisons

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 6-A (4 of 5)

**Social Services Board of Trustees
Term expires June 30, 2023**

Dianna Talley

Statement of Interest to Serve

Select one Social Services Board of Directors

Applicants Name Dianna H. Talley

Email Address dtalley1101@gmail.com

City Warrenton

State North Carolina

Zip Code 27589

Birthdate 11/01/1956

Race African American

Sex Female

Do you live in Warren
County? Yes

Job title Retired

Are you presently
serving in an elected or
appointed position?
Please explain: No

Military experience? No Military Experience

List your Commissioner
district, info available at
Elections (252) 257-
2114. III - Nutbush, Smith Creek & Hawtree

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 6-A (5 of 5)

Social Services Board of Trustees Term expires June 30, 2023	Dianna Talley
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Educational Background:

Name & address of High School	Norlina High, Norlina, NC
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Name & address of College attended	Elizabeth City State Univ., Elizabeth City, NC
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Degree earned	Business Management
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List all past employment and/or volunteer experience you have had which may be beneficial in evaluating your qualifications.	<i>Field not completed.</i>
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Work experience	Warren County Dept. Of Social Services Child Protective Services Supervisor 6 years; Supervisor of Adult Services 3 years; networking with all county & private agencies along with it's citizens of all ages. I was employed with Social Services in Warren and Vance County fo 23 years under direct supervision and regulations by the State Department of Health & Human Services,
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Volunteer experience	Warren County Health Department Cardinal Innovation
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SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 6-B

**Board/Committee/Commission Appointment
Courthouse Square Memorial Committee**

**Horace Cheek is presented for appointment to
the Courthouse Square Memorial Committee
representing District V (Powell)**

SUGGESTED AGENDA for AUGUST 19, 2020 – WORK SESSION

ITEM 7

Adjourn

**August 19, 2020
Work Session / Meeting**