



***WARREN COUNTY
BOARD OF COMMISSIONERS***

Wednesday, May 15, 2013

8:45 am Special Meeting

***WARREN COUNTY ARMORY CIVIC CENTER
WARRENTON, NORTH CAROLINA***

Prepared by:

***Angelena Kearney-Dunlap
NC Certified County Clerk***



**Call to Order May 15, 2013
Special Meeting
By
Chairman or Designee**

**Agenda Item # 2
Moment of Silence**

**Agenda Item # 3
Notice of Special Meeting**

NOTICE

Special Meeting Warren County Board of Commissioners

Notice is hereby given that the Warren County Board of Commissioners will hold a special meeting on **Wednesday, May 15, 2013 at 8:45 a.m.** in the **Warren County Armory Civic Center Meeting Room, 501 US Highway 158 Business, East, Warrenton, NC 27589.**

The purpose of this special meeting is to consider:

- 1) Request from Kerr Tar Regional Council of Governments for Special Assessment; and**
- 2) Establish effective date for Deferral of ABC Profits to Warren County.**

All interested persons are encouraged to attend this meeting.

Bertadean Baker, Chairman
Warren County Board of Commissioners

Information only - This is not an ad.

Agenda Item # 4

Conflict of Interest Disclaimer

- *“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*
- **In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.**
- **Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?**
- **If so, please identify the conflict and refrain from any undue participation in the particular matter involved.**

Meeting Date: May 15, 2013

Agenda Item # 5

SUBJECT: Adopt Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

***SUGGESTED AGENDA
FOR
May 15, 2013 SPECIAL MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center
WARRENTON, NORTH CAROLINA***

- 1. Call to Order Special Meeting - 8:45 am by Chairman**
- 2. Moment of Silence**
- 3. Notice of Special Meeting - Clerk to the Board**
- 4. Conflict of Interest Disclaimer - Clerk to the Board**
- 5. Adopt May 15, 2013 Suggested Agenda**
- 6. Consider Request from Kerr Tar Regional Council of Governments for
Special Assessment**
- 7. Establish Effective Date for Deferral of ABC Profits to Warren County**
- 8. Adjourn - May 15, 2013 Special Meeting**

Meeting Date: May 15, 2013

Agenda Item # 6

SUBJECT: Kerr-Tar Regional Council of Governments

REQUESTED BY: Bryan Pfohl, Chairman, Kerr-Tar Regional Council of Governments

SUMMARY: Tabled from May 6th regular meeting to secure additional information, the Kerr-Tar COG's request for a one-time special assessment of it's membership at \$1.39 per capita to help fully replenish the COG's Revolving Loan Fund is presented for Board reconsideration and action. Warren County's special assessment is in the amount of \$26,233. Requested information follows.

FUNDING SOURCE: Fund Balance

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend Board consider approving payment of a one-time special assessment to the Kerr-Tar COG at the rate of \$1.39 per capita for a total assessment of \$26,233 to be used to help fully replenish the COG's Revolving Loan Fund, along with any stipulations the Board may wish to place on this appropriation, if granted. Funding Source: Fund Balance

NOTES:

Question: What expenses were paid with Revolving Loan Funds?

Answer: The Kerr-Tar COG administers certain programs and provides technical assistance to member governments on a reimbursement-only basis. Certain expenses were incurred and were not reimbursed, creating a negative cash flow in the general fund. To maximize interest and minimize banking fees, the General Fund checking account was the depository for all of the COG funds. Since the COG was using a single bank account, Federal Economic Development Administration money — earmarked for grants and loans — was inadvertently used to cover general operating expenses. General operating expenses include such things as rent, utilities, salaries and fringe, office supplies, etc.

PREPAIDS WRITTEN OFF

	YEAR OF OCCURRENCE	WHAT THESE WERE FOR	AMOUNT	WHY THEY WERE WRITTEN OFF
PERSON COUNTY HAZARD MITIGATION	2008-2009	Salaries for a project	9,500.00	The county did not reimburse the COG for the contract.
VANCE CO SCATTERED SITE	2009-2010	Overage on CDBG Admin contract	2,899.67	Administrative expenses exceeded contract revenues.
VANCE SINGLE FAMILY REHABILITATION	2009-2010	Overage on CDBG Admin contract	16,906.95	Administrative expenses exceeded contract revenues.
COMMUNITY DEVELOPMENT BLOCK GRANT PLANNING & ADMINISTRATION	2009-2010	Overage on CDBG salaries	48,405.42	Administrative expenses exceeded available funds.
PERSON COUNTY COUNCIL ON AGING ENSURE	2009-2010	Ensure for Senior Center	6,291.90	The non profit closed and disbanded the non profit.
WARREN CO HOOKUP	2011-2012	Overage on CDBG Admin contract	2,010.78	Administrative expenses exceeded contract revenues.
GRANVILLE CO SCATTERED SITE	2011-2012	Overage on CDBG Admin contract	19,606.04	Administrative expenses exceeded contract revenues.
WARREN CO SCATTERED SITE	2011-2012	Overage on CDBG Admin contract	9,592.96	Administrative expenses exceeded contract revenues.
PERSON CO SCATTERED SITE	2011-2012	Overage on CDBG Admin contract	18,679.23	Administrative expenses exceeded contract revenues.
COMMUNITY DEVELOPMENT BLOCK GRANT PLANNING & ADMINISTRATION	2011-2012	Overage on CDBG salaries	39,519.22	Administrative expenses exceeded available funds.
			<u>173,412.17</u>	

Diane Cox
Interim Executive Director

April 26, 2013

**Member
Governments**

Ms. Linda Worth
PO Box 619
Warrenton, NC 27589

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Nortlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

Dear Ms. Worth:

The Kerr-Tar Regional Council of Governments respectfully request a one-time special assessment of our member governments. The request is that each member government pay an additional \$1.39 per capita contribution to the COG before May 31, 2013. This special assessment request is required to fully replenish the Revolving Loan Fund.

During the audit review for 2011-2012, it was discovered that there were certain receivables which were budgeted that did not come in as projected or deemed uncollectible. Some of these receivables had been carried on the COG balance sheet for more than 12 months. Those audit adjustments caused a significant impairment of the fund balance in the General Fund.

The COG utilized a General Fund checking account as the central depository for all its funds. While an overdraft situation did not occur, the inappropriate and inadvertent use of restricted funds from the Revolving Loan Fund did occur and was a compliance finding in the 2011-2012 audit. At the time of discovery the COG Board of Directors took many steps to not only correct the situation, but to make the COG a financially stable organization.

The Economic Development Administration informed the Kerr-Tar COG last Friday that the funds owed to the Revolving Loan Funds were to be paid back in full immediately. The COG is statutorily prohibited from borrowing money and, as a result, there is no quicker mechanism for obtaining the funds.

The COG Board of Directors has carefully reviewed this matter and has found no evidence of any intentional wrongdoing. Management and the board are fully aware of the internal control problems that led to this situation and are committed to ensuring that policies are implemented which make a reoccurrence impossible.

We fully acknowledge the gravity of this situation. We hope, however, that each member government will recognize that the COG has provided valuable services to this region for many years. The problems that led to this situation have been addressed through new management and new internal control mechanisms.

Attached you will find a copy of the proposed assessments for the member governments. Also, attached is a "draft" Return on Investment (ROI) analysis for the past five fiscal years of programs and services provided to member governments in our region.

Please let me know if I can provide any further information or if you have any questions.

Sincerely,



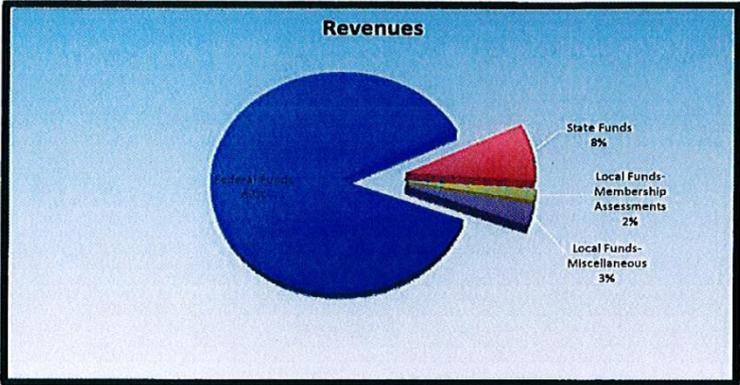
Bryan Pfohl, Chairman
Kerr-Tar Regional Council of Governments
Board of Directors

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
2012/2013**

Analysis of Population and Assessment for Budget Purposes

UNIT	2010 by County	2010 by Unit	2012/2013 at \$1.39
Franklin County	60,619	53,736	\$ 74,693
Bunn		344	\$ 478
Franklinton		2,023	\$ 2,812
Louisburg		3,359	\$ 4,669
Youngsville		1157	\$ 1,608
			\$ -
Granville County	57,529	36,472	\$ 50,696
Butner		7,591	\$ 10,551
Creedmoor		4,124	\$ 5,732
Oxford		8,461	\$ 11,761
Stem		463	\$ 644
Stovall		418	\$ 581
			\$ -
Person County	39,464	31,102	\$ 43,232
Roxboro		8,362	\$ 11,623
			\$ -
Vance County	45,422	29,454	\$ 40,941
Henderson		15,368	\$ 21,362
Kittrell		467	\$ 649
Middleburg		133	\$ 185
			\$ -
* Warren County	20,972	18,873	\$ 26,233 *
Macon		119	\$ 165
Norlina		1118	\$ 1,554
Warrenton		862	\$ 1,198
TOTAL	224,006	224,006	\$ 311,367

**KERR TAR REGIONAL COUNCIL OF GOVERNMENTS
RETURN ON INVESTMENT
FY 2008-FY 2012**

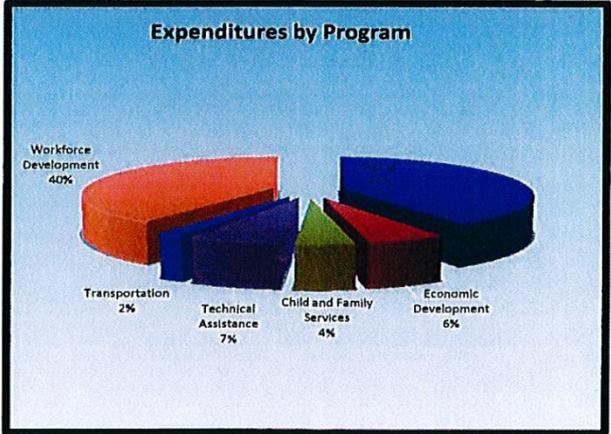


Revenues By Funding Source		
Funding Source	Revenue	Percentage
Federal Funds	\$ 26,808,175	86.75%
State Funds	\$ 2,633,806	8.52%
Local Funds- Membership Assessments	\$ 501,064	1.62%
Local Funds- Miscellaneous	\$ 960,074	3.11%
Total	\$ 30,903,118	100.00%

Membership Assessments of \$501,064 were 1.6% of total revenues

ROI of \$61 in federal and state grants for every \$1 in membership assessments

Percentage of Expenditures by Category		
Aging	\$ 12,702,638	41.01%
Economic Development	\$ 1,799,518	5.81%
Child and Family Services	\$ 1,368,196	4.42%
Technical Assistance	\$ 2,037,313	6.58%
Transportation	\$ 589,178	1.90%
Workforce Development	\$ 12,480,518	40.29%
Total	\$ 30,977,359	100.00%



Kerr-Tar COG assists member governments by writing grant applications, administering grants funds, monitoring for federal and state compliance, facilitating discussions and organizing coalitions to address regional concerns.

Below is an analysis of services and programs delivered by the COG for FY2008-FY 2012

Aging:

- **\$9,000,000** in Home and Community Care Block Grant to fund aging services in the region which have served 11,598 seniors with Home Delivered Meals, In-Home Aide, Transportation, etc.
- Manage and administer Region K Senior Games with an average of 260 seniors participating annually.
- Long-Term Care Ombudsman Program provides advocacy and assistance to the residents of 46 long-term care facilities in the region. The Regional Ombudsman responds to over 450 requests for Technical Assistance annually.
- Provided outreach and/or application assistance to 3000 seniors and their caregivers who might be eligible for federal Low Income Subsidy and Medicare Savings Programs.
- In FY2008, the COG completed a Senior Center Needs Assessment for Granville County.
- In FY2009, the COG managed and operated the Warren County Senior Center.
- In FY2010, the COG managed and operated the Person County Senior Center.
- In FY2012, the COG was awarded a **\$400,000** NCDOT grant to provide transportation to elderly and/or disabled citizens in the region. 329 citizens have received grant funded transportation services.

Community Development Technical Assistance:

- The COG has assisted its members by applying for and/or administering over **\$7,000,000** in Community Development grants including:
 - Scattered Site projects in Granville, Person, Vance and Warren counties
 - Single Family Rehabilitation programs in Granville, Person and Vance counties
 - Infrastructure Hook-Up projects in Warren County and the City of Henderson
 - Neighborhood Stabilization Project and Community Revitalization Project in Vance County
 - Economic Recovery Project in Granville County.

Economic Development:

- The COG has assisted its members by applying for over **\$1,500,000** in grants to support economic development activities including:
 - Rural Center grants for the Town of Louisburg, Town of Youngsville, Town of Franklinton, Town of Warrenton, Town of Bunn and the County of Franklin.
 - Received a USDA Rural Business Center Service Enterprise Grant (RBEG) and Rural Business Opportunity Grant (RBOG) for the region.
 - NCDENR grant to assist in the administration and coordination of the Roanoke River Bi-State Commission and North Carolina Roanoke River Basin Advisory Committee
- Prepared grant applications totaling **\$734,000** to the US Department of Homeland Security for fire departments in Vance County and Franklin County.
- Assisted Franklin County and the Route 401 Action Committee in preparation of a **\$67 million** grant application to the USDOT. While the grant was not funded, the process created a large groundswell of support and collaborative spirit in the county.
- Assisted Vance County with the administration of a **\$750,000** CDBG Building Re-Use Grant for Semiprius Corporation.
- Coordinated and administered a **\$50,000** CDBG grant for NC Tomorrow to develop a regional Comprehensive Economic Development Strategy.
- Assisted Franklin County in the preparation and administration of a **\$1,743,000** grant from EDA and **\$900,000** from NCDOT for the construction of an access road from Route 401 into the Triangle North Business Park.

- Administered a Revolving Loan Program that over the past 25 years has loaned over \$4,500,000 to 66 businesses throughout the region which has leveraged a total of \$7,425,000 in private investment and resulted in 1,050 jobs created or maintained.

Workforce Development:

- The Kerr-Tar Workforce Development Board received **\$9,195,000** in Workforce Investment Act (WIA) funds to provide a range of activities and services to unemployed and underemployed adults, dislocated workers and youth through contracts with local providers. 3,148 individuals received services including assistance with job search and job placement, skills assessments, resume writing, and work experience.
- Received and administered **\$200,230** in Incumbent Workforce Development Program grants that provides training to help avert layoffs through skills enhancement.
- For the past two years, COG has entered into On-The-Job Training contracts with 13 companies, placing 46 people in employment. These companies are reimbursed up to 50% of their training costs for the dislocated workers they hire.
- Rapid Response Services to Employees at the following companies were offered:
 - Franklin County- Apogee Medical and HON Company
 - Granville County - Maysteel, LLC and Flextronics
 - Person County -Georgia Pacific Wood Products and Loxscreen Company
 - Vance County- Clayton Homes, Purolator Products and Harper Prints

Transportation and Land Use Planning:

- The COG Rural Transportation Planning Organization completed for the following:
 - Comprehensive Transportation Plans (CTP) for the counties of Franklin, Granville, Person, Vance and Warren and the municipalities within those counties.
 - Coordinated a Camp Butner Joint Land Use Study
 - Requested and received ARRA funding to resurface US1 in Franklin County and funding for a comprehensive corridor study for NC 50 in Granville County.
 - Assisted with CMAQ grant applications for projects in non-attainment counties.
 - Assisted the Town of Franklinton to update and enhance the Town's Code of Ordinances
 - Awarded a NCDOT grant to create a Lakes District Bike and Pedestrian Plan
 - Completed a comprehensive housing survey for Warren County
 - Updated Hazard Mitigation Plans for the City of Roxboro and Franklin County

Child and Family Services:

- System of Care Community Collaborative awarded **\$240,000** to various agencies to strengthen the availability of community based mental health services for at-risk youth and their families.
- Served as a collaborative partner in the North Central Alliance for Youth which provided 874 days of emergency shelter care to 42 youth who were under the supervision of the Department of Juvenile Justice.
- Completed Gang Assessment Initiatives in Granville and Vance counties.
- Spearheaded an initiative in Franklin and Vance counties, Project R.I.D.E (Reducing Impaired Driving Everywhere) to reduce the incidence of drunk driving and underage drinking.

Other Initiatives:

- Kerr-Tar Regional Economic Development Corporation is a non-profit entity that provides organization for **Triangle North**, a multi county collaboration of four economic development sites. The COG provides management and administrative support for the Corporation.
- Region K Community Assistance Corporation is a non-profit organization that currently manages the **Person County Senior Center**. The COG provides management and administrative support for the Corporation.

Meeting Date: May 6, 2013

Agenda Item # 7

SUBJECT: ABC Commission Deferred Profits

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: At the May 6, 2013 meeting the Board voted to defer ABC Commission profits for a period of 3 years to assist their efforts to plan and construct a new ABC Store. The Board is requested to establish an effective date for the deferred ABC Profits to Warren County.

FUNDING SOURCE: ABC Commission

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend deferral of profits begin in FY 2013 (July 1, 2012 - June 30, 2013), with all accrued profits from FY 2012 (July 1, 2011 - June 30, 2012) remaining due and payable immediately to Warren County. The three-year deferral would end in FY 2015 to be revisited by the Board of County Commissioners to determine if additional deferral periods are needed by the ABC Commission to move the proposed capital project forward .

NOTES: _____

Agenda Item # 8

Adjourn

May 15, 2013
Special Meeting