

*WARREN COUNTY
BOARD OF COMMISSIONERS*

April 17, 2013

6:00 PM

Board Work Session

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

April 17, 2013
Work Session Agenda

- 1. Department Head Reports to the Board (5 minutes each):**
Economic Development – Gabe Cumming
Planning/Zoning & Code Enforcement – Ken Krulik
- 2. Roanoke River Basin Association – Gene Adesso, VP**
- 3. Citizens Against Domestic Violence, Inc. Request for Assistance –
Scott O’Neal, Executive Director**
- 4. Warren Free Clinic Request for Assistance –
Dr. Cosmos George, Medical Director & Mary Somerville, Executive Director**
- 5. ABC Commission Requests – Karl Hehl, ABC Board Chair &
Larry Spruill, Office Manager**
- 6. Finance Officer – Barry Mayo**
 - A. Proposed “Revised” Warren County Fraud Policy**
 - B. Report on Finance Office Flex Schedule**
- 7. Adjourn Work Session**

April 17, 2013
Work Session Agenda

Item # 1

Department Head Reports to the Board (5 minutes each):

- **Economic Development – Gabe Cumming**
- **Planning/Zoning & Code Enforcement – Ken Krulik**



Planning/Zoning and Code Enforcement Department
542 West Ridgeway Street
Warrenton, NC 27589
(PH) 252-257-7027 (FX) 252-257-1083

To: Warren County Board of Commissioners, County Manager, and EDC Director
From: Ken Krulik, AICP CZO - Planning and Zoning Administrator *KK*
Date: April 10, 2013
Re: Summary for proposed expansion of partial zoning to the Triangle North Site and I-85 interchanges.

Three public information meetings held in February 2013 at the following locations (inclusive of the Triangle North Area; Wise, Oine, Manson, and Ridgeway Interchanges):

- Green Duke House P.O. Box 188 Manson, NC 27553
- Norlina Volunteer Fire Department 102 Center Street Norlina, NC 27563
- Warren County Training School (N. Warren H.S.) 430 Paschall Road Wise, NC 27594

Total mailed notices to owners (potential affected properties to meet G.S. requirements): **100**

Total number of attendees (not including staff) for all three meetings: **34 attendees**

Overall response from the meetings indicated more support of zoning the I-85 interchanges, with the Triangle North Site/property owners (overall) more in support of "staying as it is" and retaining its agricultural use (one type of use suggested was agri-business and/or similar use to the proposed meat processing operation).

The following uses/development ideas are an **overview** from the three meetings (to enhance the County and to **"bring jobs to the County"**):

- Interchanges need to be developed/promoted as the gateway into Warren County and NC
- Agricultural use (s) and lifestyle (agri-business) and enhanced local production/distribution
- Restaurants, fast food and more grocery store options
- Local visitor center at the interchanges (similar to Virginia's at the state line)
- Open space protection (natural resources protection)
- Hotels/ motels as well as service stations (though not always near the interchanges)
- Manufacturing and distribution facilities
- Enhanced recreation uses/facilities for residents and tourists
- Outlet shopping (Bass Pro-Shop was mentioned several times in all three meetings)
- Improved transportation facilities (rail, airport – local, Southeast High Speed Rail facilities)

Proposed expansion of partial zoning would include the following steps:

- Identify the properties in the proposed areas in order to meet the G.S. requirements.
- Notices mailed to the individual owners of the potential action for the proposed areas (how the land/property is being used currently establishes the proposed zoning district).
- Setting and holding a public hearing on the proposed action.
- Adopting the updated official zoning map of the County.

NOTE: Based on the public information meetings, the Planning and Zoning Administrator recommends at least moving forward with proposed expansion of the I-85 Interchanges (though preferable to move forward with the Triangle North Site concurrently).

§ 153A-342. Districts; zoning less than entire jurisdiction.

(a) A county may divide its territorial jurisdiction into districts of any number, shape, and area that it may consider best suited to carry out the purposes of this Part. Within these districts a county may regulate and restrict the erection, construction, reconstruction, alteration, repair, or use of buildings, structures, or land. Such districts may include, but shall not be limited to, general use districts, in which a variety of uses are permissible in accordance with general standards; overlay districts, in which additional requirements are imposed on certain properties within one or more underlying general or special use districts; special use districts or conditional use districts, in which uses are permitted only upon the issuance of a special use permit or a conditional use permit and conditional zoning districts, in which site plans and individualized development conditions are imposed.

(b) Property may be placed in a special use district, conditional use district, or conditional district only in response to a petition by the owners of all the property to be included. Specific conditions applicable to the districts may be proposed by the petitioner or the county or its agencies, but only those conditions mutually approved by the county and the petitioner may be incorporated into the zoning regulations or permit requirements. Conditions and site-specific standards imposed in a conditional district shall be limited to those that address the conformance of the development and use of the site to county ordinances and an officially adopted comprehensive or other plan and those that address the impacts reasonably expected to be generated by the development or use of the site.

A statement analyzing the reasonableness of the proposed rezoning shall be prepared for each petition for a rezoning to a special or conditional use district, or a conditional district, or other small-scale rezoning.

(c) Except as authorized by the foregoing, all regulations shall be uniform for each class or kind of building throughout each district, but the regulations in one district may differ from those in other districts.

(d) A county may determine that the public interest does not require that the entire territorial jurisdiction of the county be zoned and may designate one or more portions of that jurisdiction as a zoning area or areas. A zoning area must originally contain at least 640 acres and at least 10 separate tracts of land in separate ownership and may thereafter be expanded by the addition of any amount of territory. A zoning area may be regulated in the same manner as if the entire county were zoned, and the remainder of the county need not be regulated. (1959, c. 1006, s. 1; 1965, c. 194, s. 2; 1973, c. 822, s. 1; 1985, c. 607, s. 3; 2005-426, s. 6(b).)

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Item # 2

Roanoke River Basin Association

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Gene Addesso
Vice-President

Roanoke River Basin Association



150 Slayton Avenue- Danville, VA 24540- (434) 250-1185

RECEIVED

*"The Voice for the
Development, Use, Preservation and Enhancement
of Roanoke River Basin Resources"*

APR - 1 2013

WARREN COUNTY MANAGER'S OFFICE

Entire 17 paged
document has
been supplied in
a separate e-mail

March 26, 2012

Ms. Linda T. Worth
County Manager
Warren County
PO Box 619
Warrenton, NC 27589

Dear Ms. Worth:

Last month we requested that you consider Roanoke River Basin Association in your 2013-14 budget.

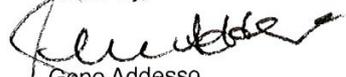
This letter serves as a reminder and includes additional information about the history and mission of Roanoke River Basin Association. We need your help in facing the Uranium mining and milling threat that could affect the entire basin and is the greatest threat in our history.

We realize that there are many worthy programs competing for limited funds and therefore we would appreciate the opportunity to meet with you in person to explain our goals and projects and answer your questions.

If you agree it would be worthwhile for a representative from Roanoke River Basin Association to attend a budget planning meeting, please let me know.

In any event, we respectfully request your continued support of RRBA as a line item in your 2013-2014 budget.

Sincerely,



Gene Addresso
Vice-President

Enclosures

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Item # 3

**Citizens Against Domestic
Violence (CADV), Inc.
Request for Assistance**

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Scott O'Neal
Executive Director



CITIZENS AGAINST DOMESTIC VIOLENCE, INC.

123 South Main Street
Post Office Box 938
Warrenton, North Carolina 27589
www.cadvofnc.org

January 31, 2012

RECEIVED
252-257-6781
Fax 252-257-6784

FEB 19 2012

WARREN COUNTY MANAGER'S OFFICE

Dear Mrs. Worth:

On behalf of the Board of Directors of Citizens Against Domestic Violence, Inc, I would like to ask for assistance from Warren County. The organization is a 501©3 non-profit corporation and has served the residents of Warren County since 1996 by providing service to victims of Domestic Violence and Sexual Assault. The agency serves one hundred percent (100%) of the citizens without regard to gender, age or nationality that request our assistance for court advocacy, shelter, emergency transportation and related services. Last year we provided education and outreach to over six thousand (6,000) residents via a Good Touch Bad Touch program in Grades K-3; Safe Date Programs for the Middle and High School Students; and community programs. Last year we were awarded a Displaced Homemakers Grant to provide services for clients that worked in his/her own home and provided unpaid household services; and was unable to secure gainful employment due to the lack of required training, age, or experience; or is unemployed or underemployed; and has been a dependent on the income of another household member but is no longer adequately supported by income, or is receiving support but is within two years of losing the support, or has been supported by public assistance as the parent of minor children but is no longer eligible, or is within two years of losing the eligibility.

We receive funding from the North Carolina Council of Women for the Displaced Homemakers Grant, Sexual Assault Grant, Domestic Violence Grant, Marriage License Fees and Divorce Filing Fees. Funds are awarded from the NC Governors Crime Commission and the Family Violence Prevention Division of the NC Department of Social Services. We are awarded more than \$260,000 per annum from the aforesaid sources. Additional funding comes from FEMA and commodities are provided via the NC Department of Agriculture. The agency employs four (4) full-time staff including the Executive Director, Shelter Manager, Displaced Homemaker Coordinator, and Domestic Violence Coordinator. The Sexual Assault Advocate, Community Outreach/Education/Prevention Specialist and shelter staff provide the county with up to eight contracted and part-time positions.

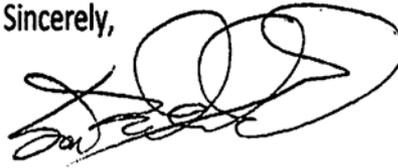
In the upcoming year, we have been able to reduce the office rent by nearly fifty percent (50%) and the utilities by nearly eighty percent (80%). We have suspended operations of the Thrift Store due to relocating the agency to 136 South Main Street from 123 South Main Street. We have added a resource room, a multipurpose room and a training room for Displaced Homemaker clients.

We would like to ask the county to handle the \$260,000 in grant funds as pass through funding to assist in remaining a viable entity in the county by providing us with up to twenty percent of the awarded grants required match of up to \$52,000 per year in appropriated funds. The request would

offset any shortfall that would not be realized by donations of cash and in-kind items from the community. As part of the arrangement we would like to request that the full-time employees be allowed to participate in the health insurance program(s) provided to county employees.

We would like to thank you for your consideration of our request and if warranted we would offer a formal proposal and any other information that may be needed. Please contact any member of the Board of Directors (Ms. Susan Thompson, Ms. Alicia Giddens, Ms. Nydia Olivero, Mr. Clarence Gayles, Ms. Jackie Robinson, Ms. Wynoma Anstead, Mr. Scott Brinkley or Ms. Alice Abbott) or myself at (252) 257-6781.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott O'Neal", written over a large, loopy scribble.

Scott O'Neal, Executive Director

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Item # 4

**Warren Free Clinic
Request for Assistance**

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Dr. Cosmos George, Medical Director
Mary Somerville, Executive Director



Warren County Free Clinic, Inc.
Mary Somerville, Executive Director
546 W. Ridgeway Street
Warrenton, NC 27589
Phone: 252-257-1904/Fax: 252-257-1142
E-Mail: warrenfreeclinic@embarqmail.com
Web Site: www.warrencountyfreeclinic.org



Dr. James Kenney, Medical Director

Dr. Cosmos George, Board Chairman

February 28, 2013

Dear Ms. Baker,

Warren County Free Clinic (WCFC) hereby request emergency funding in the amount of \$50,000.00. We are fully aware of the policy of this board not to fund non-profit entities. However, WCFC is unique in many respects and deserves an exception to this rule. Permit me, as chairman of WCFC, to present the case for the clinic.

WCFC opened in 2006 with a mission, **“To provide free primary health care and health access services to the uninsured residents of Warren County”**. WCFC provides free medical examinations, basic lab evaluations, management of basic and common medical diagnoses like Diabetes and Hypertension. WCFC has a referral arrangement with our partners for specialty care (Appendix A) and operates a Breast Health Awareness /Education program providing teaching, breast exams and screening mammograms(Appendix B). WCFC operates a Medication Assistance Program (MAP) which provides free medication to patients who qualify and currently over \$2 M of free medication is given to our patients.

Over the last 7 years, its patient enrollment has grown significantly from 80 in year one to over 4500 at this time. WCFC currently enrolls 450 patients annually. This trend will continue because NC has chosen not to participate in the Affordable Care Act’s Medicaid expansion.

The best investment that a community can make is in its people. Key to this investment is the health of its people. Let me illustrate with an example how health matters. A young lady was screened in our Breast Health Program and a mass was detected. A referral was made to our specialty partners who treated the patient for free. Early intervention resulted in a cure. Today, this lady is gainfully employed and adds to the revenue of the county (Appendix D –D2).

WCFC exist because of the generous donations and grants from organizations and individuals throughout North Carolina. Over the last few years, many of our donors have changed their funding policies and sadly funding is no longer available (Appendix F1, F2). MPH sold out to a national group and is no longer able to partner with us for grant writing. A large group of physicians are no longer able to volunteer with us. Funding from the state, feds and free clinic association are no longer available. Currently, we are negotiating an agreement with the Phil Ford, James Worthy and the Ford Group for long term funding (Appendix).

In 1983, I was recruited by Warren General Hospital to help in providing healthcare to the citizens of Warren County. As we all know, the hospital closed in 1985 and a major player in healthcare in Warren County was lost. At that time, local health care was provided by Drs. Trivedi, Gardner, George and Coffman, HealthCo and the Health Department. Currently, although the population has increased, local health care is provided by a smaller group of providers: Beckford Medical Center, the Health Department, the Rural Health Group and the Warren County Free Clinic (WCFC).

WCFC is now facing a financial cliff. We run the risk of being unable to provide our services to the un-insured population of Warren County. We ask that you consider your obligation to the health and well being of the citizens of the county and reconsider your policy of not funding non-profit entities.

Our services are unique. WCFC provides a free service to 27% (not including un-documented residents) of the population who are at 200% poverty level. WCFC provide over \$2M of free medication to its patients and seniors who do not qualify for Medicare part D. WCFC provides free specialty referrals where our patients can also receive free care.

WCFC is federally qualified as a primary care provider in a shortage area and partners with colleges and universities to provide clinical training of their students. (Appendix C – C4)

NC has opted out of the **Affordable Care Act's Medicaid** expansion. The segment of patients who require our services the most will grow making our services needed even more.

Closure of our clinic will not only create a massive void in local health care and increase insurance cost to our working class but can also lead to the demise of some of our clients as expressed in the testimonial. Thus, we ask that you do your best to prevent our closure.

Sincerely,



Cosmos George, MD
Chairman of the Board
Warren County Free Clinic

CC: Jennifer Jordan, Ulysses Ross, Barry Richardson, Ruby Downey.

Enclosures: 16

Entire 26 paged document has been supplied in a separate e-mail

Comparison: Counties in North Carolina

	North Carolina	Warren (WR)x	Vance (VA)x	Franklin (FR)x	Wake (WA)x
Health Ranking		85	95	35	1
Mortality		63	94	34	1
Premature death	7,480	8,576	10,953	7,673	4,954
Morbidity		96	95	45	1
Poor or fair health	18%	21%	27%	16%	12%
Poor physical health days	3.6		5.0	4.2	2.7
Poor mental health days	3.4	3.8	3.2	4.2	2.6
Low birthweight	9.1%	14.5%	12.5%	8.5%	7.9%
Health Factors		88	96	58	2
Health Behaviors		84	95	86	2
Adult smoking	21%		27%	26%	14%
Adult obesity	29%	37%	33%	35%	26%
Physical inactivity	25%	31%	33%	29%	18%
Excessive drinking	13%	6%	8%	16%	15%
Motor vehicle crash death rate	17	34	18	24	10
Sexually transmitted infections	441	501	872	208	502
Teen birth rate	46	52	80	47	28
Clinical Care		65	31	75	3
Uninsured	19%	22%	20%	20%	16%
Primary care physicians	1,480:1	6,981:1	1,973:1	6,759:1	1,240:1
Dentists	2,171:1	5,528:1	2,719:1	6,248:1	1,597:1
Preventable hospital stays	63	53	57	79	50
Diabetic screening	88%	87%	88%	88%	90%
Mammography screening	69%	69%	70%	71%	73%
Social & Economic Factors		87	99	26	4
High school graduation	80%	84%	68%	80%	81%
Some college	62%	46%	44%	52%	77%
Unemployment	10.5%	13.9%	14.7%	10.3%	8.3%
Children in poverty	25%	37%	39%	24%	16%
Inadequate social support	21%		33%	26%	18%
Children in single-parent households	35%	53%	55%	26%	27%
Violent crime rate	411	251	621	143	301
Physical Environment		47	52	69	10
Daily fine particulate matter	12.9	12.5	12.5	12.5	12.6
Drinking water safety	3%	7%	0%	9%	0%
Access to recreational facilities	11	5	7	7	15
Limited access to healthy foods	7%	4%	5%	2%	4%
Fast food restaurants	49%	50%	58%	69%	51%

Access: Public transportation, telephone/internet service,

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Item # 5

ABC Commission Requests

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Karl Hehl, Board Chair

&

Larry Spruill, Office Manager

**Warren County ABC Board
305B East Macon Street
Warrenton, North Carolina 27589**

Memo To: Warren County Board of Commissioners
From: Karl Hehl, Chairman *KH/sb*
RE: Proposals Affecting the 2013-14 Annual Budget
Date: April 19, 2013

The Warren County ABC Board has been exploring the possibility of constructing a new ABC store to replace the two stores located in the "Just Save" and "Food Lion" Shopping Centers located in Warrenton and Norlina. We believe that closing these two stores and replacing them with a newly-constructed, Board-owned store will result in substantial savings to the ABC System and will provide to the County's citizens a modern, state-of-the-arts facility in which to shop.

In order to finance the project, we are asking two things of the Board of Commissioners:

1. That the County allow the full-time employees of the ABC system that receive health insurance benefits to be carried under the County's group policy. It is our understanding from the State ABC Commission, that this is a typical practice among the smaller ABC Boards within the state. The number of ABC employees receiving this benefit is three. The ABC Board would reimburse the County monthly for the actual costs of the ABC Board employees.
2. Allow the ABC Board to forward to the county a percentage of profits less than the current rate of 100% for a number of years. This percentage, and the number of years to be negotiated between the two boards.

(When the ABC Board located it's store at Lake Gaston, the Board of Commissioners forwent 100% of the ABC Board profits for a period of three years from 2005 – 2008.)

Attached is pertinent information regarding the above requests and the proposed new building. We believe that the consolidation of two of our three stores, located three miles apart, is an economically sound decision. The savings in operating costs plus an anticipated increase in sales will ultimately translate into greater profit distribution to the county and will be an asset to the community.

The Board and staff appreciate the opportunity to meet with you and will be available for future conversations. Please let us know if there is any additional information we may provide during your deliberations.

**Comparison of Health Insurance Costs
ABC Board Employees vs County Employees**

	WC ABC Board Annual Cost	Warren County Annual Cost	Annual Savings to ABC Board
Employee 1	\$ 8,247.12	\$ 6,480.36	
Employee 2	10,168.32	6,480.36	
Employee 3	12,916.68	6,480.36	
Total Annual Cost	\$ 31,332.12	\$ 19,441.08	\$ 11,891.04

above rates are actual FY 13 rates.

Annual Rent Costs for ABC Stores

Warrenton Store	\$ 12,665.00
Norlina Store	13,080.00
Total Annually	\$ 25,745.00

Projected FY 13 Costs

Expense Category	Warrenton Store	Norlina Store	Total
Salaries and Benefits	\$ 65,660	\$ 57,010	\$ 122,670
Utilities	6,435	5,121	11,556
Security	764	1,462	2,226
Total	\$ 72,859	\$ 63,593	\$ 136,452

Conservative Estimate of Savings at 35%

\$ 47,758.20

**Percent of ABC Profits Distributed by ABC
Boards to County & Municipal Governments Statewide**

No. of Units	% Distributed	% of Total
50	100 % or more	30%
73	50 - 99%	44%
19	1 - 49%	12%
23	0%	14%
165		100%

Warren County ABC Store

5,000 sq ft Store

Design Costs

Structural Engineer	\$ 4,000.00
Civil/ Landscaping	\$ 8,000.00
Architectural Design	\$ 10,875.00
PME Design Fees	\$ 10,875.00
	<u>\$ 33,750.00</u>

Construction

Land	\$ 200,000.00
Building Construction	\$ 475,000.00
Site Work-Grading, Paving etc.	\$ 75,000.00
Shelving, Check Out (best quality)	\$ 80,000.00
Security System	\$ 12,000.00
	<u>\$ 842,000.00</u>

Total Construction Estimate \$ 875,750.00

Contingency (5%)

\$ 44,000.00

Total plus Contingency \$ 919,750.00

Please Note: We did not have pricing for safe, registers, etc. These are items that should be considered.

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Item # 6-A

**Proposed
“Revised”
Warren County Fraud Policy**

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**Barry Mayo
Finance Officer**

Warren County Fraud Policy

Purpose

Warren County is committed to the highest standards of moral and ethical behavior by its employees, administrators, and elected officials. Thus, the purpose of this policy is to prohibit dishonest acts and /or fraudulent activity, to establish- and facilitate the development of controls that will aid in the detection and prevention of fraud against Warren County, and to advise employees, administrators, and elected officials of their responsibility to report suspected fraudulent activity to the appropriate County Office. Further, this policy - affirms that fraud and corruption will not be tolerated, assigns responsibility for the development of adequate internal controls and performance of investigations relating to fraud, and - defines the consequences of fraud and/or corruption discovered within County government.

It is the intention of Warren County to: 1) promote consistent organizational behavior by providing guidelines for reporting and investigations; 2) assign responsibility for oversight; and , 3) limit the County's liability and risk of loss.

Scope of Policy

This policy applies to any fraud -, or suspected fraud -, involving employees, administrators, and elected officials, as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or other parties with a business relationship with Warren County. This policy also applies to employees and appointed members of local boards, agencies and commissioners over which the Warren County Board of Commissioners has authority to require general policies to be followed.

Policy

Warren County administration and all levels of management are responsible for the prevention and detection of fraud, misappropriations, and other inappropriate conduct. Fraud is defined, in this policy as : 1) a willful or deliberate act or failure to act with the intention of obtaining an unauthorized benefit; 2) an intentional deception put forth for the purpose of obtaining unauthorized benefit and/or an unlawful advantage, or; 3) a breach of confidence, perpetrated for profit and /or gain some unfair or dishonest advantage.

Actions Constituting Fraud including but not limited to the following:

- Any dishonest or fraudulent act;
- Forgery or alteration of a check, bank draft, or any other financial document;
- Forgery or alteration of any document or account belonging to the County;
- Theft of a check or any other intentional and wrongful diversion of a payment not rightfully belonging to the person or entity to which it was diverted;
- Misappropriation of funds, securities, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Accepting or seeking anything of material value from vendors, contractors, or other persons or entities which provide or are in process of bidding to provide services and/or materials to the County;
- Profiteering as a result of insider knowledge of agency operations;
- Confidential information sold or used to conduct an outside business activity;
- Selling information maintained by the County for personal gain while employed by the County;
- Disclosing confidential activities engaged in or contemplated by the agency,
- Disclosing confidential information to outside parties;
- Taking advantage of a title/position in such a way as to gain a profit that otherwise would be unattainable.
- Destruction, removal or inappropriate use of County records, furniture, fixtures, and /or equipment.
- Authorizing or receiving compensation for hours not worked;
- Any similar or related inappropriate conduct.

Other actions Constituting Fraud and Covered by this Policy include, but are not limited to, Waste, Abuse and Theft.

Waste is defined as: the loss or misuse of County resources that results from intentionally deficient practices, system controls, or decisions. Examples of waste are:

- Not taking advantage of discounts, or early registrations and inefficiently using County resources.
- The purchase of unnecessary items at County expense.

Abuse is defined as: 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 acquire 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.
- Failing to return County property to the County after the employees has resigned or been terminated.

Other Inappropriate Conduct:

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct should be resolved by departmental management and Human Resources. If there is a question as to whether an action constitutes fraud, the Fraud Review Panel should be contacted for guidance.

FRAUD REVIEW PANEL:

A Fraud Review Panel made up of the two (2) Commissioners assigned to the Board of Commissioner' Personnel Committee, along with the Warren County Manager shall review and analyze all reports of fraud received by the County. This Panel will report and make recommendations to the Warren County 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 and without deference to race, color, religion or national origin, in keeping with the Civil Rights Act of 1964 as amended.

The County of Warren will:

- Institute and maintain effective measures and procedures to deter fraud and corruption within Warren County Government.
 - The effective measures and procedures are counties policies i.e. purchasing policy, auditing timesheets, following your guidelines for grants and contracts, using the fleet policy, using personnel policies, using the cash mgmt plan, using the bid process.
- Take firm and vigorous action against any individual or group perpetrating fraud against the County.
 - The Board's fraud review panel will be responsible for making reports and recommendations to the Board on any allegations
- 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. However, reports based on mere gossip and innuendo will not be tolerated.
 - By creating this policy employees should be aware they can communicate any issues they may want to report without retaliation.

- 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
 - The county will provide any information necessary in review of a case of suspected fraud.
-

Procedures for Reporting Fraud

Any employee of Warren County who has a reasonable basis for believing a fraudulent act has occurred, or is occurring, has a responsibility to promptly notify their supervisor, department head, the County Manager or the Finance Director. Administrators, supervisors, elected officials, department heads, and/or locally appointed board members have a responsibility to immediately notify the County Manager or the County Finance Director of fraudulent activity reported to them by employees or observed by them directly. In addition, - the general public is also an - important elements in the County's fight against fraud and corruption. They are encouraged to raise any concerns they may have about fraud and corruption via any of the following methods:

- Department Manager / Department Head
- Immediate Supervisors
- Finance Director
- Human Resources Director
- Fraud Hotline
- 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. However, report based on mere gossip and innuendo will not be investigated. There must be some good faith basis upon which the report is being made.

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.

No person acting on behalf of the County shall:

- Dismiss or threaten to dismiss any employee;
- Discipline, suspend, or threaten to discipline or suspend an employee;
- Impose any penalty upon any employee; or,
- Intimidate or coerce an employee,

because the employee has acted in compliance with the requirements of this policy. However, it shall be a violation of this policy for any informant to make a baseless allegation of fraudulent activity that is made with reckless disregard for truth and this is intended to be disruptive or to cause harm to another individual. 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. Any violation of this section will result in disciplinary action up to and including termination.

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 recommended by the Fraud Review Panel, as well as any other remedy available to the reportee under the law.

Persons reporting suspected fraudulent activity should refrain from confrontation with the suspect and should not discuss the matter with others unless specifically asked to do so by the County Manager, Internal Investigator/Auditor and/or County Attorney.

INVESTIGATIVE PROCEDURES:

The Fraud Review Panel shall have the primary responsibility for investigating (or assigning for investigation) the reported fraudulent activity. Thus the Panel may assign one or more other individuals such as the Human Resources Director, the County Manager, the County Attorney, etc, as deemed appropriate to act as Internal Investigator/Auditor's to investigate the suspected fraudulent activity.

The Internal Investigator/Auditor and/or members of the investigation team, as allowed by law, shall have: a) free and unrestricted access to all County records and premises, whether owned or rented; and, b) when accompanied by the Sheriff or any of his designees, the authority to examine, copy, and/or photograph all or any portion of the contents of files, desks, cabinets, and other storage facilities on County premises and/or belonging to the County within the scope of their investigation.

The results of the investigation conducted by the Panel and /or Internal Investigator/Auditor shall be communicated orally to the Board of Commissioners in closed session, pursuant to N.C.G.S 143-318.11 (a)(6), "to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee."

In any instance in which the investigation indicates the presence of possible criminal activity, the investigation shall be turned over to the County Sheriff's office for - 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. When the outcome of an audit/investigation or law enforcement investigation indicates improper conduct by a Department Head, the County's disciplinary process shall be utilized by the County Manager, regardless of the disposition of any criminal charges. When the outcome of any audit/investigation or law enforcement investigation indicates improper conduct by the County Manager, an appointed or elected official, the Warren County Board of Commissioners shall address such conduct as required and allowed by law. Further, "final action making an appointment or discharge or removal by the Board of Commissioners having final authority for the appointment or discharge or removal shall be taken in an open meeting, pursuant to N.C.G.S 143-318.11(6).

All matters requiring - the recovery of lost funds or property, shall be referred to the County Attorney's office for handling.

When and if, at any time, it is determined that the fraud or corruption has occurred due solely to the breakdown or lack of County systems or procedures, it shall be the responsibility of the pertinent Department Head/s, Managers and County Administration - to ensuring that appropriate improvements in the effectiveness of internal controls are implemented in accordance with any audit recommendations and pertinent investigative findings.

Duties and Responsibilities

Employees, supervisors, department heads, and administrators at all levels, as well as all appointed and elected officials of the County are responsible for setting the appropriate tone of intolerance for fraudulent acts by complying with all laws, rules, regulations and policies.

Department heads, supervisors, administrators, and elected officials should be aware of the types of fraud that could occur within their area of responsibility and should be alert for any indication of fraud. Department heads, supervisors, and elected officials are responsible for establishing and maintaining proper internal controls that will provide for the security and accountability of the resources entrusted to them.

Disciplinary Action

Failure to comply with any part of this policy could result in disciplinary action, up to and including 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

– shall be subject to disciplinary action, including termination.

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

Sanctions:

Employees and/or administrators suspected of participating in fraudulent activity may be suspended without pay during the course of investigation, in accordance with the County's Personnel Policy;

Employees and/or administrators found to have participated in fraudulent activity will be subject to disciplinary action up to including termination and probably criminal prosecution or civil action.

Employees and administrators found to have knowledge of fraudulent activity and who knowingly failed to report the activity will be subject to disciplinary action up to and including termination.

If disciplinary action is warranted, such action will be taken after consultation between the County Manager, Human Resources Director, County Attorney, and other offices as deemed necessary and appropriate.

Consultants, vendors, contractors, outside agencies, and /or any other party/ties having a business relationship with Warren County:

The relationship of individuals or entities associated with Warren County found to have participated in fraudulent activity as defined by this policy will be subject to review, with the possible consequence of modification and/or termination of the business relationship. If such action is warranted, the County Attorney and other appropriate offices will be consulted prior to the action being taken. Criminal or civil action may also be taken against such individuals or entities.

Confidentiality:

All participants in a fraud investigation on behalf of the County, shall keep the details and results of the investigation confidential. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know, except as allowed by law, in order to protect the reputations of persons suspected of fraudulent activity but subsequently found innocent of wrongdoing and to protect the County from potential civil liability.

Media

Any person within the County that is contacted by the media in regards to an investigation into fraudulent activity shall refer the media to the County Manager. The suspected fraud or audit investigation shall not be discussed with the media by any person other than through the County Manager, in consultation with the Internal Auditor and or/County Attorney.

Adopted this ___ day of _____, 2012

Bertadean Baker, 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

April 17, 2013
Work Session Agenda

Item # 6-B

Report of Finance Office
Flex Schedule

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Barry Mayo
Finance Officer

MEMO

To: Board of Commissioners
County Manager
Clerk to the Board

From: Barry J. Mayo, Finance Director

Date: April 17, 2013

Re: 6 Month Review of Flex Schedule

Thank you for allowing the Warren County Finance Office employees the option of a Flex Work Schedule.

The Flex Work Schedule for the Finance Office offers vendors and county employee's access to the office from 8:15 to 5:15 Monday through Friday. These extended hours allow for greater convenience and is a morale booster to the office staff.

The Flex Schedule has been a success in the Finance Office and we hope that you will support the continuation of the policy.

Sincerely,

Barry J. Mayo
Finance Director

April 17, 2013
Work Session Agenda

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Adjourn Work Session