

**PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE, NORTH CAROLINA
DECEMBER 2, 2002 MINUTES**

The Pitt County Board of Commissioners met on Monday, December 2, 2002, at 9:00 AM in the Commissioners' Auditorium, Pitt County Office Building, 1717 W. 5th Street, Greenville, North Carolina.

Commissioners present:

Mark Owens, Jr., Chairman
Beth Ward, Vice Chairwoman
Glenn Bowen, Commissioner
Tom Coulson, Commissioner
David Hammond, Commissioner
Eugene James, Commissioner
Tom Johnson, Commissioner
Randy Royal, Commissioner
Terry Shank, Commissioner
Jimmy Garris, Commissioner-elect
John Minges, Commissioner-elect

Staff present:

Scott Elliott, County Manager
Susan Banks, Clerk to the Board
JoAnne Burgdorff, County Attorney
Melonie Bryan, Deputy County Manager
John Bulow, Deputy County Manager
John Chaffee, Development Commission Director
Glenn Cutrell, Tax Assessor
Debra Dihoff, Mental Health Area Director
Bobby Joyner, EMS Director

Call to Order

Meeting Notes

Chairman Owens called the meeting to order.

Invocation and Pledge

The Invocation was offered by Commissioner Hammond.
The Pledge of Allegiance was led by Commissioner Bowen.

Approval of Agenda

Motion:

Motion to approve agenda as submitted.
Motion made by Commissioner Randy Royal.
Motion seconded by Commissioner Terry Shank.
Motion Passed Unanimously.

Presentation - Section 1

Adoption and Presentation of Resolution for Commissioner Tom Johnson, Sr. - Mark Owens

Information Provided with the Agenda

Attached is Resolution of Appreciation for Commissioner Johnson for the Board's consideration. If this meets the Board's approval, it will need to be adopted and presented.

Office of the Pitt County Board of Commissioners

RESOLUTION OF APPRECIATION

HONORING

Thomas H. Johnson, Sr.

THAT WHEREAS, Thomas H. Johnson, Sr., began his service as a Pitt County Commissioner in December of 1986; and

WHEREAS, Thomas H. Johnson, Sr. has provided outstanding representation for the citizens of Pitt County Election District 3 for sixteen years; and

WHEREAS, Thomas H. Johnson, Sr. led the Pitt County Board of Commissioners as Chairman in 1991; and

WHEREAS, the citizens of Pitt County will long remember Thomas H. Johnson's many contributions toward improving their wellbeing through his work as a member of the Pitt County Board of Health; and

WHEREAS, Thomas H. Johnson, Sr. has been a strong supporter of education through implementation of the Education Compact with the Pitt County Schools; and

WHEREAS, Thomas H. Johnson, Sr., as a member of the Metropolitan Planning Organization, represented Pitt County's interests in the area of transportation initiatives; and

WHEREAS, Thomas H. Johnson, Sr. supported the transition of Pitt County Memorial Hospital to a private non-profit hospital to insure the continued growth and improvements in health care to all the citizens in Pitt County and the Eastern Region of North Carolina; and

WHEREAS, Thomas H. Johnson, Sr. has strongly supported the Courthouse Addition Project, continued volunteerism in Emergency Medical Services through assistance in funding, enhancing the Pitt County workforce through appreciation of county employees and improvement of their benefits; and

WHEREAS, Thomas H. Johnson, Sr. was serving as County Commissioner in September of 1999 during Hurricane Floyd and the flood of the century in eastern North Carolina; and.

NOW, THEREFORE BE IT RESOLVED, that the Pitt County Board of Commissioners does hereby commend Thomas H. Johnson, Sr. for his conscientious and able service to the citizens of Pitt County during his long tenure as a Pitt County Commissioner.

ADOPTED this day, the 2nd day of December, 2002.

Pitt County Board of Commissioners

ATTEST:

Susan J. Banks, Clerk

Mark W. Owens, Jr., Chairman

Motion:

**Motion to approve resolution for Tom Johnson, Sr.
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Randy Royal.**

Vote Record:

Mark Owens, Jr.	Yes
Beth Ward	Yes
Glenn Bowen	No
Tom Coulson	Yes
David Hammond	Yes
Eugene James	Yes
Tom Johnson	Yes
Randy Royal	Yes
Terry Shank	Yes

Total Yes Votes: 8

Total No Votes: 1

Motion Passed.

Adoption and Presentation of Resolution for Commissioner Terry Shank - Mark Owens

Information Provided with the Agenda

Attached is Resolution of Appreciation for Commissioner Terry Shank for the Board's consideration. If this meets the Board's approval, it will need to be adopted and presented.

Office of the Pitt County Board of Commissioners

RESOLUTION OF APPRECIATION

**HONORING
*M. Theresa Shank***

THAT WHEREAS, M. Theresa Shank, began her service as a Pitt County Commissioner in December of 1998; and

WHEREAS, M. Theresa Shank has, during her four year tenure, provided outstanding representation for the citizens of Pitt County Election District 5; and

WHEREAS, M. Theresa Shank has served as a member of the North Carolina Association of County Commissioners Committee on Intergovernmental Relations; and

WHEREAS, M. Theresa Shank has continually fought for improving job and educational opportunities for all our citizens; and

WHEREAS, the citizens of Pitt County will long remember the contributions of M. Theresa Shank in bringing focus to the need for transportation in rural Pitt County; and

WHEREAS, M. Theresa Shank has been diligent in her efforts to encourage continued support of the Pitt County Schools through the Education Compact; and

WHEREAS, M. Theresa Shank has served as an active and dedicated member of the Pitt County Board of Social Services; and

WHEREAS, M. Theresa Shank has been committed to the long-range capital improvement for facility needs for the Department of Social Services; and

WHEREAS, M. Theresa Shank served as a County Commissioner in September of 1999 during Hurricane Floyd and the flood of the century in eastern North Carolina.

NOW, THEREFORE BE IT RESOLVED, that the Pitt County Board of Commissioners commends M. Theresa Shank for her conscientious and dedicated service to the citizens of Pitt County during her term as County Commissioner.

ADOPTED this day the 2nd day of December, 2002.

Pitt County Board of Commissioners

ATTEST:

Susan J. Banks, Clerk

Mark W. Owens, Jr., Chairman

Motion:

**Motion to approve resolution for Terry Shank.
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Randy Royal.**

Motion Passed Unanimously.

Meeting Notes

Resolutions were adopted individually and then presented. Chairman Owens first presented Commissioner Shank's resolution and then followed with a presentation of Commissioner Johnson's resolution. Chairman Owens expressed his appreciation and pleasure in having served with both Commissioners Shank and Johnson.

A short break was held at this time.
The meeting was reconvened by Chairman Owens.

Issue Oaths of Office

Issue Oaths of Office - Susan Banks

Information Provided with the Agenda

Oath of Office will be issued by Susan Banks, Clerk to the Board.

David Hammond - District 1
Eugene James - District 2
John Minges - District 3
Mark W. Owens - District 4
Jimmy Garris - District 5
Glenn Bowen - District 6

Meeting Notes

Ms. Banks issued the Oaths of Office to Commissioners Jimmy Garris and John Minges individually. The commissioners that were re-elected, David Hammond, Eugene James, Mark Owens and Glenn Bowen, were issued their oaths of office as a group.

Election of Officers

Election of Chairman and Vice Chairman

Information Provided with the Agenda

The County Attorney will conduct the election of the new Chairman and Vice Chairman.

Meeting Notes

Ms. JoAnne Burgdorff asked for nominations for the Chairperson.

Commissioner Hammond nominated Beth Ward as Chairperson. Commissioner Royal seconded the nomination. Commissioner James moved to close the nominations. Chairman Owens asked if this nomination was accepted by acclamation. The Board members agreed and the Board voted unanimously to accept Beth Ward, by acclamation, as the new Chairperson of the Pitt County Board of Commissioners.

Ms. Burgdorff asked for nominations for the Vice-Chairman.

Commissioner Bowen nominated Commissioner James. Commissioner Hammond nominated Commissioner Royal. Votes for Commissioner Royal were Commissioner Hammond and Commissioner Royal. Votes for Commissioner James were Chairman Owens, Commissioner Minges, Commissioner Garris, Commissioner Bowen, Commissioner James, Chairperson Ward, and Commissioner Coulson.

Reception

Reception in honor of County Commissioners - Scott Elliott

Information Provided with the Agenda

A break will be held for a reception for retiring County Commissioners and newly installed County Commissioners.

Presentation Section 2

Adoption and Presentation of Resolution honoring the service of Chairman Owens - Scott Elliott

Information Provided with the Agenda

Attached is a resolution honoring Mark W. Owens' service as Chairman for the 2002 year.

Office of the Pitt County Board of Commissioners

RESOLUTION OF APPRECIATION

**HONORING
Mark W. Owens, Jr.**

THAT WHEREAS, Mark W. Owens, Jr., has served faithfully and honorably as Chairman of the Pitt County Board of Commissioners from December, 2001 to December, 2002; and

WHEREAS, Mark W. Owens, Jr. has provided the Board of Commissioners with steadfast leadership and commitment as Chairman; and

WHEREAS, the Board of Commissioners expresses their appreciation to Mark W. Owens, Jr. for his guidance, organization and brevity during this year; and

WHEREAS, Mark W. Owens, Jr. led the Board of County Commissioners in successfully maintaining a balanced budget through the serious difficulties imposed by major reductions in State funding and reimbursements; and

WHEREAS, during Mark W. Owens, Jr.'s term as Chairman, the Board of Commissioners' accomplishments include improvement of Pitt County Schools through support of the Education Compact, implementation of funding for improved countywide emergency medical services, transition of Pitt County Mental Health to a County Mental Health Department through mental health reform, continued construction and renovation of the Pitt County Courthouse and finalization of Hurricane Floyd Flood Recovery Programs.

NOW, THEREFORE BE IT RESOLVED, that we, as members of the Pitt County Board of Commissioners, commend Mark W. Owens, Jr. for his strong, able leadership and outstanding service as Chairman of the Board for the calendar year of 2002.

ADOPTED this day the 2nd day of December, 2002.

Pitt County Board of Commissioners

Chairman

Attest:

Susan J. Banks, Clerk

Meeting Notes

This item should follow the Reception and election of new officers.

Motion:

Adopt resolution of appreciation for Chairman Mark W. Owens, Jr.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Adoption and Presentation of Resolution in honor of Vice Chairwoman Beth B. Ward - Scott Elliott

Information Provided with the Agenda

Attached is a resolution of appreciation for Beth B. Ward who served as Vice Chairwoman for year 2002.

Office of the Pitt County Board of Commissioners

RESOLUTION OF APPRECIATION

**HONORING
Beth B. Ward**

THAT WHEREAS, Beth B. Ward has served faithfully and honorably as Vice-Chair of the Pitt County Board of Commissioners from December 2001 to December 2002; and

WHEREAS, Beth B. Ward is the first female to serve as Vice-Chair of the Pitt County Board of Commissioners; and

WHEREAS, Beth B. Ward has, through her thoughtfulness and loyalty, exhibited continuous concern for other people's problems and a readiness to help.

WHEREAS, Beth B. Ward has provided the Board of Commissioners with unwavering leadership and guidance when called upon to serve as Chair during her term as Vice-Chair; and

WHEREAS, the Board of Commissioners expresses their appreciation to Beth B. Ward for her representation and attendance at community ribbon cuttings and other events during this year; and

WHEREAS, Beth B. Ward has served as a member of the Pitt County Emergency Services Advisory Council; and

NOW, THEREFORE BE IT RESOLVED, that the Pitt County Board of Commissioners does hereby commend Beth B. Ward for providing strong and able leadership and diligent service to the Board and to the citizens of Pitt County during her tenure as Vice-Chair.

ADOPTED this day the 2nd day of December, 2002.

Pitt County Board of Commissioners

Chairman

Attest:

Susan J. Banks, Clerk

Motion:

Motion to adopt resolution honoring Vice Chairwoman Beth B. Ward.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

Meeting Notes

Mr. Elliott presented Ms. Ward's resolution on behalf of the Board of Commissioners.

Resolution Honoring the Life and Service of Billy Phillips to Pitt County - Mark Owens

Information Provided with the Agenda

Mr. Billy Phillips served over seventeen years as a District Supervisor with the Pitt Soil & Water Conservation District. Mr. Phillips recently passed away. As an ardent supporter of conservation practices, he was faithful to his charge as a Supervisor. The attached resolution honors his memory and service to the County.

**RESOLUTION HONORING THE LIFE AND SERVICE OF
BILLY PHILLIPS**

NOVEMBER 18, 2002

WHEREAS, Billy Phillips was sworn to service with the Pitt Soil & Water Conservation District on March 25th, 1985; and

WHEREAS, Billy Phillips served as a District Supervisor for more than seventeen years and was dedicated to conserving the natural resources of Pitt County; and

WHEREAS, Billy Phillips served as a Local Advisory Committee Member to the Neuse River Initiative that has developed environmental regulations to protect this valuable watershed; and

WHEREAS, Billy Phillips was instrumental in the development of the "Cost Share" program in Pitt County that functions to assist Pitt County farmers to practice environmentally responsible agricultural methods; and

NOW THEREFORE BE IT RESOLVED that the Pitt County Board of Commissioners hereby acknowledges the contributions of Billy Phillips to the environmental protection of the natural resources of Pitt County and expresses its heartfelt sympathy to the family of Mr. Phillips as his passing is a loss to the entire County.

ADOPTED this 2nd day of December, 2002.

Chairman

Attest:

Susan J. Banks

Meeting Notes

Chairman Ward presented the resolution to Ms. Phillips honoring her husband Mr. Billy Phillips. Chairman Owens spoke about Mr. Phillips and what his leadership and heartfelt caring for his contributions to this community.

Motion:

Adopt the resolution honoring Billy Phillips, Pitt Soil and Water Supervisor.

Motion made by Commissioner Randy Royal.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

Meeting Notes

Chairman Ward called the meeting back to order.

Public Addresses to the Board

Meeting Notes

Ms. Jane Barnhill stated concerns about the location of the 911 center. She said it should not be a power struggle among staff and they should consider what is best for all the citizens out in the communities.

Nancy Colville spoke about emergency services. She said she had read Bobby Joyner's letter to the Manager about moving the communications center. She said that this could effect you no matter where you live. There are a lot of options. She said she hopes the Board brings this back for further discussion before a decision is made. She said that both services are together in other counties. She said they don't want the center moved.

Vice Chairwoman Ward said she wanted to thank Chairman Owens for his leadership as the former chairman and has learned a lot from him.

Items for Report

Manager's Report

Information Provided with the Agenda

NCACC Regional Meeting, December 16, PCC, Fulford Bldg.
2003 Legislative Goals Conference - January 16-17
New Commissioners School - New Bern - February 11-14

Meeting Notes

Mr. Elliott reviewed the items on his report. He said a slate of goals was being prepared for presentation to the General Assembly at the Legislative Goals Conference.

Items for Consent

Approve Items for Consent

Motion:

Motion to approve items for consent.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

Administration of Flood Damage Prevention Ordinance- Town of Falkland - Stephen Smith

Information Provided with the Agenda

The Town of Falkland has requested the County's assistance in administering the County's Flood Damage Prevention Ordinance within the town's planning jurisdiction (see attached). Pitt County currently enforces our Flood Damage Prevention Ordinance in Bethel, Grifton, Grimesland and Simpson. The Town of Falkland does not currently enforce such regulations and individuals residing in the Town's jurisdiction are not eligible for participation in the National Flood Insurance Program (NFIP). The Town is currently completing the necessary applications for acceptance into the NFIP.

NORTH CAROLINA

INTERLOCAL AGREEMENT

PITT COUNTY

**BETWEEN TOWN OF FALKLAND AND PITT
COUNTY-FLOOD DAMAGE PREVENTION
ORDINANCE**

THIS AGREEMENT, made and entered into this the 2nd day of December, 2002, by and between the Town of Falkland, a municipal corporation organized and existing pursuant to the laws of the State of North Carolina, Party of the First Part and hereinafter referred to as the TOWN and Pitt County, a political subdivision of the state of North Carolina established and operating pursuant to the laws of the State of North Carolina, Party of the Second Part and hereinafter referred to as the COUNTY;

WITNESSETH:

WHEREAS, the TOWN and the COUNTY, pursuant to the authority granted by the North Carolina General Statutes 160A-461, hereby covenant and agree as follows:

1. That the TOWN hereby contracts with the COUNTY to use the services of the Planning and Inspections Departments of the COUNTY to administer the TOWN'S Flood Damage Prevention Ordinance within the corporate limits and extra-territorial jurisdiction of the TOWN.

2. That the COUNTY'S Flood Damage Prevention Ordinance and any amendments thereto are hereby adopted by the TOWN, through execution of this Interlocal Agreement, as well as by Resolution of the Town Board, and the same shall apply within the corporate limits and extra-territorial jurisdiction of the TOWN.

3. That the services of the Pitt County Planning and Inspections Departments shall be performed at no cost to the TOWN. However, should any claims arise, the TOWN agrees to indemnify and hold the COUNTY, its employees, agent and contractors harmless from any and all claims for liability, loss, injury, damages to persons or property, costs or attorney's fees resulting from any action brought against Pitt County, its employees, agents, contractor and Commissioners arising as a result of these services performed on behalf of the TOWN that are the subject matter of this Agreement.

4. That all fees and charges associated with administering the Flood Damage Prevention Ordinance as adopted by the Board of County Commissioners, shall be collected by the COUNTY, shall be the sole property of the COUNTY, and no part hereof shall be payable to the TOWN.

5. That all development to take place within the TOWN's corporate limits or extra-territorial jurisdiction shall be subject to the rules and regulations set forth in the aforementioned Flood Damage Prevention Ordinance. No building permits shall be issued for any property until the flood zone is determined and the necessary building standards are met if the property is located within the one hundred (100) year floodplain. If the structure is to be constructed within the flood hazard area, preliminary and final elevation certificates will be required.

6. That the Pitt County Planning and Inspections Departments will use every effort to enforce the Flood Damage Prevention Ordinance, except that if any civil or criminal action becomes necessary, the TOWN shall bring any legal action as may be required to effectively enforce said Ordinance, upon written notice from the Pitt County Planning or Inspections Department of such violations.

7. That this Agreement shall continue until such time as either the TOWN or COUNTY resolves to discontinue the Agreement and presents six (6) months written notice to the other party of said termination or upon mutual agreement of both parties.

8. This Agreement may only be modified in writing and executed by both parties.

9. That the effective date of this Interlocal Agreement shall be December 2, 2002.

IN WITNESS WHEREOF, the Town of Falkland has caused this Agreement to be signed in its name by its Mayor attested by its Clerk, and its Official Seal to be hereunto affixed, and Pitt County has caused this Agreement to be signed in its name by the Chairman of the Board of Commissioners and attested by the Clerk of its Board and its Official Seal to be hereunto affixed, the day and year first above written.

TOWN OF FALKLAND

By: _____
Mayor

ATTEST:

Clerk

PITT COUNTY

By: _____
Beth B. Ward, Chairman

ATTEST:

Susan J. Banks, Clerk

Motion:

Authorize staff to enter into an interlocal agreement with the Town of Falkland to administer the County's Flood Damage Prevention Ordinance once the Town is accepted into the National Flood Insurance Program and the Town Board adopts the County's Flood Damage Prevention Ordinance.

**Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Eugene James.**

Motion Passed Unanimously.

Approve Bonds of County Officials as Required by General Statute - John K. Bulow

Information Provided with the Agenda

Various General Statutes require that certain County officials be bonded. Three officials bonds are renewed each year automatically when due and billed to the County. These include bonds for the Tax Assessor, Tax Collector, and Finance Officer. The Sheriff's and Register of Deed's bonds are set by term and are billed after the election. Below are the bonds and the amounts.

	Amount	Bond Number	Expiration
Glen Cutrell, Tax Assessor	\$25,000	#B80-276987	7-1-03
Jeff Niebauer, Tax Collector	\$25,000	#B80-276989	8-7-03
Melonie Bryan, Finance Officer	\$25,000	#B80-276986	7-8-03
Mac Manning, Sheriff	\$25,000	#B80-396432	12-7-06
Judy Tart, Register of Deeds	\$25,000	#B80-395194	12-1-04

All employees are covered under the County's "package" insurance policy for dishonesty in the amount of \$250,000.

Motion:

**Approval of annual submission of bonds as recommended.
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Eugene James.**

Motion Passed Unanimously.

Approval of Minutes - Susan Banks

Information Provided with the Agenda

November 18, 2002

Motion:

**Motion to approve November 18, 2002 minutes.
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Eugene James.**

Motion Passed Unanimously.

Letter for Clarks Neck Fire Department to Borrow Money - Bobby Joyner

Information Provided with the Agenda

Approve letter to authorize Clarks Neck Fire Department to purchase a new fire truck.

STATE OF NORTH CAROLINA
COUNTY OF PITT

CERTIFICATE OF CLERK APPROVAL
OF TAX-EXEMPT LOAN TO VOLUNTEER FIRE
DEPARTMENT BY BOARD OF COMMISSIONERS

The undersigned, being the duly qualified Clerk of Pitt County, North Carolina Board of Commissioners, does hereby certify that the following is a true and accurate copy of a Resolution passed by the Board of Commissioners of Pitt County, North Carolina, at its regular meeting on the 2nd day of December 2002, which Resolution was duly introduced, seconded, and approved, and that said Resolution remains in full force and effect:

“NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Commissioners of Pitt County, North Carolina have no objection to (within the scope of the qualifying language set forth below) a tax-exempt loan in the amount of \$150,000.00 to the Clarks Neck Fire Department Inc. from United Financial of North Carolina to purchase a truck.

The fire truck will be located at 5440 Clarks Neck Road Washington.

RESOLVED, FURTHER, that the approval of the loan to the VFD set forth about is given solely for purposes of the public approval requirements for tax-exempt financing application to the Clarks Neck Fire Department because of Section 150 (e) (3) and Section 147 (f) of the Internal Revenue Code of 1986, as amended, and such approval (i) does not obligate the County or its Board of Commissioners in any way regarding repayment of the debt, and (ii) such approval does not indicate whether or not the VFD is

in compliance with any laws regarding bids, purchasing, or nonprofit corporation may be applicable to the VFD.”

Duly certified by the execution thereof and the placing hereon of the seal of the said County, this the 2nd day of December 2002.

(SEAL)

CHAIRMAN
PITT COUNTY BOARD OF COMMISSIONERS
PITT COUNTY, NORTH CAROLINA

CLERK, PITT COUNTY BOARD OF COMMISSIONERS
PITT COUNTY, NORTH CAROLINA

Motion:

**Approve letter to authorize Clarks Neck Fire Department to purchase a new fire truck.
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Eugene James.**

Motion Passed Unanimously.

Refunds Greater Than \$100 - Glenn Cutrell

Information Provided with the Agenda

Total Number of Refunds Greater Than \$100 - (2) - \$ 474.84

Jaguar Credit - \$ 258.96

Mercedes Benz Credit - \$ 215.88

Motion:

**Approve as submitted.
Motion made by Commissioner David Hammond.
Motion seconded by Commissioner Eugene James.**

Motion Passed Unanimously.

Monthly Financial Report - October 2002 - Melonie Bryan

Information Provided with the Agenda

Fund Balance - General Fund:	\$ 48,007,392.	(06/30/02)
	\$ 40,854,227.	(Unreserved - \$9,693,614 designated)
		40.08%

Total Budget: \$179,213,473. 33.33% of Fiscal Year completed

Summary of Revenues:	Oct 2002	YTD 02-03
General Operating Funds	\$ 5,794,183.	\$ 36,812,796.**
Enterprise Fund	330,392.	2,574,561.
All Other Funds	1,946,925.	8,366,123.
Totals	\$ 8,071,500.	\$ 47,753,480.
Percent of Budget:	4.50%	26.64%

Summary of Expenditures:	Oct 2002	YTD 02-03
General Operating Funds	\$ 10,985,819.	\$ 38,586,507.
Enterprise Fund	669,822.	2,162,823.
All Other Funds	1,236,487.	6,881,202.
Totals	\$ 12,892,128.	\$ 47,630,532.
Percent of Budget:	7.19%	26.57%

**Net of Fund Balance Appropriated.

Motion:

Accept for the record.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

Items for Decision

Pitt County Historical Society - Chronicles of Pitt County - Scott Elliott

Information Provided with the Agenda

Sandra Hunsucker, Chronicles Committee Chair, spoke to Commissioner Ward concerning appearing before the Board on this matter. They are requesting a letter of support and promise of financial assistance when funds become available for the update of the "Chronicles of Pitt County."

Attached you will find a letter describing this project.

Meeting Notes

Ms. Hunsucker was not present at this time. Mr. Elliott said that she was requesting the Board prepare a letter of support of the update of the "Chronicles of Pitt County." He said they may also request some financial assistance.

Motion:

Motion to authorize the County Manager to write a letter of support of the updating of the "Chronicles of Pitt County."

Motion made by Commissioner Mark Owens, Jr.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

PATS Board Appointment - John K. Bulow

Information Provided with the Agenda

Mrs. Julie Rawls has resigned from the PATS Board after many years of service due to a promotion in the Department of Social Services and a restructuring of her duties. Mrs. Rawls suggests that Margaret Dixon of the Department replace Mrs. Rawls as her duties are pertinent to transportation. This recommendation has the full concurrence of the Director of Social Services, Ed Garrison.

Motion:

Appoint Margaret Dixon to the PATS Board to represent the Pitt County Department of Social Services.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Chairman's Appointments to Boards - Susan Banks

Information Provided with the Agenda

Attached is a list of Boards/Committees which have commissioners serving on these boards. The first includes all boards with * for those appointed by the Chairman of the Board of Commissioners. Some of those positions carry a full term, versus the Chairman's appointments which typically have a one year term.

The Social Services Board and the Board of Health positions are designated commissioner seats.

Meeting Notes

Ms. Banks stated that this list of boards show which board each commissioner serves on so the commissioners can review it and let the Chairperson know which boards they would like to be appointed to serve on. Chairperson Ward stated she would like to postpone these appointments until the December 16, 2002 meeting.

Motion:

Motion to delay appointments until the next meeting, December 16, 2002.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Appoint Voting Delegate for NCACC 2003 Legislative Goals Conference - Scott Elliott

Information Provided with the Agenda

The Board of County Commissioners will need to elect a commissioner to serve as voting delegate at the NCACC 2003 Legislative Goals Conference on January 16-17 in Raleigh. Typically, if the Chairman is attending this meeting, they would serve as the voting delegate. Commissioner Hammond stated that he has been appointed, once again, as District Director to the North Carolina Association of County Commissioners by DuPont Davis. He stated that the

first meeting is December 11. Vice Chairwoman Ward asked for the Board's support to appoint Commissioner Hammond as voting delegate to the NCACC Legislative Goals Conference.

Motion:

Motion to appoint voting delegate, David Hammond.

Motion made by Commissioner John Minges.

Motion seconded by Commissioner Jimmy Garris.

Motion Passed Unanimously.

2003 Board Meeting Schedule - Scott Elliott

Information Provided with the Agenda

Attached is a meeting calendar for the Board's consideration. Recommendations have been included where a conflict in meetings occur. Please review and consider for adoption.

**Pitt County Board of Commissioners
Year 2003 Board Meeting Schedule**

Regular Meeting and Conferences (Deadline for Agenda Items)

**Recommend rescheduling January dates from January 6 and 20 to one meeting*

January 13	Regular Meeting-9am (01/02) Meeting in January because of Martin Luther King Day on January 20th.
January 16-17	Legislative Goals Conference, Raleigh
January 23	Board Retreat (Goal Setting Workshop, CIP, Financial Plan)
February 3	Regular Meeting-9am (1/30)
February 11-14	New Commissioners School, New Bern, NC
February 17	Regular Meeting-9am (2/6)
Feb 28-March 5	NACO Legislative Conference, Washington, D.C.
<i>*Recommend rescheduling March dates from March 2 and 17th due to NACO meeting</i>	
March 10	Regular Meeting-9am (2/27)
March 24	Regular Meeting-9am (3/13)
April 7	Regular Meeting-9am (3/27)
April 21	Regular Meeting-9am (4/10)
May 5	Regular Meeting-9am (4/24)

May 14	NCACC Legislative Update, Raleigh
May 19	Regular Meeting-9am (5/8) Present overview, balanced budget to Board of Commissioners.
May 21-23	Hold workshops with Commissioners to review/ amend tentative budget
May 27-29	Hold open for additional workshops, if needed
June 2	Regular Meeting-9am (5/22) Manager's recommended budget and budget message presented to Board of Commissioners
June 10 (Tuesday)	Hold 2002-03 Budget public hearing at 7 p.m. (and possible budget adoption)
June 11-13	Available for additional workshops, if needed
June 16	Regular Meeting-9am (6/5) (Alternative date to adopt 2003-04 Budget)
July 7	Regular Meeting-9am (6/26)
July 12-16	NACO Annual Conference, Milwaukee, WI
July 21	Regular Meeting-9am (6/03)
August 4	Regular Meeting-9am (7/24)
August 18	Regular Meeting-9am (8/7)
August 14-17	NCACC Annual Conference, Guilford County
September 1	Offices Closed
September 8	Regular Meeting-9am (8/28)
September 22	Regular Meeting-9am (9/11)
October 6	Regular Meeting-9am (9/25)
October 20	Regular Meeting-9am (10/9)
November 3	Regular Meeting-9am (10/23)
November 17	Regular Meeting-9am (11/6)
December 1	Regular Meeting-9am (11/20)
December 15	Regular Meeting-9am (12/04)

Meeting Notes

Mr. Elliott stated that a calendar has been provided by the staff for the Board's consideration. He asked for the Board's consideration of the calendar. The budget calendar has also been included. Chairwoman Ward asked for the Board's consideration. Commissioner Bowen said there has been talk by new commissioners about night meetings and feel this should be delayed until the next meeting.

Motion:

Motion to delay until next meeting.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Commissioner Eugene James.

Vote Record:

Jimmy Garris	Yes
John Minges	Yes
Mark Owens, Jr.	No
Beth Ward	Yes
Glenn Bowen	Yes
Tom Coulson	Yes
David Hammond	Yes
Eugene James	Yes
Randy Royal	Yes

Total Yes Votes: 8

Total No Votes: 1

Motion Passed.

Approval of Local Business Plan for Pitt Mental Health - Debra Dihoff

Information Provided with the Agenda

The Local Business Plan is a requirement of HB 381 System Reform. This plan includes the recommendation from the Core Committee to change our Phase selection from Phase III to Phase II, meaning we would become, if approved, a certified local management entity January 2004 rather than July 2004.

EXECUTIVE SUMMARY
LOCAL BUSINESS PLAN (LBP)
FOR
December 2, 2002

WHAT IS THE LBP?

- Required in Legislation (HB 381)
- Due January 2, 2003 (April 1, 2003)
- Demonstrates in a 3-year plan how we will restructure mental health.

WHY ARE THE CHANGES NEEDED?

- Tremendous variation in quality across the state
- Overuse of institutional services
- Community can't be all things to all people
- Improved accountability

HOW WILL IT CHANGE MENTAL HEALTH?

- Services will be targeted to those **most** in need
- Services will be based more on best practices
- Consumers will have more of a role in governance and will have more choices
- Mental Health will move towards **managing services** - purchase, authorize and monitor
- Services will gradually move into private sector
- There will be a separation of management and service provision.

- Citizens in all areas of the county -from **Bethel to Grifton** and from **Farmville to Grimesland** - will find it easier to be connected to what they need through improved access.

PROCESS

- January/February - Education through Community Forums (4) and Special County Commissioner Meeting
- March - Business Plan Core Committee established along with 6 subcommittees
- Over 105 people participated
- Membership included all stakeholders:
 - Consumers*
 - Providers*
 - County Commissioners (3)*
 - Advisory Committee members (3)*
 - Staff (2)*
 - Family members*
 - Agency and ECU Representatives*

- CFAC (Consumer & Family Advisory Committee) met regularly and will be permanent.

GOVERNANCE

- Public hearing held August 1, 2002 on governance options
- Commissioners select county department model of governance effective August 12, 2002
- First in the State to select this option
- Area Board becomes Advisory Committee

FUNDING

- No intent to cost the County or the State more
- State will fund the management entity based on size (risk)
- State will restrict funding to those who fit target population criteria. Others will transition to other community agencies (35%).
- County money may be needed to fully fund the LME and services to some of non-target populations

TIMEFRAMES

- June 10, 2002 - letter of intent submitted to the State
- September 30, 2002 - Phase III Selection (* will be recommending change to Phase II)
- January 2, 2003 - LBP submitted to State
- April 1, 2003 - LBP revisions submitted to State
- January 1, 2004 - Certification as LME
- Present through 2007 - Implementation

On-going: Quality reports on progress

ORGANIZATION OF THE DOCUMENT

- Planning/Governance
- Qualified Provider Network
- Service Management
- Access
- Service Monitoring & Oversight
- Evaluation
- Financial Management

- Information Systems
- Collaboration

PLANNING/GOVERNANCE

- Details implementation of steps necessary to move to a local management entity over a three- year period
- Tasks outlined for each content area in LBP (QPN, Access, etc.)

QUALIFIED PROVIDER NETWORK

I. Purpose/Required Elements

- Insure the availability of qualified providers to deliver services based on local needs
- Network includes formal (paid services and supports) and informal/natural services and supports (faith based, boys and girls clubs mentor groups, etc.)
- Focus on addressing racial and ethnic disparities while building the network

Required Elements

- A current list of all qualified service providers matched to service category and target populations
- A survey was distributed to all identified providers within Pitt and surrounding counties to determine interest and ability for service expansion (85% want to do more)
- A comprehensive assessment of service capacity need was completed with a summary of conclusions and recommendations
- Criteria for the inclusion and exclusion and eligibility of qualified providers for the network was developed
- Proposed key departments & functions for the LME that will work closely with the Provider Network. Those include provider relations, case management, QI/Regulatory Compliance/monitoring
- Developed a credentialing process
- Developed a current list of "Informal Community Support Systems"
- Developed Policies:
 - Consumer Choice
 - Array of Services
 - Use of Independent Practitioners
 - QPN Quarterly Reports to the Division

II. Planned Changes

- **Year One:** To initially request to be a manager and provider of services until a comprehensive provider network is developed
- **Years One, Two & Three:** To develop the QPN via three stages that will occur simultaneously over the next three years.
 - A review of county departments and other county or state operated services to determine if some direct services could be shifted to them (i.e. DSS, Health Department, schools, ECU School of Medicine, etc.)
 - Review present and potential contractors to determine their willingness to expand service array for target populations
 - Develop providers that are willing to provide needed services to the target population but need external supports and guidance to start up or expand (i.e. current staff of the county Mental Health Center)
 - Restructure Pitt Mental Health to develop provider relations component

III. Challenges/Concerns/Barriers

- Inability to attract providers to serve the more difficult or chronic populations

- Lack of adequate support for Information Systems necessary to gather electronic data for purposes of monitoring providers
- Provider grievances regarding exclusion from the network
- Initial consumer confusion regarding provider choice and access to treatment
- Inaccurate assessment of service capacity need
- Current mental health staff will undergo role change and need to learn new skills to quality and monitor providers
- Unsure of community capacity to serve non-target populations

SERVICE MANAGEMENT

I. Purpose/Required Elements

- to create a comprehensive system for on-going development, management and evaluation of services by focusing on access, provider and service development, quality of care, quality improvement, administration and infrastructure.

Required elements:

- > **System for management of core services:** screening, assessment, referral, emergency, care and service coordination, consultation and education, prevention.
- > **System for authorization of services:** management of approval for services provided, reimbursement, grievances of services authorized.
- > **System for oversight of services:** coordination of services provided amongst providers, assurance that target populations are receiving care without lapse, continuity of care for those discharged from state/residential facilities.
- > **System for ensure use of best practices:** compliance with best practices, monitoring for continuous quality improvement, training coordination.

II. Planned Changes

- > **Year One:** Access need for core services and in corporate in plan
 - Computerize authorizations, standardize features and train staff in best practices
 - Educate providers about target populations and begin process of transitioning non-targets as providers are developed.
 - Develop methods to computerize eligibility status
- > **Year Two**
 - Link authorization to claims management
 - Implement unified consistent system of accessing services
 - Use computerized prompts to consider continuation in authorizing services
 - Prevention best practices implemented including arrangement of annual training
- > **Year Three**
 - Access effectiveness of authorization system
 - Computerized tracking of target and non-target complete and functioning
 - Computerized tracking complete for overall quality improvement management of all core services

III. Challenges/Concerns/Barriers

- Face difficulties to reverse trends to reimburse services that are not best practices
- Potential loss of funds due to services that are not reimbursable (core)
- Increased Information Systems development costs

ACCESS

I. Purpose/Required Elements

- to achieve uniform, consistent, timely access to services for those in need of mental health,

development disability, substance abuse services and supports.

Required Elements

- ***Uniform Portal of Entry*** – ensures that there is a uniform portal of entry into the service system that is easily accessible, fair, monitored by consumers and families and that has the capacity to track service requests, referrals and disposition of requests
- ***Capacity to support the system*** – description of the monitoring process for routine, urgent and emergent services as well as 2 years of data analysis regarding routine, urgent and emergent access
- ***Number and location of entry points into the system*** – outline of the county's coverage area, the number and location of entry points and compliance with the state's new "30 minute/30 mile" access standard
- ***Provision of interim services*** – describes how the LME will work to search for services that may not be available within the current network, or that may necessitate working across county lines
- ***Physical and programmatic accessibility issues*** – includes accommodations for non-English speakers or deaf and hard of hearing, addresses the cultural and demographic needs of the community, persons with visual impairments, and building accessibility

II. Planned Changes

- **Year One:** Standardization of the intake process and standardization of data gathering, collaboration with E-911 department, begin plans for MOA's with main referral sources
- **Year Two:** Development of MOA's with main referral sources, implementation of automatic call distribution function, addition of a face-to-face Pitt Memorial emergency room response, ACT Team implementation
- **Year Three:** Centralized automated data gathering for the access function

III. Challenges/Concerns/Barriers

- PMH has the good fortune of already having an effective Access Unit. Efforts will be made to improve and expand the current unit to maximize system accessibility and efficiency. The following are items to consider as movement is made toward uniform portal and county-wide access:
- Increased cost from telephone system upgrades
 - Current Access team does not have expertise in DD, hospital UR & child populations
 - Need to gather data electronically regarding source of referral, disposition, age, disability, target population, timeliness
 - Training on target populations, assessment of all disability groups, levels of care, utilization and review, and treatment decision making in a managed resources environment
 - Formulation of forms and a system of service authorization and claims payment
 - Electronic database of providers

SERVICE MONITORING & OVERSIGHT: QUALITY MANAGEMENT

I. Purpose/Required Elements

- Risk Management and Health & Safety Issues
- Restrictive or Coercive Interventions
- Privileging/Credentialing and Core Competencies
- Collection of consumer satisfaction and State outcome data
- Client Rights
- Incident/Accident reporting
- Utilization management

- To ensure that services provided to consumers and families meet regulations and standards and ensure qualified performance by qualified providers in following areas:
- To ensure best practices
- To ensure sufficient information systems to share and analyze data between the LME and external providers
- To ensure the provision of timely and accurate data

II. Planned Changes

- **Year 1** – Implement Provider Report card to measure performance
- **Year 2** – Implement monitoring for best practices
- **Year 2 & 3** – Improve consistency of data reporting by all providers in network to be compatible with Pitt mental health system architecture

III. Challenges/Barriers

- There will be costs for the providers in order to meet our system technology requirements
- There will be costs associated with training for best practices
- It will be difficult for some providers to change their current practices
- Some providers may be eliminated due to performance providers identified through provider report card

Evaluation

I. Purpose/Required Elements

- Identify a plan to maintain national accreditation
- To define the evaluation process for continuous quality improvement in order to improve client outcomes
- To insure a plan for the development of system performance indicators:
 - Access
 - Quality of care
 - Administrative processes
 - Consumer outcomes
- Demonstrate capacity to collect and analyze data to be used for planning

II. Planned Changes

- **Year One, Two and Three:** We will continue with COA until the time the State identifies a need to change or our accreditation runs out (2007).
- **Year One:** Pitt's Quality Improvement plan was modified to better address the following:
 - Long and short term strategic planning
 - Agency goals/program expectations and evaluation processes
 - Monitoring

III. Challenges/Barriers

- Increase costs for training and possible modifications to current software
- Pitt Mental health staff will need to assume new roles in planning, evaluation, regulatory compliance and provider relations

FINANCIAL MANAGEMENT & ACCOUNTABILITY

I. Purpose/Required Elements

- to ensure that the LME (Local Management Entity) will function efficiently and effectively, do cost sharing and manage system resources

Required Elements:

- **Financial Management Plan** - assures proper internal controls throughout the operation in accord with state, federal and professional requirements
- **Compliance with Federal and State fiscal requirements** – must have policies and procedures in place to assure that the LME and network providers are able and willing to comply with all federal and state fiscal requirements
- **Audit Requirements** - must have policies and procedures in place to assure that the LME and network providers comply with audit requirements
- **Real Assets** – LME must safeguard the value and/or use of real property

II. Planned Changes

- **Year One:** IPRS implementation, contract revisions, review internal processes/procedures, evaluate fiscal impact of LME transition, evaluate data integration
- **Year Two:** Plan for integration of MUNIS & PsychConsult data, continue to monitor IPRS, impact of LME funding methodology (fiscal feasibility), contract reviews, identify high-cost LME functions, plan for LME-related budget structure changes
- **Year Three:** Consider cost sharing with County for duplicative functions, consider outsourcing of certain LME functions, continue to review contracts, budget revisions

III. Challenges/Concerns/Barriers

We do not anticipate major challenges/barriers to compliance with the Financial Management & Accountability section of the Local Business Plan. The following are a list of items to consider as we move forward with system reform and LME implementation:

- LME Funding
- IPRS Conversion
- Managed Care Expertise
- Automated integration of MUNIS & PsychConsult data
- Contract Management (where should it “live” on the O-Chart?)
- Property usage of county buildings

INFORMATION SYSTEMS AND DATA MANAGEMENT

I. Purpose/Required Elements

- to ensure that the LME has the information systems capacity to operate efficiently and effectively.

Required Elements:

- **Compliance with Integrated Payment & Reporting System (IPRS) and Medicaid Management Information System (MMIS) requirements** - assures that the LME will be able to implement the new standards required to transmit billing and client eligibility information to the Division of MHDDSAS
- **Adherence to State Technology Standards** – must show evidence that the LME has the hardware, software and network capacity to operate – also addresses user training, IS infrastructure and disaster preparedness
- **Security** – evidence of capacity to adequately secure data, movement toward HIPAA compliance for the exchange and security of data

II. Planned Changes

- **Year One:** IPRS implementation
- **Year Two:** Anticipate full HIPAA compliance for the exchange and security of data, evaluate network providers for HIPAA compliance
- **Year Three:** Work to have network providers' information systems compatible with

PsychConsult and/or have some providers “plug” directly into the system

III. Challenges/Concerns/Barriers

- With the support of the Pitt County MIS department, PMH far exceeds all of the technology standards as set forth by the Division. PMH will also be able to more than meet the security standards required.
- There are considerable challenges, however, in the area of internal IS infrastructure for business operations. PMH currently has one staff in the IS section, which serves as a liaison between PMH and Pitt County MIS department. While PsychConsult has the capacity to perform the needed LME IS operations, there are a lack of resources (or expertise) internally to maximize its capacity, due to not having a fully staff IS department.
- Consideration must also be given to the potential for added costs in the area of HIPAA compliance. This cost will undoubtedly include system modifications, staff training, and network provider monitoring and training.

Collaboration

I. Purpose/Elements

- To cultivate partnerships among community agencies and forge linkages for care coordination and to develop cooperative solutions to complex community problems.
- To establish a framework and implement a structure for the Human Services Coordinating Council (HSCC) which will use the Pitt County Community Collaborative (PCCC) processes to affect systemic changes to improve service delivery to the citizens of Pitt County.
- To increase public awareness of the reform effort and service changes that will impact the targeted and non-targeted population of Pitt County.

II. Planned changes

- **Year One:** Create database of all potential collaborative groups within the community. Development of a communication and marketing strategy in conjunction with the County Office to spread awareness of system reform to consumers, providers, and the general public.
- **Year Two:** Appointment of a Human Services Coordinating Council (HSCC) by the County Commissioners. This Collaborative will meet quarterly. Establish framework, formalize, and coordinate collaborative efforts for collaboration groups—Human Services Coordinating Council (HSCC) and the Pitt County Community Collaborative (PCCC) and begin identifying issues requiring system changes. Develop a newsletter in cooperation with CFAC to raise public awareness and inform citizens on service needs and issues.
- **Year Three:** Establish new initiatives as needed to promote best practices among agencies. Develop MOAs and MOUs with agencies and organizations that have been identified as partners.

III. Challenges/Concerns/Barriers

- All participants must be active and empowered.
- Identification, appointment, commitment, and leadership of Human Services Coordinating Council (HSCC).
- Ongoing broad-based active collaborative planning and participation with local departments of mental health, social services, public health, vocational rehabilitation, corrections, legal services, court system, juvenile justice and delinquency prevention, developmental evaluation centers, homeless shelters, domestic violence programs, law enforcement, jails, school systems, faith-based community programs, veterans, hospital, consumers and family, etc.

- Continuous meaningful participation by consumers and families.
- The participants must face and conquer the tough realities of making change happen in a timely manner.
- Mental Health must staff this function or it will not happen.
- The community must own the solution.

RESOLUTION

- Required action - County Commissioners must approve the Local Business Plan including change to Phase II

CONCLUSION

- A special thank you to the **105** people who helped make the business plan a true **community plan**.

**PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE, NORTH CAROLINA
DECEMBER 2, 2002**

**RESOLUTION FOR APPROVAL
OF THE**

**LOCAL BUSINESS PLAN
FOR THE
PITT MENTAL HEALTH**

WHEREAS, the State of North Carolina required that counties make substantial reform to the way services are delivered to those citizens needing mental health, developmental disabilities, substance abuse services and supports; and

WHEREAS, the plan outlines criteria to be used to select qualified providers in a way that is consistent with state policy, including but not limited to: acceptable practice models, consideration of size and economies of scale, and costs; and

WHEREAS, this project was of extreme importance to the Mental Health Center and the County of Pitt in order to meet State mandates for System Reform; and

WHEREAS, the process was exemplary through involving stakeholders representing the scope and diversity of Pitt County by including people with disabilities, family members, county commissioners, advisory committee members, agency and university representatives, providers, and county government employees; and

WHEREAS, citizens and staff dedicated many hours of extra effort to accomplish this task; and

NOW, THEREFORE, BE IT RESOLVED that the Pitt County Board of Commissioners hereby resolve to approve the Local Business Plan for the Pitt Mental Health Program and extend their thanks to all stakeholders and staff for their diligence and commitment in the development of this plan.

ADOPTED this the 2nd day of December, 2002

Chairperson

ATTEST:

Susan J. Banks, Clerk

Meeting Notes

Mr. Lester Brown introduced the business plan. He stated that some 105 people participated in this effort including Commissioner James, Commissioner Johnson, and Commissioner Royal for their support. He stated that Scott Elliott, JoAnne Burgdorff, Melonie Bryan and John Bulow worked on this plan and he wished to recognize them for their fine work. He also recognized all the members of core committee that were present. He also recognized the work of Deby Dihoff and Duane Holder from Mental Health. Ms. Dihoff thanked Duane Holder, staff and committee members for participation.

Ms. Dihoff reviewed the Executive Summary as presented in the agenda package. She said it was not intended to cost the State more, the intentions are to put more money directly into programs. There is some risk with this plan because the State may fund Pitt County at a smaller amount. However, Ms. Dihoff said the Mental Health Center has some funds that could be reallocated. There may be a period of time where people will be transitioned out. County money may be needed to fully fund the plan.

Duane Holder gave a brief overview of the ten chapters. He said this is a three-year plan where any client could have access to services within 30 minutes or 30 miles from their home. They do anticipate changes in programs. He spoke about the Advisory Committee, the plan to be a single county program and there would be some internal re-organization. They would shift from providing services to managing the provision of services. He spoke of target and non-target populations that need to be served. They will use the best practiced models, convert to managed care with special authorizations and limits will be a change. They will be looking for uniform access, centralized and decentralized access, data integration, provider report card, information systems and more public collaboration.

Mr. Holder reviewed the challenges such as the fact that the Pitt County program will not serve the required target population of 200,000. Community partners already feel over burdened. They will be changing the way services are being delivered. Training will be needed in managed care. The question of whether this program can afford to be a local management entity? They are concerned about lack of internal systems in mental health. They will continue to edit the plan but they would like the Board's approval with the change in the Phase 2 plan.

Mr. Holder then introduced Lee Walton. Mr. Walton said he had been working with Mental Health staff since September on this plan. He has reviewed other plans that have been published. Pitt's plan is much more detailed and thorough. Areas that will receive attention are the funding and reducing administrative costs. This County will not be complying fully with what the State is requesting in governance. Pitt County will need to lobby hard on what this Pitt County wants to do. They are looking at access to services. The centralized care to start with is their plan. He said they will first get staff trained, get the right people on the board and then do good quality work. It is a very solid plan. Nothing in this plan has been rubberstamped. A great job has been done by staff and others.

Chairperson Ward expressed her appreciation of the work staff has put into formulating this plan. Commissioner Owens asked the commissioners involved in the plan to state their opinion. Commissioner James said good people have put everything into this plan. He also said

the County has to be very aggressive when they go to Raleigh to lobby. Commissioner James thanked Lester Brown for being Chairman of the core committee. He said the County needs to know what is permanent. He stated that people move to Pitt County because of the Med School and the Hospital and the State needs to consider this when they look at where they put their money. Commissioner Royal said that the County has no choice but to change and the outcome will mean better services, management and more cost effectiveness. He stated that a lot of the services would be contracted. He thanked Ms. Dihoff and the entire Mental Health Advisory Board for a job well done. Mr. Elliott said many hours have gone into this plan. The plan is a complete plan which is due to the State by January 2 and he commended them on their work. Mr. Minges asked about the target and non-target population stating those numbers would effect how the County funds the program. Ms. Dihoff estimated 35% of 6,0000 exiting are non-target population but stated she expects it to be less than 35%. It will help them limit care for managed timeframes. Mr. Minges said business will be different and these people are concerned. Commissioner Owens asked Ms. Dhoff about Phase 2 versus Phase 3. She stated that they originally wanted to go with Phase 3 but the State informed them that they would not get the information needed in time. She stated that on Phase 3 they would get feedback by July 2004 on their plan. They are moving forward with things as they see they are beneficial they are for their program. Commissioner Owens asked about the Board approving changes made to the plan prior to it being sent to the State. Ms. Dihoff said they would have to make some minor edits and add some language concerning the County's argument for the single county program.

Chairperson Ward added that this Board is happy with the proposed business plan.

Motion:

Move approval of the resolution to adopt the Local Business Plan for Pitt Mental Health as presented but allow the ability to continue edits to improve the style/format of the plan until the document is submitted. The full plan is available to the public in the Clerk to the Board's office at 1717 W. 5th Street, Greenville.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Randy Royal.

Commissioner James said some commissioners want to wait to approve the plan until the December 16 meeting. He said they want to see the final report. The plan is scheduled to be in Raleigh on December 20th.

Substitute Motion:

Motion to table final decision pertaining approval of plan until the December 16th Board meeting.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner Glenn Bowen.

Commissioner Hammond asked if there is anything else to add to the plan. Ms. Dihoff stated that Mr. Elliott has given her some suggested language to add concerning the argument for Pitt County to have a single county program.

Commissioner Hammond withdrew his motion.

Substitute Motion passed unanimously.

Motion:

Commissioner James motioned to change from Phase 3 to Phase 2.

Commissioner Coulson seconded the motion and it was passed unanimously.

Proposal to Rent an Office in the Mewborn Building (Farmville Child Development Center) - John K. Bulow

Information Provided with the Agenda

The County has received a request from a local psychiatrist, Dr. Susan M. Ehrlich, M.D. to rent an office in the Mewborn Building in Farmville. Formerly parts of this building were used as a satellite mental health clinic. Today it is solely occupied by the Farmville Child Development Center (rent-free), a non-profit organization that provides services to mentally handicapped young children. Staff has contacted the Director of the Farmville Child Development Center and she indicated that she felt the services of Dr. Ehrlich would be an asset to her program and the community. She stated that ample space was still available and Dr. Ehrlich's services would be compatible with her program.

Meeting Notes

Mr. Bulow said Dr. Susan Ehrlich has requested to rent some office space in the Mewborn Building in Farmville. She would be able to contract with Mental Health for services in that community. Mental Health staff is supportive. She will pay a monthly rent of \$100 per month.

Commissioner Bowen asked who funds Farmville Mental Health. Mr. Bulow said Mental Health does fund some of the program, Medicare and other donations fund this program. Commissioner Bowen said this is not consistent with her letter. Mr. Bulow said Dr. Ehrlich had stated she would provide some services in trade but he felt that a contract for direct services would be best so there would be a clean accounting system. Commissioner James said that the Child Development Center serves people outside of Farmville also.

Motion:

Motion that the County lease an office to Dr. Ehrlich for a period of one year with a monthly rent of \$100.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Emergency Medical Services Survey by East Carolina University Regional Development Services - Bobby Joyner

Information Provided with the Agenda

The County Manager met with the Emergency Medical Services Advisory Commission on September 26, 2002, and discussed hiring a consultant as was outlined in the Scope of Work for the Commission and was adopted by the Board of Commissioners. The Commission voted to hire the consultant. When the staff met with the consultant it was discussed to hire East Carolina University Regional Development Services to do a survey for the County. Staff met with Paula Harrell with East Carolina University Regional Development Services on November 7, 2002, and discussed the survey with the consultant. On November 8, 2002, Ms. Harrell gave the County a price of \$7,500.00 to do the survey. The survey will consist of asking 750 citizens in the County that have used the EMS system and people in the County that have not used the EMS system. The survey will consist of about 17 questions.

Department: EMS District Date of Request: 12/02/02

FY Budget: 02-03

ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
109910 599100	Contingency		7,500
2817100 561000	Contracted Services	7,500	

Department Justification: (Please provide detailed explanation)

Appropriation of contingency funds to conduct a citizen survey regarding Emergency Services. The survey is to be performed by ECU.

Meeting Notes

Mr. Joyner said this request was for a telephone survey for emergency medical services. They would like East Carolina University to do the telephone survey. They will look at the questions and answers and then make a recommendation to the Board. They will call enough people to get 750 responses.

Commissioner James asked why the County could not do the survey. Mr. Joyner said he does not have the staff to do the survey. Mr. Elliott said this contract includes them correlating the data and giving the County an evaluation of the responses. Commissioner Coulson said the Board should see the actual questions before they start making phone calls. He said he thought this was a lot of money for 750 calls at \$10 per call. Mr. Joyner said they are supposed to start calling in January. Mr. Joyner said that they are sensitive to the people they are calling. They will be calling people who have used the rescue services as well as people who have not used the services. Chairwoman Ward reminded the Board members that there may be 2,000 or more calls made to get 750 responses, as earlier informed by the County Manager. Chairwoman Ward asked Mr. Joyner to get the questions to commissioners for their review. Commissioner Royal said when a survey is done, there needs to have a goal in mind. Mr. Joyner said the purpose is to try to help them come up with a plan for services. Commissioner Royal said there needs to be some idea of what they are looking for before they start the calling process. Commissioner Bowen stated that the responses would be based on how far someone lives from the rescue squad.

Motion:

Approve Budget Amendment attached to move \$7,500.00 from the contingency fund to do the survey.

Motion made by Chairman Mark Owens, Jr.

Motion seconded by Commissioner John Minges.

Motion Passed Unanimously.

Commissioners' Comments

Commissioner Royal thanked Commissioner Owens and Commissioner Ward for their work this past year as Chairman and Vice Chairwoman.

Mr. Garris thanked his wife, Carolyn, and the people for their support and asked for prayers him individually and the Board.

Mr. Minges said he concurred with Mr. Garris' comments, thanked his wife, Sarah for her support, he thanked the citizens and stated he was looking forward to serving the public.

Commissioner James spoke about Greenville having the highest priced gas in North Carolina. He said he can not figure out why the gas is higher in Greenville than in surrounding

areas and stated that it is totally inexcusable. He said whoever is doing it to the citizens of Pitt County is hurting the citizens.

Commissioner Coulson said he asked James Rhodes to look into a leash law in Pitt County. The Board has received Mr. Rhodes information and may look at the options.

Commissioner Hammond said he had seen in the paper where money was being returned to the State from flood recovery and he hopes that before Pitt County returns any funds, that all needs are met.

Chairman Owens offered congratulations to the new Vice Chairman James and Chair Lady Ward.

Closed Session

Closed Session - Industrial Development - G.S. 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body. - John Chaffee

Motion:

Move to go into closed session pursuant to NCGS 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body as noted by the Attorney noted.

Motion made by Commissioner Glenn Bowen.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

Closed Session

Motion:

Return to open session at 11:40 a.m.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner Randy Royal.

Motion Passed Unanimously.

Applications for Flex Grants

Motion:

Motion to authorize County Manager to send two letters of application for flex grant funds from the North Carolina Eastern Region, formally GTP Development Commission.

Motion made by Commissioner Eugene James.

Motion seconded by Commissioner David Hammond.

Motion Passed Unanimously.

Ms. Ward raised the topic of agenda review sessions. The board could meet prior to the schedule board meeting to discuss items on the agenda for the regular meeting. She stated that the Manager would be available to meet with Commissioners on Thursdays at 3pm and 4pm prior to the regular board meetings.

Adjourn

Motion:

Motion to adjourn.

Motion made by Commissioner David Hammond.

Motion seconded by Commissioner Eugene James.

Motion Passed Unanimously.

Respectfully Submitted,

Susan J. Banks, CMC
Clerk to the Board