

*WARREN COUNTY  
BOARD OF COMMISSIONERS*

*February 20, 2013*

*6:00 PM*

*Board Work Session*

*WARREN COUNTY  
ARMORY CIVIC CENTER, MEETING ROOM  
WARRENTON, NC*

*February 20, 2013*  
*Work Session Agenda*

1. **Department Head Reports to the Board (5 minutes each):**
  - Public Works (Solid Waste) – Marshall Brothers**
  - Soil & Water Conservation – Larry West**
  - Board of Elections – Debbie Formyduval**
2. **Draft Resolution Adopting Uniform Standards for Claims Against Employees, Officers and Officials – Atty. Karlene Turrentine**
3. **Request to be Covered by County Health Insurance – Atty. Karlene Turrentine**
4. **Proposed Warren County Fraud Policy - Barry Mayo, Finance Officer**
5. **Funding of Aquatic Plant Management - Brett M. Hartis, NC State University**
6. **Discuss request for Landfill User Fee Release - Margaret D. Alexander**
7. **Board of Elections – Deborah Formyduval & Board Members**
8. **BCBS NC Foundation Healthy Food Initiative Grant Update – Carla Norwood, Working Landscapes**
9. **Warren County Environmental Action Team Report – Rev. William Kearney**
10. **2013 County Celebration: Tourism – Gabe Cumming, EDC Director**
11. **Heritage Quilters’ Proposal for the Hendrick’s House - Portia Hawes**
12. **Historic Jail Renovation Project & Ephraim Place Housing Project Updates - Cathy Alston, Warren Family Institute (WFI)**
13. **Adjourn Work Session**

*February 20, 2013*  
*Work Session Agenda*

Item # 1

Department Head Reports

- **Public Works (Solid Waste)**
- **Soil & Water Conservation**
- **Board of Elections**

*February 20, 2013*  
*Work Session Agenda*

*Item # 2*

**Proposed**  
**Resolution Adopting Uniform Standards for Claims**  
**Against Employees, Officers and Officials**

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**Atty. Karlene Turrentine**  
**Warren County Attorney**

**STATE OF NORTH CAROLINA  
COUNTY OF WARREN**

**RESOLUTION ADOPTING UNIFORM STANDARDS FOR CLAIMS  
AGAINST EMPLOYEES, OFFICERS, AND OFFICIALS**

**WHEREAS**, the County of Warren, North Carolina (hereinafter “The County”) desires to establish a uniform policy for providing for the defense of employees, officers, and officials of the County in the event of claims being filed against said employees, officers, and officials, and;

**WHEREAS**, N.C. Gen. Stat. §160A-167 and N.C. Gen. Stat. §153A-97 authorizes the provision of the defense of such claims and for the provision of the payment of such claims.

**NOW THEREFORE, BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT THE FOLLOWING SHALL CONSTITUTE THE STANDARDS UPON WHICH THE DEFENSE OF EMPLOYEES, OFFICERS, AND OFFICIALS AND THE PAYMENT OF ANY JUDGMENT SHALL BE MADE:**

1. It shall be the policy of the County to defend its employees, officers, and officials against civil claims and judgments which arise in the course of their performance of their official duties, and to satisfy such claims and judgments (where appropriate), either in part or whole, unless it is determined that the employee, officer, or official violated the following exclusion criteria in that he/she willfully:

- a. Acted or failed to act because of actual fraud, corruption, or actual malice;
- b. Acted or failed to act at a time when his/her own self-indulgence of beverages or non-prescribed drugs substantially impaired his/her judgment;
- c. Acted or failed to act in a specific factual occurrence, except in emergencies or in the existence of extenuating circumstances, contrary to the instructions from his/her superior/s, contrary to the advice of the County Attorney, or contrary to County or departmental policy;
- d. Acted or failed to act in such manner that such action or inaction may constitute a criminal act;
- e. Acted or failed to act in such a manner as to constitute gross negligence, recklessness or willful misconduct; or
- f. Failed to comply with paragraphs 3 or 5 of this Resolution.

2. Any judgment against a covered employee, officer, or official named as a defendant in a civil suit, who took no direct action and was only vicariously liable due to his/her office *may* be

satisfied by the County, even if the liability is due to a subordinate employee being excluded under Paragraph 1 above.

3. Legal representation of any covered employee, officer, or official shall be provided by the County Attorney or his/her designee, or counsel provided by the County's insurance carrier, and no other without the prior approval of the Board of Commissioners.

4. No punitive damages nor treble damages shall be paid by the County.

5. Any covered employee, officer, or official served with legal process or demand for arbitration shall be present such documents (in total) within 72 hours of receipt to the County Attorney or to the County Manager. Upon receipt, the County Attorney shall transmit a notice of the claim to the County Manager and to the Board of Commissioners at least by its next regularly scheduled meeting.

6. The County Manager, after consultation with the County Attorney, shall determine whether or not a claim or suit filed against an officer, official, or employee meets the requirements specified herein for providing a defense for such officer or employee which determination shall be final. In the event that the official sued is the County Manager, the Board of Commissioners shall determine whether or not the claim or suit filed meets the requirements specified herein for providing a defense of the County Manager.

7. Defense, as outlined herein, shall *only* be available to employees, officers, and officials of the County, qualifying hereunder and, sued in their *official* capacity. Such defense *may* not be available to employees, officers, and officials sued solely in their personal capacity even if they meet the qualifications hereunder.

8. The terms "officer", "official", and "employee" as used herein shall mean present or past officers, officials, or employees who might hereafter have claims or judgments entered against them *in their official capacity* as a result of their employment with the County.

9. The Board of Commissioners, pursuant to the standards herein set forth, shall determine whether or not a claim or judgment entered against an officer, official, or employee shall be paid by the County. Payment, if approved, shall be subject to the availability of funds for appropriation.

10. This Resolution shall not be interpreted in any way to relieve any insurance company/pool of its obligation under any insurance policy/agreement to protect the interests of any insured under such policy/agreement, or to reduce or eliminate the rights of any employee, officer, or official of the County against any other party. Further, this Resolution does not, in any way, reduce or eliminate the right of any employee, officer, or official of the County to retain the attorney of their choice to represent them in any such suit at the employee, officer, and/or official's own expense. However, should an employee, officer, or official of the County so choose to retain their own legal counsel, such retention shall relieve the County from any obligation to defend that employee, officer, or official even if they are covered under this

**Draft**

Resolution. (The County may, nevertheless, choose to continue defending said employee, officer, or official if such defense is in keeping with defense of the County.)

11. Except as expressly stated herein, this Resolution is not to be interpreted as a waiver of any rights the County has or may have against any party.

12. Notwithstanding any of the provisions of this Resolution, the Board of Commissioners hereby expressly reserves its governmental immunity from suit against the County or its employees, officers, or officials.

On this the \_\_\_ day of \_\_\_\_\_, 2013.

Commissioner \_\_\_\_\_ moved for the adoption of the foregoing Resolution.  
Commissioner \_\_\_\_\_ seconded the motion and, upon vote, the same was ADOPTED.

\_\_\_\_\_  
Bertadean Baker, Chair  
Warren County Board of Commissioners

(SEAL)

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk to the Board

*February 20, 2013*  
*Work Session Agenda*

*Item # 3*

**Request to be Covered by  
County Health Insurance**

**==**

**Atty. Karlene Turrentine**  
**Warren County Attorney**

February 20, 2013

Warren County Board of Commissioners  
Post Office Box 619  
602 W. Ridgeway St.  
Warrenton, NC 27589

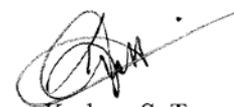
**Request for Health Insurance for County Officers  
Pursuant to N.C.G.S. § 153A-92(d)**

Dear Commissioners,

I respectfully request your consideration in the matter of resolving to approve the County's purchase of health and life insurance for the benefit of its County officers, pursuant to N.C.G.S. § 153A-92(d). Several counties in the State have long offered such benefit/s to its officers finding the known and uniform cost easier to bear than an increase in salaries.

Thank you for your consideration. I will be available for questions during your February 20, 2013 work session.

Peace to you,



Karlene S. Turrentine,  
Warren County Attorney

**§ 153A-92. Compensation.**

(a) Subject to the limitations set forth in subsection (b) of this section, the board of commissioners shall fix or approve the schedule of pay, expense allowances, and other compensation of all county officers and employees, whether elected or appointed, and may adopt position classification plans.

(b) In exercising the authority granted by subsection (a) of this section, the board of commissioners is subject to the following limitations:

- (1) The board of commissioners may not reduce the salary, allowances, or other compensation paid to an officer elected by the people for the duties of his elective office if the reduction is to take effect during the term of office for which the incumbent officer has been elected, unless the officer agrees to the reduction or unless the Local Government Commission pursuant to Chapter 159, Article 10, orders a reduction.
- (2) During the year of a general election, the board of commissioners may reduce the salary, allowances, or other compensation of an officer to be elected at the general election only in accordance with this subdivision. The board of commissioners shall by resolution give notice of intention to make the reduction no later than 14 days before the last day for filing notice of candidacy for the office. The resolution shall set forth the reduced salary, allowances, and other compensation and shall provide that the reduction is to take effect at the time the person elected to the office in the general election takes office. Once adopted, the resolution may not be altered until the person elected to the office in the general election has taken office. The filing fee for the office shall be determined by reference to the reduced salary.
- (3) If the board of commissioners reduces the salaries, allowances, or other compensation of employees assigned to an officer elected by the people, and the reduction does not apply alike to all county offices and departments, the elected officer involved must approve the reduction. If the elected officer refuses to approve the reduction, he and the board of commissioners shall meet and attempt to reach agreement. If agreement cannot be reached, either the board or the officer may refer the dispute to arbitration by the senior resident superior court judge of the superior court district or set of districts as defined in G.S. 7A-41.1 in which the county is located. The judge shall make an award within 30 days after the day the matter is referred to him. The award may extend for no more than two fiscal years, including the fiscal year for which it is made.
- (4) The board of commissioners shall fix their own salaries, allowances, and other compensation in accordance with G.S. 153A-28.
- (5) The board of commissioners shall fix the salaries, allowances and other compensation of county employees subject to the State Personnel Act according to the procedures set forth in Chapter 126. The board may make these employees subject to a county position classification plan only as provided in Chapter 126.

(c) In counties with a county manager, the manager is responsible for preparing position classification and pay plans for submission to the board of commissioners and for administering the pay plan and any position classification plan in accordance with general policies and directives adopted by the board. In counties without a county manager, the board of commissioners shall appoint or designate a personnel officer, who shall then be responsible for administering the pay plan and any position classification plan in accordance with general policies and directives adopted by the board.

(d) A county may purchase life insurance or health insurance or both for the benefit of all or any class of county officers and employees as a part of their compensation. A county may provide other fringe benefits for county officers and employees. (1927, c. 91, s. 8; 1953, c. 1227, ss. 1-3; 1969, c. 358, s. 1; c. 1017; 1973, c. 822, s. 1; 1987 (Reg. Sess., 1988), c. 1037, s. 122.)

*February 20, 2013*  
*Work Session Agenda*

*Item # 4*

**Proposed**  
**Warren County Fraud Policy**

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**Barry Mayo**  
**Finance Officer**

## Warren County Fraud Policy

**DRAFT**

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### **Purpose**

Warren County's fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against Warren County. This policy is to affirm that fraud and corruption will not be tolerated and to define the consequences of fraud and corruption.

It is the intention of Warren County to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations. This policy is designed to limit the County's exposure to fraud and corruption and minimize any financial loss and the potential adverse affects on the County's image and reputation in the event of an occurrence.

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### **Scope of Policy**

This policy applies to any irregularity, or suspected irregularity, involving employees as well as vendors, contractors, outside agencies doing business with employees of such agencies, and/or other parties with a business relationship with Warren County.

The Warren County Board of Commissioners will appoint a Fraud Review Panel to review and analyze reports of fraud; this panel will report and make recommendations to the Board of Commissioners on a regular basis.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to Warren County.

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### **Policy**

The County of Warren will:

- Institute and maintain effective measures and procedures to deter fraud and corruption within Warren County Government.
- Take firm and vigorous action against any individual or group perpetrating fraud against the County
- Encourage employees to be vigilant and to report any suspicion of fraud and corruption, and provide suitable channels of communication and ensure sensitive information is treated appropriately

- Investigate instances of alleged fraud and corruption, take appropriate actions and to seek restitution of any County asset fraudulently obtained together with the recovery of costs
  - Assist law enforcement and all other appropriate authorities in the investigation and prosecution of those suspected of fraud or corruption
- 

### **Fraud – Examples and Definitions**

**Fraud** is defined as an intentional deception to obtain a benefit or advantage or a breach of confidence, perpetrated for profit or to gain some unfair or dishonest advantage. Examples of fraud include but not limited to:

- Forgery or alteration of a check, bank draft, or any other financial document;
- Theft of a check or other diversion of a payment;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Profiteering as a result of insider knowledge of agency operations;
- Confidential information sold or used to conduct an outside business activity;
- Disclosing confidential activities engaged in or contemplated by the agency.

**Waste** is the loss or misuse of county resources that results from deficient practices, system controls, or decisions. Examples of waste are:

- Not taking advantage of discounts, or early registrations and inefficiently using County resources.

**Abuse** is the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources. Examples of abuse include:

- Using county equipment or supplies to conduct personal business;
- An employee using non-confidential taxpayer information to get new customers for his/her outside business.

**Theft** is defined as the act of taking something from someone unlawfully. An example of theft is:

- Taking a printer belonging to the agency and keeping it for personal use.
-

## Procedures for Reporting Fraud

Employees and the general public are important elements in the County's stance on fraud and corruption. They are encouraged to raise any concerns they may have about fraud and corruption via:

- Department Manager / Department Head
- Immediate Supervisors
- Finance Director
- Human Resources Director
- Fraud Hotline (252-257-1755)
- County Manager
- County Board of Commissioners Members

*Note: The Fraud Hotline will be checked and reviewed by a Fraud Review Panel at intervals determined by the Fraud Review Panel.*

To the extent permitted by law, reports of fraud and corruption will be treated in confidence and taken seriously. Reports will be properly investigated. Retaliation against any employee who files a report or voices a concern under this policy is strictly prohibited. Employees determined to have engaged in retaliatory behavior or who fail to maintain an employee's anonymity if requested may be subject to discipline, which could include termination of employment. Any employee who feels that he or she has been subjected to any behavior that violates this policy should immediately report such behavior to his or her supervisor, Human Resources Director, Finance Director, or the County Manager.

*Note: Employee's whom knowingly file misleading or false fraud or corruption reports or file reports without a reasonable belief as to truth or accuracy, will not be protected by this policy and will be subject to appropriate disciplinary actions as recommend by the Fraud Review Panel.*

After an official audit or investigation has been performed, evidence is identified that fraud or corruption has or is occurring; the County shall refer the matter to Local Law Enforcement. Law Enforcement will pursue further investigation and criminal charges if deemed appropriate.

When the outcome of an audit or law enforcement investigation indicates improper conduct by an employee, the County's disciplinary process will be utilized by the Department Head of the affected Department, regardless of the disposition of any criminal charges. The matter will be referred to the County Attorney's office for the recovery of lost funds or property.

When it is determined that fraud or corruption has occurred due to breakdown or lack of County systems or procedures, Department Directors, Managers and County Administration shall be responsible for ensuring that appropriate improvements in the

effectiveness of internal controls are implemented in accordance with any audit recommendations.

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#### **Non-Fraud Irregularities and Allegations**

Allegations that fall outside the parameters of this policy, such as personal improprieties, whether moral, ethical, behavioral, safety or work environment related, should be resolved by the County Manager in conjunction with the Human Resources Department.

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#### **Distribution**

All County employees will be given a copy of this policy. All newly hired County employees will be provided a copy as part of orientation. All County employees will be asked to provide a written acknowledgement upon receipt of the policy, and a signed copy will be retained in their respective personnel file.

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#### **Disciplinary Action**

Failure to comply with any part of this policy is grounds for disciplinary action, including immediate termination.

An employee who:

- Has engaged in any form of fraud, waste, or abuse;
- Suspects or discovers fraudulent activity and fails to report his or her suspicions as required by this policy; or
- Intentionally reports false or misleading information

is subject to disciplinary action, including termination.

Any employee who does not follow the reporting procedures for fraud is subject to disciplinary action, including immediate termination.

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Adopted this \_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
Ulysses S. Ross, Chairman  
Warren County Board of Commissioners

Attest:

\_\_\_\_\_  
Angelena Kearney-Dunlap  
Clerk to the Board

**ACKNOWLEDGEMENT  
OF RECEIPT OF WARREN COUNTY FRAUD POLICY**

I, \_\_\_\_\_, hereby acknowledge the receipt of a copy of the Warren County Fraud Policy. I agree to read and familiarize myself with the contents and I understand I will be responsible for adhering to this Policy. I agree to abide by the Warren County rules and procedures as outlined in the Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# Winston, Williams, Creech, Evans, & Company, LLP

Certified Public Accountants



America Counts on CPAs

James P. Winston II, CPA  
Gary L. Williams, CPA  
Carleen P. Evans, CPA

Jennifer T. Reese, CPA  
Curtis G. Van Horne, CPA  
Cathy E. McKinley, CPA  
Thomas F. Edmunds IV, CPA  
Tara H. Roberson, CPA  
David B. Jernigan, CPA

## EMPLOYEE QUESTIONNAIRE

Entity Name: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

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

As part of generally accepted auditing standards, we are required to make certain inquiries of employees related to fraud.

Please respond to the following questions. If you need additional explanation regarding any of the inquiries, please do not hesitate to ask. Please describe or explain answers when necessary.

### Fraud

1. Explain your understanding of the risk of fraud within the entity related to the following:
  - 1) Fraudulent financial reporting, i.e. intentional misstatements or amounts that will be included in the financial statements, or disclosures in the financial statements to deceive financial statement users.
  - 2) Misappropriation of assets, i.e. theft of assets caused by embezzling receipts, stealing assets or paying for goods and services not received.

102 W. Spring Street • P.O. Box 1366 • Oxford, NC 27565 • (919) 693-5196 • fax (919) 693-7614  
www.wwccpa.com



*February 20, 2013*  
*Work Session Agenda*

*Item # 5*

**Funding of Aquatic Plant Management**

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**Brett M. Hartis**  
**Aquatics Extension Associate - NCSU**

Date: Thu, 1 Nov 2012 13:05:26 -0400  
Subject: Request to Appear before the Board  
From: [bmhartis@ncsu.edu](mailto:bmhartis@ncsu.edu)

Good afternoon,

I am writing to request to appear before the Warren County Board of Commissioners during the next available meeting. I would like to discuss the counties' current funding contribution to aquatic plant management in Lake Gaston. I want to explain the important projects and programs these dollars fund and also discuss who benefits from this funding and why continued support is important to the economic and cultural stability of the county. I would also like to discuss my role as the new aquatics extension associate and what my goals are for the coming year(s).

Please feel free to contact me at [bmhartis@ncsu.edu](mailto:bmhartis@ncsu.edu) or [\(919\)-515-5648](tel:919-515-5648) if further questions are needed.

**Brett M. Hartis**  
Aquatics Extension Associate  
Department of Crop Science  
North Carolina State University  
4401A Williams Hall  
Campus Box 7620  
Office: [919-515-5648](tel:919-515-5648)  
Cell: [\(828\)-442-7339](tel:828-442-7339)  
[bmhartis@ncsu.edu](mailto:bmhartis@ncsu.edu)

*February 20, 2013*  
*Work Session Agenda*

*Item # 6*

**Discuss request  
For  
Landfill User Fee Release**

**==**

**Margaret D. Alexander**

January 30, 2013

Ms, Linda J. Worth  
Warren County Manager  
P.O. Box 619  
Warrenton, NC 27589

Dear Ms, Worth

I prayerfully submit this request that the County Commissioners will please concenter deleting the land field fee from my county tax, as I have a private hauler and I was last getting my contract in. I have two houses that I pay private hauler fee.

I feel that the county should have some kind of grace priod as the private hauler has.

The reason I was late turning in, my contract was because I was thinking I had until December 5<sup>th</sup> which I miss that date also do to the fact I just forgot.

I totally submit my situation into the hands of the County Commissioners. Do to the fact I am on a fix income. Thanking you in advance.

Sincerely

Margaret D. Alexander



117 S. Main Street  
Post Office Box 240  
Warrenton, North Carolina 27589  
Phone: (252) 257-3337  
Fax: (252) 257-9369

**COUNTY OF WARREN  
OFFICE OF THE TAX ADMINISTRATOR**

February 11, 2013

Re: Margaret Alexander, Landfill User Fee

To: Linda Worth  
Warren Co Manager

On January 28, 2013, Becky Harris received a call from Ms. Margaret Alexander concerning why her request for the Landfill User Fee was denied. Mrs. Harris explained it was late, with the due date being December 1<sup>st</sup>. and Ms. Alexander did not turn hers in until December 7, 2012. She continued questioning Mrs. Harris saying it was not fair because she was just a couple of days late. After Ms. Harris said she was not able to approve it she requested to speak with me and I was with a taxpayer. After finishing with my customer Mrs. Harris said Ms. Alexander would call me and why.

I returned Ms Alexander's call when I returned to my office. I went over the reason for denial and she said it was not fair since she was only a few days late. I explained if we excused her we would have to do the same for taxpayers who also applied late. She told me I was not being fair and that Warren County should not do this to people. She said she doesn't sit at a desk and keep up with the dates and when things are due. Now she would have to pay for both our fee and her private hauler and the county was being unfair. She then wanted to know who higher than me she could get to fix her problem. I suggested she call our County Manage, Linda Worth and gave her the phone number to her office.

I have attached a copy of her application.

Bonnie Andrews  
Interim Tax Administrator  
Warren County

Attachment:

COUNTY OF WARREN

SOLID WASTE FEE EXEMPTION FORM  
FISCAL YEAR 2012-2013

Name (as it appears on the tax bill): Margaret D Alexander  
Tax Account No.: 336-701 + 302 Tax Record No.: 18392 + 21606  
Mailing Address: 712 Rooker Dairy Rd Norlina NC 27563  
Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_  
Location of Property for which exemption is requested (Please provide E-911 address and/or State Road Number):  
712 Rooker Dairy Rd + Norlina  
0 119 Downey Rd Norlina

REASON FOR REQUESTING EXEMPTION

- Property is not habitable or not in use during the period July 1, 2012 through June 30, 2013. This fact must be evidenced by a statement from your electrical service provider (Carolina Power & Light or Halifax Electric) that there is no electrical meter on the structure.
- Property is located within the municipalities of Warrenton, Norlina, or Macon. This fact must be evidenced by a property tax bill issued by the applicable municipality.
- Property is served by a licensed private contractor who disposes of solid waste outside of Warren County. The private contractor must have qualified for and received a license from Warren County. Your contract with the hauler must have been effective on July 1, 2012. Please attach a copy of your properly executed and dated contract with the hauler.

I, THE UNDERSIGNED, HEREBY AGREE TO THE FOLLOWING:

- I understand that any incorrect information provided above may result in a fine up to \$250.00. I further understand that if the property becomes occupied before June 30, 2013, I must notify the Tax Assessor's Office and pay the annual Solid Waste Fee.
- I give permission to the County of Warren to investigate the validity of this application by entering upon said property (not entering buildings) for the purpose of determining whether the property is occupied.

Signed: Margaret Alexander Date: 12/7/12

\*\*\*\*\*  
DEADLINE FOR MAKING APPLICATION IS DECEMBER 1, 2012  
\*\*\*\*\*  
*declined too late*

Please Return Completed Form to:

Warren County Tax Assessor  
P O Box 140  
117 South Main Street  
Warrenton, NC 27589

*February 20, 2013*  
*Work Session Agenda*

*Item # 7*

**Board of Elections**

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**Deborah Formyduval**  
**&**  
**Elections Board Members**

June 21, 2012

Honorable Commissioners:

I call to your attention NC GS 163-32. Compensation of members of county boards of elections.

(This is quoted in its entirety directly from the General Statutes of NC).

In full compensation of their services, members of the county board of elections, (including the chairman) shall be paid by the county twenty-five dollars per meeting for the time they are actually engaged in the discharge of their duties, together with reimbursement of expenditures necessary and incidental to the discharge of their duties; provided that the members are not entitled to be compensated for more than one meeting held in any 24 hour period. In its discretion, the county board of commissioners may pay the chairman and members of the county board of elections compensation in addition to the per meeting and expense allowance provided in this paragraph.

In all counties the board of elections shall pay its clerk, assistant clerks, and other employees such compensation as it shall fix within budget appropriations. Counties which adopt full-time permanent registration shall have authority to pay directors of elections whatever compensation they may fix within budget appropriations.

I am therefore resubmitting my travel expenses for the fiscal year (2011-2012) for the State Board of Elections meetings that I attended for training in election procedures and especially in this presidential election year and expect payment now. The members of the county board of elections are not county employees and therefore are not subject to your arbitrary rules regarding travel. We were told by State Board of Elections Chairman Larry Leake to contact him if we had any issues with the county board of commissioners regarding expenses that the NC statutes allow and mandate (NC GS 163.32 cited above). This is a legal issue in which you are not complying with the NC State Statutes although you did comply in regards to travel to the local county board of elections meetings. I have served for 6 years and have not been reimbursed for travel to any local meetings for that period of time which could have amounted to some 120 meetings at 27 miles each or about \$1620 that should have been paid to me over that period. I anticipate early satisfactory resolution of this matter with compliance with NC GS 163.32, state law.

Attachment: Memo from Director Debbie Formyduval

Sincerely,  
*Merwin R. Dieckmann*  
Merwin R. Dieckmann, MD

Secy., WCBOE

RECEIVED

This request comes as a follow-up to a recent submission by our office for members of the Warren County Board of Elections to meet with the Warren County Board of Commissioners. It is the desire of the Election Board members to discuss the role of each entity involved with the departmental operations. We look forward to meeting with you following the annual presentation of the Director's Report to the County Commissioners.

On behalf of members of the Warren County Board of Elections, I wish to say "Thank you" for this opportunity to be heard and to share with our county commissioners.

Respectfully,  
*Debbie F.*

**From:** Debbie Formyduval <dformyduval@co.warren.nc.us>

**To:** 'Sandra Shearin' <sandrashearin@gmail.com>; 'Jennie Franklin' <jfranklin1@embarqmail.com>;  
'captmerwin@aol.com' <captmerwin@aol.com>

**Subject:** board member salary & travel survey

**Date:** Thu, 14 Jun 2012 9:06 am

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Yesterday in a district Director's meeting we discussed salary ranges for board members in addition to other counties travel policies for board members to state training meetings. I wish to share this information with you

Granville County pays their Chairman \$3,000. Per year and each board member \$1,500. Per year  
Vance County pays their Chairman \$3,000. Per year and each board member \$1,500. Per year. Vance Board members receive \$100.00 for election Day and \$150.00 for trainings in which they participate  
Franklin County pays their board members \$25.00 per meeting and \$200.00 for Election Day  
Johnson County pays their chairman \$350.00 per month and their board members \$250.00 per month. Each board member receives \$200.00 for Election Day  
Edgecombe pays their board members \$40.00 per meeting plus \$40.00 for the election day absentee meeting and \$8.00 per hours for the entire day. They receive \$8.00 per hour for training meetings that they attend  
Halifax County pays their board members \$100.00 /month and \$25.00 for other meetings such as absentee meetings. They receive \$100.00 for attendance to canvass  
Wake County pays their Chairman \$375.00 /month. The secretary and board member receive \$275.00 /month  
Warren pays their board members \$25.00/meeting.

Of the attending directors, none indicated that their board members were required to travel to training on county vehicles, but instead traveled via private vehicle and were reimbursed accordingly.

In most of the counties, I did learn that board members are pretty much accessible on election day to the director and some travel from precinct to precinct like our board does.

I believe that the information obtained is worthy of discussion with our county commissioners.

**§ 163-37. Duty of county board of commissioners.**

The respective boards of county commissioners shall appropriate reasonable and adequate funds necessary for the legal functions of the county board of elections, including reasonable and just compensation of the director of elections. (1999-424, s. 3(a).)

**§ 163-33. Powers and duties of county boards of elections.**

The county boards of elections within their respective jurisdictions shall exercise all powers granted to such boards in this Chapter, and they shall perform all the duties imposed upon them by law, which shall include the following:

- (1) To make and issue such rules, regulations, and instructions, not inconsistent with law, with directives promulgated under the provisions of G.S. 163-132.4, or with the rules, orders, and directives established by the State Board of Elections, as it may deem necessary for the guidance of election officers and voters.
- (2) To appoint all chief judges, judges, assistants, and other officers of elections, and designate the precinct in which each shall serve; and, after notice and hearing, to remove any chief judge, judge of elections, assistant, or other officer of election appointed by it for incompetency, failure to discharge the duties of office, failure to qualify within the time prescribed by law, fraud, or for any other satisfactory cause. In exercising the powers and duties of this subdivision, the board may act only when a majority of its members are present at any meeting at which such powers or duties are exercised.
- (3) To investigate irregularities, nonperformance of duties, and violations of laws by election officers and other persons, and to report violations to the State Board of Elections. In exercising the powers and duties of this subdivision, the board may act only when a majority of its members are present at any meeting at which such powers or duties are exercised. Provided that in any hearing on an irregularity no board of elections shall consider as evidence the testimony of a voter who cast a ballot, which ballot that voter was not eligible to cast, as to how that voter voted on that ballot.
- (4) As provided in G.S. 163-128, to establish, define, provide, rearrange, discontinue, and combine election precincts as it may deem expedient, and to fix and provide for places of registration and for holding primaries and elections.
- (5) To review, examine, and certify the sufficiency and validity of petitions and nomination papers.
- (6) To advertise and contract for the printing of ballots and other supplies used in registration and elections; and to provide for the delivery of ballots, poll books, and other required papers and materials to the voting places.
- (7) To provide for the purchase, preservation, and maintenance of voting booths, ballot boxes, registration and poll books, maps, flags, cards of instruction, and other forms, papers, and equipment used in registration, nominations, and elections; and to cause the voting places to be suitably provided with voting booths and other supplies required by law.

- (8) To provide for the issuance of all notices, advertisements, and publications concerning elections required by law. If the election is on a State bond issue, an amendment to the Constitution, or approval of an act submitted to the voters of the State, the State Board of Elections shall reimburse the county boards of elections for their reasonable additional costs in placing such notices, advertisements, and publications. In addition, the county board of elections shall give notice at least 20 days prior to the date on which the registration books or records are closed that there will be a primary, general or special election, the date on which it will be held, and the hours the voting places will be open for voting in that election. The notice also shall describe the nature and type of election, and the issues, if any, to be submitted to the voters at that election. Notice shall be given by advertisement at least once weekly during the 20-day period in a newspaper having general circulation in the county and by posting a copy of the notice at the courthouse door. Notice may additionally be made on a radio or television station or both, but such notice shall be in addition to the newspaper and other required notice. This subdivision shall not apply in the case of bond elections called under the provisions of Chapter 159.
- (9) To receive the returns of primaries and elections, canvass the returns, make abstracts thereof, transmit such abstracts to the proper authorities, and to issue certificates of election to county officers and members of the General Assembly except those elected in districts composed of more than one county.
- (10) To appoint and remove the board's clerk, assistant clerks, and other employees; and to appoint and remove precinct transfer assistants as provided in G.S. 163-82.15(g).
- (11) To prepare and submit to the proper appropriating officers a budget estimating the cost of elections for the ensuing fiscal year.
- (12) To perform such other duties as may be prescribed by this Chapter, by directives promulgated pursuant to G.S. 163-132.4, or by the rules, orders, and directives of the State Board of Elections.
- (13) Notwithstanding the provisions of any other section of this Chapter, to have access to any ballot boxes and their contents, any voting machines and their contents, any registration records, poll books, voter authorization cards or voter lists, any lists of absentee voters, any lists of presidential registrants under the Voting Rights Act of 1965 as amended, and any other voting equipment or similar records, books or lists in any precinct or municipality over whose elections it has jurisdiction or for whose elections it has responsibility. (1901, c. 89, s. 11; Rev., s. 4306; C.S., s. 5927; 1921, c. 181, s. 2; 1927, c. 260, s. 1; 1933, c. 165, s. 2; 1966, Ex. Sess., c. 5, s. 2; 1967, c. 775, s. 1; 1973, c. 793, ss. 9-11; 1983, c. 392, s. 1; 1989, c. 93, s. 1; 1993 (Reg. Sess., 1994), c. 762, s. 15; 1995 (Reg. Sess., 1996), c. 694, s. 1; 1997-510, s. 1; 1999-424, s. 7(b); 2009-541, s. 2.)

*February 20, 2013*  
*Work Session Agenda*

*Item # 8*

**BCBS NC Foundation**  
**Healthy Food Initiative Grant Update**

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**Carla Norwood**  
**Working Landscapes**

A Progress Report on the Blue Cross Blue Shield of NC Foundation Healthy Foods Project, managed by Working Landscapes, to the Warren County Board of Commissioners

Prepared February 14, 2013

### **I. General Overview**

Since May 2012, Working Landscapes has been contracted by Warren County to manage funds received by Warren County Cooperative Extension from the Blue Cross Blue Shield of NC Foundation to increase access to healthy, local food in Warren County and surrounding counties. This two-year grant began in December 2011 and will end in December 2013. The goals of the project are summarized below.

- 1) Farmers: increase capacity of farmers to provide locally grown food to new markets and help connect them to new markets (retailers, wholesale, institutions and schools)
- 2) Retailers: work with five area retailers (convenience stores, grocery stores or restaurants) to increase their sale of local produce
- 3) Schools: collaborate with the local school system to menu NC produce through the NCDA Farm to School program and to connect local farmers to opportunities to sell to the school system

### **II. Building a Firm Foundation: Strategy Development and Education**

Since last spring, we have made progress towards each of these goals, and have developed a clear workplan for 2013. Because this work seeks to shift an entire food system—all the ways the people grow, process, distribute, purchase and consume food—these three areas of endeavor are inherently connected. We have conducted research on a variety of topics that informs our work across sectors. For example, we have researched farmer interest, cold storage and refrigerated transportation options, the potential economic impacts of value-added production.

We have also sought to learn from the experiences of others engaged in local food system revitalization, through field trips in 2012 that took local farmers and stakeholders to:

- Cabarrus County which has a sustainable agriculture program;
- Western NC, to visit several produce aggregation and value-added facilities;
- Feast Down East aggregation and cold storage facility;
- CEFS (Center for Environmental Farming Systems) Field Day (Goldsboro); and,
- Marianna, FL to visit a profitable farm-to-school venture.

Our overall strategy is also informed by looking at how the food system currently functions. This will be facilitated by a Duke University Nicholas School of the Environment student, who is using data we have already collected and new information to develop an interactive map of farm production, retail outlets and distributors. This map, which will be complete by May 2013, will serve two functions: 1) help WL staff and partners develop strategic interventions to improve access to healthy local food in the area by visibilizing niches and opportunities for new connections, and 2) engage stakeholders in thinking about the local food economy in new ways.

### **III. Past (2013) and upcoming (2013) activities organized by constituents serve**

#### **Farmers**

We have researched farmer needs and interest through a survey to farmers/land owners that received 194 responses. We identified 25 current produce growers, 51 respondents interested in growing produce for new markets, and 226 acres that could be brought into production if markets were available.

NC Market Ready conducted an economic impact study for increased produce production. This study estimated that increased production could add nearly \$1 million of economic impact locally, create 9.5 new jobs and retain 18.8 jobs. Numbers that estimate the impact of value-added processing were not computed in the analysis, and we have asked the study coordinator to revisit the projections.

Thus far, we have worked with four farmers to facilitate produce distribution through the Produce Packs project. We are now working with 2 groups of farmers (a total of 10) to reach wholesale and institutional markets in new ways, and expect initial sales to happen in 2013. One group will grow cabbage and collards for Warren County Schools, and the other is seeking a contract to grow larger-scale produce for NC/VA grocery stores. Through the roll-out of a new small grant program this spring, we anticipate supporting an additional 5-7 area farmers in reaching new markets.

In 2012, we completed the installation of cold storage in a building near downtown Warrenton; local farmers will be able to rent shelf space in the facility for a low fee, which will help them extend the life of their produce and increase ability to reach new markets. This facility will also be used by the Produce Pack project. We have developed user guidelines and a draft pricing structure for renting out space in the facility, and put together promotional materials for the site. We will be hosting a Cold Storage Open House in early March to introduce the facility to potential users.

In 2013, we plan to use BCBSNC Foundation funds to purchase additional value-added infrastructure (such as freezer capacity, a refrigerated truck, and a vegetable chopping machine). This infrastructure will be useful to the Chopped Produce Initiative (described in the school section, below), and also be available for use by individual farmers. This year, we will also develop marketing materials for participating farmers which will help them promote their operations and be used within the schools to promote local agriculture.

### Schools

We are excited to announce the Warren County Chopped Produce Initiative, which will sell chopped cabbage and collards to area school districts as early as summer 2013. This project grew out of a field trip to the New North Florida Cooperative in early November 2012 (described in the previous report), and is being led by Working Landscapes in partnership with six Warren County farmers, FoodCorps, Warren County Schools and the Warren County EDC. Caroline Stover (FoodCorps) has been instrumental in developing this wonderful relationship with Robert Parker, the Warren County Schools Child Nutrition Director. Parker has been very engaged in this project and will help to market the product to school districts in the region.

We have recruited five farmers to participate in a pilot growing season this spring, and have ordered cabbage and collard starts that will allow each farmer to grow about ¼ acre of product this spring. We are developing training materials on GAP certification, which is necessary to sell produce to school, and will provide a cost-share for farmers to pursue certification.

### Regional Retail Outlets

In 2012, the Produce Packs project provided fresh, local produce to two local convenience stores: Buchanan's Store near Drewry and Pay Jays in Wise. Produce Packs is an innovative approach to increasing access to fresh, local food: we purchase locally grown food from area farmers, package it into \$2 or \$3 packs, and deliver it to area convenience stores that typically have little fresh produce. This project was originally a collaboration between Working Landscapes and the Center for Health Promotion and Disease Prevention.

We have identified four new convenience stores who have committed to participating this spring (Washburn's Marina, Holly Grove Marina, JB Jones Grocery, and Ebony General Store). We expect this season to begin in May 2013, and we will be experimenting with a new approach to the sale and delivery of produce that will hopefully increase sales and access in 2013 beyond 2012 levels.

Working Landscapes staff will also be available to work one-on-one with area farmers or restaurants to facilitate connections that increase access to fresh, healthy food in Warren and surrounding counties. However, we will focus most of our retail energy on improving and expanding Produce Packs.

Respectfully submitted,  
Carla Norwood,  
Working Landscapes Board Chair  
108C South Main Street  
Warrenton, NC 27589  
(252) 257-0205  
carla.m.norwood@gmail.com

*Our mission: to create more sustainable livelihoods for people in the Warren County region through the stewardship of natural and cultural resources*

*February 20, 2013*  
*Work Session Agenda*

*Item # 9*

**Warren County**  
**Environmental Action Team Report**

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**Rev. William Kearney**

I have attached a summary of the activities proposed in a EPA small grant (\$30,000) application Molly and I submitted January 5th and the NIH Ro1:PA-12-153 Research to Action grant we applied for in June 2012 (we didn't get approval but will resubmit again this year).

### **Activities Proposed for EPA small grant:**

*Building Community Understanding and Mobilization on Use of Historic PCB Landfill in Warren County, North Carolina to Promote Health/Well-Being*

**Purpose:** Though detoxification of the PCB-contaminated soil at the Afton site was completed in 2003, neighbors continue to harbor concerns about the safety of the site. For this reason, the site has remained untouched and there are no existing plans for development. In order to develop the space into a community asset a multi-pronged approach is required. This process will include soliciting community input, educating and empowering community leaders and youth, as well as mapping out the chronic disease and recreational landscape in Warren County and the Afton community in particular. The results of this multi-pronged project will include increased community awareness, education, and skills around environmental and public health issues in the Afton community and Warren County. These projects will build community capacity by emboldening community leaders to address development decisions around the Afton site. Additionally, these activities will gather information previously uncollected regarding the knowledge, attitudes and beliefs around the Afton site as well as the current recreational landscape in Warren County. Collectively, these projects will address the Toxic Substances Control Act, Section 10 (a) by advancing the work of the 2003 detoxification by building a community asset that promotes health and wellbeing.

The following project description outlines the proposed activities seeking to achieve these goals. These activities include survey administration, community education, and youth photovoice and mapping projects.

#### **•Survey Dissemination**

United Shiloh, Inc. will work with the Warren County Environmental Action Team and consultants from the UNC Chapel-Hill Center for Health Promotion and Disease Prevention (HPDP) to develop and disseminate an electronic and paper-based survey exploring community perceptions around the Afton site and it's use. A survey will be created and gatekeepers in the Afton community will be asked to distribute the link or paper copies to their contacts in Afton. Staff from the UNC Center for Health Promotion and Disease Prevention (HPDP) have been academic partners to the Warren County community for nearly five years. They will provide consultation on the design of the survey, it's administration, analysis, and interpretation.

The survey will address perceived attitudes, knowledge and beliefs on the safety of the site, trust of and understanding about the clean-up process, and the desired uses for the site. The survey results will be used to assess the community's readiness for developing the Afton site and the desired outcomes of a development project. Questions on the survey will address:

### **Knowledge**

- Are you aware of the history of the former PCB landfill in Afton?
- How familiar are you with the 2003 detoxification of the former PCB landfill?
- Multiple choice items to discern the level of knowledge including: the uses of PCBs, when the dumping occurred, when the landfill was detoxified, what method of detoxification was used, how the detoxification methods works, how the EPA certified the detoxification.

### **Beliefs**

- Do you believe the Afton site is safe for human use?
- Do you believe the Afton site was properly detoxified?
- Are you satisfied with the opportunities you have for physical activity?

### **Attitude**

- Would you feel comfortable visiting the Afton site post development?
- Multiple choice items to discern the types of projects residents are most interested in seeing developed at the site.

The Afton community located in the Shocco Township, consists of approximately 1,270 residents. We aim to collect survey data from at least 20% (254) of those residents. Paper versions of the surveys will be distributed to churches in the Afton community. HPDP staff and members of the Warren County Environmental Action Team (EAT) will enter data. HPDP staff will summarize the data in terms of level of knowledge and attitudes. EAT members will interpret the results and draft a report for the community.

## **II. Community Education**

United Shiloh, Inc. will collaborate with EAT and Toxic Free NC to develop three two-hour workshops designed to equip community members with leadership skills in solving environmental justice concerns in Warren County. Three seminars will be held for up to 100 people. The workshop topics will include:

- Afton Site: Then and Now
- How to be an Effective Community Organizer
- Green Leadership: what we can do to solve the environmental issues in our community

The registration will be open to all members of Warren County and the workshops will be held at a central site in Warrenton. People will be encouraged to attend all three seminars but have a choice on which ones they are interested in attending.

The first seminar: “Afton Site: Then and Now” will provide a historical overview of the Afton site from the decisions that lead to the dump in 1982, the community response, the declaration of the site as the birth of the environmental justice movement, to the clean-up effort and certification by the EPA. This information will raise awareness and empower participants to continue to educate people to engender community pride and understanding.

The second seminar: “How to be an Effective Community Organizer” will explicitly outline the necessary skills required to mobilize a community for social change. The goal of this seminar is to elevate and enhance community leaders’ skills in mobilizing community support for development projects around the Afton site.

The third seminar: “Green Leadership: what we can do to solve the environmental issues in our community” will allow participants to connect the skills in community organizing to environmental leadership. This seminar will introduce participants to environmental and public health issues and sustainable, “green” approaches and allow for direct application of this knowledge to current issues in Warren County.

As a result of these three educational and training workshops community members will be equipped to address the current Afton site development decision, as well as emerging issues in environmental and public health advocacy in Warren County.

### III. Youth Team Photovoice and Mapping

To complement the workshop education series, United Shiloh Inc. will partner with UNC-Chapel Hill to provide a two-day workshop for youth in Warren County. The purpose of the workshop will be to provide high school students with knowledge and skills in public health and environmental leadership. The workshop will train students in concepts related to environmental and public health leadership in order to provide professional skills and promote values in environmental justice and community advocacy.

The training institute will be held for two days in Warrenton. Up to 30 students will have the opportunity to participate. The first day will include didactic sessions, a field trip to the Afton site and homes nearby. On the second day, youth will map the recreational opportunities in the Afton community, including plotting existing facilities on a map and asking their neighbors where they go to get exercise and also plotting that on a map. Youth will also work with the HPDP consultant and Warren County Department of Public Health staff to map the rates of chronic disease in Warren County.

Along with mapping, students will use PhotoVoice to capture their personal perceptions of recreational outlets in their community. The PhotoVoice technique allows the expression of personal experience through photography. HPDP has extensive experience leading PhotoVoice projects and will facilitate this portion of the workshop. Students will be given cameras and asked to take pictures of places they use for recreation. The photos will then be shared and discussed and integrated with the mapping project. This project will illustrate the current recreational landscape used by youth and their families and determine the needs as well as assets available in Warren County. The photographic narrative and maps will be presented to the EAT, town and county officials and the community by the students.

## **NIH R01: PA-12-153**

### *Research to Action: Assessing and Addressing Community Exposure to Environmental Contaminants*

**Purpose:** Encourages applications using community-engaged research methods to investigate the potential health risks of environmental exposures of concern to the community and to implement an environmental public health action plan based on research findings. The overall goal is to support changes to prevent or reduce exposure to harmful environmental exposures and improve the health of the community.

**Community Engagement:** Full participation of the community (black, white, churches, schools, public health, etc.) in research questions, research design, identification of exposures of concern, dissemination of results.

**Funding Agencies NIEHS and NINR (*Nursing Research*)** - interested in promoting health equity and eliminating health disparities.

#### **Particulars:**

**Application due date:** June 5, 2012

**Timeframe:** 5 year project - September 1, 2012 to August 31, 2016

**Bullets of Proposal:** **Project aim is to engage community members and partners in assessing the safety of the PCB site then, based on the findings, determining what needs to be done and how Warren County can move forward.**

- Community dialogue through focus groups about the PCB site
- Campaign to education the community about the history, clean-up and useage of site
- Training community members (adults and youth) how to test soil and water for PCB contaminants and to interpretation and share of findings
- Evaluate the site – if safe develop physical activity at the site – if not locate and develop an alternative site
- Campaign for community health and economic development
- Translate and disseminate the findings
- Evaluate the process and outcomes

This research project builds on a 5 plus years partnership/relations between UNC-HPDP, Coley Springs Baptist and Warren County (*prior projects Warren County Environmental Action Team, The Harvest of Hope Church Garden Project, the Faith, Farming and the Future Mentoring Project, Produce Pack, etc.*)

**Proposed Partners:** Warren Co Government, Warren Co Schools, Warren Co Parks & Rec., Warren Co HDP, United Shiloh Church Assoc, Toxic Free NC, UNC, Bill Kearney & Co LLC, NC TraCS, NC EJ Network, Rogers-Eubank Assoc, Dispute Settlement Center, and others.

*February 20, 2013*  
*Work Session Agenda*

*Item # 10*

**2013 County Celebration  
Of  
Tourism**

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**Gabe Cumming**  
**EDC Director**

*February 20, 2013*  
*Work Session Agenda*

*Item # 11*

**Heritage Quilters Proposal  
for the  
Hendrick's House**

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**Portia Hawes**

Heritage Quilters

P.O. Box 696

Warrenton, NC 27589

[jereking@ncol.net](mailto:jereking@ncol.net)

RECEIVED

FEB - 4 2013

WARREN COUNTY MANAGER'S OFFICE

February 4, 2013

Warren County Commissioners  
602 W. Ridgeway Street  
Warrenton, NC 27589

Dear Commissioners:

We are happy to share that the Heritage Quilters Giving Circle, Inc., has submitted its 501c3 application to the IRS for tax-exempt status. We expect notification within 90 days about the status of our application. In the meantime, we have researched several promising resources: The National Endowment for the Arts, The National Trust for Historic Preservation, and The North Carolina Arts Council. These funding sources are limited in the amount of grant dollars for building renovations, however, they do offer technical support for programs and special projects.

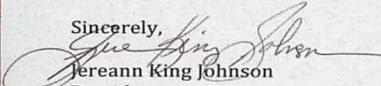
Our original intent for occupying the Hendrick Building became clear as we investigated funding sources. We want a place in Warren County to work: on quilt projects, with young people, offer small classes, and display some quilts. The museum, per se, is more of a long-term project and a project that would require much more development capacity.

In the short term, we would like to work with the County Manager, the Building Inspector, and Maintenance Director to assess and list the necessary repairs to the building for occupying the downstairs space as a workshop and office space. Once this is done, we can develop a budget for the 1<sup>st</sup> stage of repairs.

Fundraising is another concern. Without an agreement with the County and some plan to occupy the building, it is difficult to approach funders and donors for support. It would be helpful for the County and the Heritage Quilters to partner and work together to develop a fundraising strategy and plan for occupancy. The Heritage Quilters will also request some financial support from the County toward repairing this valuable resource.

Finally, we understand the Commissioners' concerns about the building sitting idle. The Hendrick House is an important County asset and so are the Heritage Quilters. We remain optimistic about bringing new life and activity to the Hendrick House and offering important connections to the quilting heritage, which is a valuable cultural and economic resource.

Sincerely,

  
Jereann King Johnson  
President

  
Portia Hawes  
Parliamentarian



**PROPOSAL**  
**For use of the Historic Hendrick House**  
**Heritage Quilt Center**

Submitted by the *Heritage Quilters* to the Warren County Board of Commissioners

Warren County Board of Commissioners  
P.O. Box 619  
Warrenton, NC 27589

***About the Heritage Quilters***

Organized in 2001, the *Heritage Quilters* is a diverse group of women and men from Halifax, Vance, and Warren counties, with a mission of supporting, encouraging, and documenting quilting traditions and activities. It is the underlying principle of cooperative work related to quilting traditions that contributes to the quilters' interest in and understanding of community and community building. More than a quilting club, The *Heritage Quilters* organized a giving circle, which is a form of philanthropy where a group of individuals donate their own money, time, and talent to a pooled fund and decide together where to allocate these resources to strategically address community needs and issues. The *Heritage Quilters Giving Circle* is a member of the Community Investment Network and the Triangle Community Foundation hosts the fund.

***Appeal***

In an effort to promote the cultural heritage of Warren County as a tourist destination for quilts, quilting, and quilters, the *Heritage Quilters* respectfully request Warren County's Board of Commissioners to partner with the Heritage Quilters in establishing a quilting center that would serve as a workshop and meeting space in the now vacant Aaron Hendrick historic property. Preserving the Aaron Hendrick House in its current location is an excellent opportunity to expose the many contributions and considerable legacy of early 19<sup>th</sup> Century African American citizens of Warren County. Maintaining the house, as a quilt workshop and meeting space, would also link this legacy with the traditions of quilts and quilting as a thriving and prosperous 21st Century endeavor.

***Rationale***

With a diminished manufacturing and industrial base, Warren County, like many rural North Carolina communities, is struggling to revitalize its economy and transform socially into a thriving and active community. In addition to traditional economic development strategies such as recruitment of new manufacturing businesses to the county, utilizing local assets is another viable approach that can be used to stimulate the County's economic development. Quilts and quilting traditions are powerful assets in terms of cultural heritage, tourism, general interest, retail sales, and educational opportunities.

As previously resolved and recognized by the Warren County Board of Commissioners, Warren County has a rich tradition of quilt-making. Thanks to past quilters – African American, Caucasian and Native American – and sustained by present-day quilters, quilts and quilting heritage can be found in every community and in most families in Warren County. Several quilt guilds and associations are based in Warren County; most notable are the *Heritage Quilters*, *Lake Gaston Piecemakers* and *Refuge Quilters*. Other individuals are associated with local clubs and churches. The *Heritage Quilters*, individually and collectively, stage numerous quilt shows, host quilting events, teach quilting classes, support youth and other educational activities, and find overwhelming enthusiasm for quilts and quilting.

In partnership with Warren County Memorial Library and the Warren County Arts Council, the *Heritage Quilters* documented more than 90 Warren County quilts. The documentation, which is of interest to quilt historians, preservationists, quilters, local citizens and tourists, is housed in the Warren County Memorial Library.

The past activities and quilt exhibitions have demonstrated tremendous interest in and excitement about quilts, quilting and quilters. In 2012, the *Heritage Quilters* held two quilt shows with over 400 visitors viewing the quilts. The Aaron Hendrick House as a Quilt Center will be a catalyst for new Warren County programs and entrepreneurial opportunities.

### **Proposed Project**

The proposed project is twofold: 1) to promote historical and contemporary quilting traditions that are of interests to visitors and tourists as well as local residents, and 2) to preserve the Aaron Hendrick House as a showcase of African American history and culture in Warren County.

The *Heritage Quilters* propose the establishment of the *Heritage Quilt Center*. The Center would serve as a meeting place for the *Heritage Quilters*, a site for permanent and rotating interpretive quilt exhibitions, and a working studio for teaching and learning about quilts and quilting. The project will vigorously seek the involvement of young people in all of its operations and honor and cultivate their engagement and participation.

The Center will be managed by the *Heritage Quilters* and staffed by a core group of 16 volunteers, including members of the *Heritage Quilters* as well as other community members.

### Strategic Plan

<b>Stage</b>	<b>Activity</b>	<b>Who/(When)</b>	<b>Resources Needed</b>
1 <sup>st</sup> Jan. to June 2013	Assess needed repairs for occupancy as a workshop and office space	County Building Maintenance Staff (January and February, 2013)	Mitch Wilds (NC Historic Preservation) Code regulations for historic and occupancy as a workshop and office
	Review possible floor plans	Jaya Rose (ECU School of Design), Heritage Quilters representative, County Building person (February and March, 2013)	
	Create a repair plan	Jaya Rose (ECU School of Design), Heritage Quilters representative, County Building person (March/April, 2013)	Construction Contractor(s)
	Explore funding possibilities	County Manager, Mitch Wilds, and Heritage Quilters Representative (February- April, 2013)	Michelle Lanier (Director of African American heritage Commission)
	Revise Strategic Plan	County Manager and Heritage Quilters Representative (March- April, 2013)	
2 <sup>nd</sup> Stage	Commissioners review revised strategic plan	Warren County Commissioners decide on partnering and funding level (April Board Meeting, 2013)	List of repairs and costs
	Identify and screen building contractors and bids	Building Director/ Heritage Quilters Program Manager (April 2013)	
	Implement repair plan	Building Contractors (May- July 2013)	
	Create a studio for teaching and learning about quilts and quilt-making	Heritage Quilters (June- 2 July 2013)	Studio designs
3 <sup>rd</sup> Stage	Further investigation for building renovations and cultural programs and presentations	County Manager and Heritage Quilters Program Manager	NC Arts Council, Warren County Arts Council,

### Short range goals (1-3 years)

- Install small, rotating exhibitions of Warren County quilts of historical and creative significance
- Explore the creation of a quilt co-operative with local quilters to encourage small scale craft production and marketing
- Establish a restoration design team of state and local preservationist and fundraisers.
- 

### Long range goals (3-8 years)

- Secure funding to install major exhibitions of Warren County and regional quilts
- Manufacture and sell quilt items and products unique to Warren County
- Establish partnership with local government to manufacture and market quilted bags and other items with Warren County logos, etc.
- Restore the Aaron Hendrick House with attention to its original details.

**Timeframe.** The *Heritage Quilters* propose occupying the Aaron Hendrick House to begin work on goals stated in this proposal not later than August 2013.

### **Recent Projects and Resources**

The *Heritage Quilters*, in partnership with *Preservation Warrenton*, use quilts as the backdrop for many of the tours highlighting Warren County's unique architectural features. These tours have drawn countless tourists to experience the rich history, architecture and folk art of Warren County. For *Preservation Warrenton's 2012 Homes Tour, "Architectural Reflections: Building Styles in Warren County, NC,"* the *Heritage Quilters* presented "Three Men and Their Quilts" featuring Wallace Evans, Leo Kelly, Jr., and Hollis Larkins. In addition to the Men's Show, the quilters hosted their biennial show, Quilting and the Heritage of Giving.

In March 2012, the *Heritage Quilters* received the North Carolina Folklore Society Community Traditions Award. It was given to the organization in recognition of its valuable contributions to the continuation and appreciation of North Carolina Folklife and the aims of the North Carolina Folklore Society. Quilt historian and East Carolina University professor, Joyce Joines Newman, nominated the *Heritage Quilters* for the award based on consistent community-wide outreach and extensive documentation of Warren County quilts.

To continue moving the project forward and to meet the goals stated in this proposal, the *Heritage Quilters* incorporated and filed for 501(c)(3) status in December 2012. In addition, the group will draw on the expertise of our partners - local and state agencies and non-profit organizations including:

Preservation Warrenton, Warrenton, NC  
Warrenton Historic Commission, Warrenton, NC  
Warren County Economic Development, Warrenton, NC  
Working Landscapes, Inc., Warrenton, NC

**North Carolina State Historic Preservation Office, Raleigh, NC**  
**North Carolina Department of Cultural Resources, Raleigh, NC**  
**North Carolina African American Heritage Commission, Raleigh, NC**  
**Center for Sustainable Tourism, Greenville, NC**  
**Jaya Rose, School Design, East Carolina University, Greenville, NC**  
**Resourceful Communities - The Conservation Fund, Chapel Hill, NC**  
**Warren Family Institute, Inc., Warrenton, NC**  
**Warren County Training School/North Warren High School Alumni Association, Wise, NC**

**###**

*February 20, 2013*  
*Work Session Agenda*

*Item # 12*

**Historic Jail Renovation Project & Ephraim  
Place Housing Project Updates**

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**Cathy Alston-Kearney, Executive Director**  
**Warren Family Institute**



February 14, 2013

Ms. Linda Worth, County Manager  
County of Warren  
Post Office Box 619  
Warrenton, North Carolina 27589

Dear Ms. Worth

The following information is provided in response to your request for updates on the status of the Ephraim Place Subdivision and Old Jail Renovation projects Warren Family Institute has partnered with the county to address.

Since our last written update, work with families interested in the Ephraim Place subdivision has been ongoing and taking several forms. The Warren Family Homebuyers Club that was launched last year has met monthly as a support group for those who are seriously pursuing homeownership. Among the twenty plus persons in the club we have referred four who indicated their specific interest in Ephraim Place through signed letters of intent to mortgage lenders. One family has secured mortgage financing and others are at various stages of prequalifying. We are also evaluating additional persons identified through our outreach and marketing efforts.

We were informed last week that the family who is approved and moving toward construction has decided to look at property in another location. I am requesting they verify this in writing since we have been working from the understanding that they would be building in Ephraim Place. This information came as both a surprise and disappointment to us since we have been working with the family for about a year to get to this point.

My assessment at this point is it will be extremely difficult to meet the April 30<sup>th</sup> deadline for having four homes constructed and occupied. This has significant ramifications for the County's agreement with the Department of Commerce. WFI will, of course, continue to promote the project, continue our work with current clients and identify additional buyers. I propose that representatives from the County as well as WFI Board of Directors meet soon to consider options as we move forward.

With regard to the Historic Warren County Jail, the project has been of lower priority for the past year as we have devoted more of our effort and resources to the housing efforts. We completed a good amount of preliminary predevelopment work which gives us a solid basis for evaluating the feasibility of continuing work toward the end of renovating the facility. Per our recent conversation, I did contact Belk Architecture and I am providing them with copies of the lead and asbestos study as a starting point. Joe Fitzsimons suggested we set a meeting in a few weeks to revisit what we have and map out possible next steps. One outcome of this meeting would be

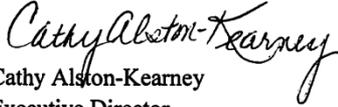
Project Update Letter

Page 2

developing a working document that includes a close look at the schematic for the building as well as potential funding sources.

Warren Family Institute appreciates the County's support as we work to improve the lives and opportunities for Warren County citizens. Please contact me at 252-257-1134 if there are questions.

Sincerely,

  
Cathy Alston-Kearney  
Executive Director

*February 20, 2013*  
*Work Session Agenda*

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**Adjourn Work Session**