

**Pitt County Board of Commissioners  
Greenville, North Carolina  
Monday, March 09, 2020 Minutes**

Board of Commissioners met on Monday, March 09, 2020 at 9:00 AM in the Eugene James Auditorium, Pitt County Office Building, 1717 W 5th Street, Greenville, North Carolina.

**Board Members Present:**

Melvin McLawhorn, Chairman  
Tom Coulson, Vice Chairman  
Alex Albright, Commissioner  
Mike Fitzpatrick, Commissioner  
Ann Floyd Huggins, Commissioner  
Christopher W. Nunnally, Commissioner  
Beth B. Ward, Commissioner  
Lauren White, Commissioner  
Mary Perkins-Williams, Commissioner

**Staff Present:**

Scott Elliott, County Manager  
Janis Gallagher, County Attorney  
Brian Barnett, Deputy County Manager/Finance Director  
Mike Taylor, Deputy County Manager/Chief Information Officer  
Kimberly Hines, Clerk to the Board  
Mike Emory, Public Information Officer  
Carla Hanson, Public Information Specialist  
Tim Corley, County Engineer  
James Rhodes, Planning Director  
Jordan Smith, Assistant County Attorney  
Dr. John Silvernail, Public Health Director  
Amy Hattem, Assistant Public Health Director  
Florida Hardy, Human Resources Director  
Jan Elliott, Social Services Director  
Sam Croom, Tax Administrator  
Randy Gentry, Emergency Management Director

**Welcome**

Chairman McLawhorn welcomed everyone to the meeting.

**Call to Order**

Chairman McLawhorn called the meeting to order.

**Invocation and Pledge**

Commissioner Floyd Huggins led the invocation. Commissioner Fitzpatrick offered the pledge.

**Motion:**

Motion to approve the agenda.

Motion made by Commissioner Mary Perkins-Williams.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

## **Presentation**

Mental Health Court - Janis Gallagher

Judge Wendy Hazelton will make a presentation to the Board about Mental Health Court in Pitt County.

## **Staff Recommendation**

For presentation only

See Appendix 1

## **Meeting Notes**

Judge Hazelton recognized the Behavioral Health Treatment Court Advisory Team members in the audience. She stated the purpose of the Behavioral Health Treatment Court is to identify individuals with mental illness and substitute the normal court process for a more problem-solving process. She stated this court will help guide and support the participant's mental health stability and help them learn to manage their mental wellness, end their encounters with police and the court system, and become better members of the community. Once a participant is approved by the district attorney, the participant must complete a five-phase program. She stated the program is a supervised treatment plan that has been developed jointly by a team of court staff and mental health professionals. She stated there will be incentives for compliance and sanctions for non-compliance. She stated Intergraded Family Services and Pride in North Carolina are partnering with the court system on this program. She stated they are taking on the financial responsibility of providing the initial mental health screenings and clinical assessments for the pilot program being launched in July 2020. She stated the financial support is not guaranteed long term, so the program will need financial assistance in the future. She stated the Behavioral Health Treatment Court Advisory Team is asking the County to serve as the grant applicant for grants for behavioral health court and the manage any funds received on behalf of the court.

Commissioner Ward stated it is her understanding that this item will be considered during the budget process.

Commissioner Albright questioned the different startup expenses. Judge Hazelton stated \$15,000 has been set aside for the case management offset funds should Intergraded Family Services and Pride in North Carolina not continue to offer their services free of charge. She stated the second future includes a fulltime case management employee once Intergraded Family Services and Pride in North Carolina are no longer able to offer that service. She stated \$27,280 would be with the assistance of Intergraded Family Services and Pride in North Carolina and \$52,280 would be without their assistance.

Mr. Elliott stated the North Carolina General Assembly's budget has yet to be adopted. He stated included in their budget was a \$150,000 appropriation for two justice initiatives (pretrial and mental health courts). He stated the entire state budget is currently on hold. He recommended the Commissioner direct him to consider this request as part of the overall budget process for FY 20-21.

Commissioner Coulson asked if the Sheriff's budget will be impacted by this program if an offset occurs. Mr. Elliott stated he would think less people would frequent the Detention Center but it would not necessarily mean Detention Center staff could be reduced. District Attorney Faris Dixon

stated those with mental health issues typically spend 35-60 days in custody versus those without mental health issues spending 15-17 days. She shared some statistics and proposed cost saving figures for the Detention Center.

Chairman McLawhorn stated this program is long overdue. He stated he supports the initiative.

**Motion:**

Motion for the Manager to consider the request during the budget process.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

Resolution in Support of the 100th Anniversary of the League of Women Voters - Scott Elliott

**Information Provided with the Agenda**

Commissioner Ann Floyd Huggins has requested the preparation and consideration of a resolution in support of the 100th Anniversary of the passage of the nineteenth amendment to the constitution of the United States and founding of the League of Women Voters. Pat Adams with the League of Women Voters will be in attendance to accept the resolution.

**Staff Recommendation**

Motion to approve resolution.

See Appendix 2

**Meeting Notes**

Chairman McLawhorn & Mr. Elliott presented the Resolution in Support of the 100th Anniversary of the League of Women Voters.

**Motion:**

Motion to approve the resolution as presented.

Motion made by Commissioner Alex Albright.

Motion seconded by Commissioner Chris W. Nunnally.

Motion passed unanimously.

Proclamation in Support of Social Work Month - "Social Workers: Generations Strong" - Scott Elliott

**Information Provided with the Agenda**

Staff has prepared a resolution in support of Social Work Month - "Social Workers: Generations Strong". Jan Elliott, Social Services Director and Dr. John Silvernail, Public Health Director will be in attendance to accept the proclamation.

**Staff Recommendation**

Motion to approve proclamation.

See Appendix 3

**Meeting Notes**

Chairman McLawhorn & Mr. Elliott presented the Proclamation in Support of Social Work Month - "Social Workers: Generations Strong".

**Motion:**

Motion to approve the resolution as presented.

Motion made by Commissioner Mary Perkins-Williams.

Motion seconded by Commissioner Mike Fitzpatrick.

Motion passed unanimously.

**Public Addresses to the Board**

**Meeting Notes**

No one spoke.

**Items for Report**

Coronavirus Disease 2019 (COVID-19) Report - Scott Elliott

**Information Provided with the Agenda**

Dr. John Silvernail, Public Health Director and Dr. Ethan Lenker, Pitt County Schools Superintendent will appear before the Board to provide information on this subject matter. Dr. Silvernail will report from the perspective of the Public Health Director and Dr. Lenker in terms of the Superintendent of Pitt County Schools.

**Staff Recommendation**

Report Only.

**Meeting Notes**

Dr. Silvernail presented the following Power Point presentation.

See Appendix 4

Commissioner Perkins-Williams asked at what point an alternate care site would be established for those affected. Dr. Silvernail stated he does not believe our community needs an alternate care site at this point. He spoke of health care professionals being monitored and using appropriate protective equipment to prevent spreading the virus.

Commissioner Nunnally asked how Pitt County is preparing for readiness in regard to testing. Dr. Silvernail stated the quarantine/isolation plan has been updated and reviewed and he is currently reviewing the pandemic flu plan. He stated he is in constant contact with local, state and federal partners to stay up-to-date on the latest developments.

Commissioner Perkins-Williams asked if the website will include statistics for Pitt County cases. Dr. Silvernail stated if a confirmed positive case was identified in Pitt County, it would be added to the website.

Commissioner Coulson stated he had to carry his wife to the emergency room several months ago and it was a god-awful experience (i.e. overcrowded). He asked Dr. Silvernail if he believed the hospital was prepared to treat the Coronavirus Disease. Dr. Silvernail stated an individual should first see their regular healthcare provider and if the symptoms are bad enough, they should go to the Emergency Room. He stated he could not speak for the hospital in regard to their readiness plan. He

stated he does believe they are prepared to handle similar situations.

Chairman McLawhorn asked what is the difference in symptoms for the coronavirus disease and the flu. Dr. Silvernail stated body aches are not part of the coronavirus disease. He stated fever, cough and shortness of breath are the main symptoms of the coronavirus disease. Chairman McLawhorn asked how the virus originated. Dr. Silvernail stated it emerged in Wuhan, China.

Commissioner Nunnally asked if the county page could have a formalized statement on Vidant's operation schedule. Dr. Silvernail stated he is happy to reach out to Vidant and see if they would like any information added to the county's website. He stated he has been on constant contact with Dr. Ramsey, Chairman of the Board of Health and the Medical Director of Infection Control at Vidant.

Mr. Elliott stated the coronavirus link has been the second most visited page on the county website. He stated East Carolina Vocation Center (ECVC) has been asked to clean door handles and surfaces over the next few weeks in the county's various facilities.

Dr. Lenker stated the Board of Education was briefed last Monday at their regular scheduled board meeting. He stated the Board of Education has a pandemic flu/emergency preparedness plan in place. He stated he will be meeting with a large number of Superintendents on Wednesday to collaborate and discuss plans among schools.

Commissioner Perkins-Williams asked when spring break is scheduled. Dr. Lenker stated it begins April 11<sup>th</sup>.

Commissioner Floyd Huggins asked if Pitt County Schools is taking extra precaution in housekeeping areas. Dr. Lenker stated schools are being cleaned and assessed similar to the common flu season. He stated common areas are wiped down on a daily basis. He stated students are being reminded of best hygiene practices.

Chairman McLawhorn spoke of the recent bullying incident and the death of a student. He asked what efforts and national practices are being taken to prevent such tragedy. Dr. Lenker stated staff continues to have dialogue with parents and get information in front of them. He stated they hold parent and teacher meetings in regard to the topic. He invited the Commissioners to a Resilience Training scheduled for March 24<sup>th</sup>.

GFOA Distinguished Budget Award - Brian Barnett

### **Information Provided with the Agenda**

Pitt County has recently received notification from the Government Finance Officers Association (GFOA) that the County's Fiscal Year 2019-20 Annual Budget document has yet again received the Association's "Distinguished Budget Presentation Award". This award is the highest form of recognition in governmental budgeting and represents a significant achievement for Pitt County.

To receive the budget award, the County had to satisfy nationally recognized guidelines for effective budget presentation that assess how well the budget serves as a policy document, a financial plan, an operations guide, and a communications device. The document must be rated "Proficient" in all four categories to receive the award.

The Budget Award is valid for only one year. Pitt County has continued to improve its budget presentation and keep pace with the increased requirements of the program, and is pleased to have qualified for the recognition for twenty-three (23) consecutive years.

**Staff Recommendation**

For informational purposes only.

**Meeting Notes**

Mr. Barnett stated Pitt County has recently received notification from the Government Finance Officers Association (GFOA) that the County's Fiscal Year 2019-20 Annual Budget document has yet again received the Association's "Distinguished Budget Presentation Award". He stated this award is the highest form of recognition in governmental budgeting and represents a significant achievement for Pitt County. He stated to receive the budget award, the County had to satisfy nationally recognized guidelines for effective budget presentation that assess how well the budget serves as a policy document, a financial plan, an operations guide, and a communications device. The document must be rated "Proficient" in all four categories to receive the award. Pitt County has continued to improve its budget presentation and keep pace with the increased requirements of the program, and is pleased to have qualified for the recognition for twenty-three (23) consecutive years.

Department Spotlight - Veteran Services - Teresa Ball

**Information Provided with the Agenda**

The Director of Veteran Services will provide an overview of functions and goals for the Department.

**Staff Recommendation**

Report Only.

**Meeting Notes**

Ms. Ball presented the following Power Point presentation.

See Appendix 5

Manager's Report - Scott Elliott

**Information Provided with the Agenda**

Next Meeting Dates:

March 23, 2020 at 6:00 p.m.

April 6, 2020 at 9:00 a.m.

NACo Legislative Conference Reports

Recognition of Kelly Andrews - Designation of Certified Economic Developer

**Staff Recommendation**

Report Only.

**Meeting Notes**

Mr. Elliott reminded the Board of the next meeting dates of March 23, 2020 at 6:00 p.m. and April 6, 2020 at 9:00 a.m.

Mr. Elliott stated several Commissioners recently attend the NACo Legislative Conference in Washington, DC. Commissioner Floyd Huggins stated she serves on the Human Service Steering

Committee and they passed several resolutions related to Social Services. She stated attendees were given a book entitled "It Worked for Me" by General Colin Powel. She stated NACo has created a 12-week leadership academy in conjunction with the book. She stated Commissioners and staff visited with local Senators and Representatives (Butterfield, Burr, Murphy, Tillis). Commissioner Perkins-Williams stated she spoke to one of the Senators about the need for broad band. She stated one of the highlights of the conference was the President of the United States speaking to the group. Mr. Elliott stated he and Commissioner Floyd Huggins attended a workshop on homelessness and he also attended a workshop on recycling which is timely considering all the issues in Pitt County as well as the state.

Mr. Elliott recognized Kelly Andrews for her recent designation of Certified Economic Developer. He stated only 26 percent of individuals pass the certification on the first try.

### **Items for Consent**

Approval of Minutes - Kimberly Hines

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### **Information Provided with the Agenda**

Minutes from the February 17, 2020 (regular meeting) have been prepared for the Board's consideration.

### **Staff Recommendation**

Motion to approve minutes.

### **Manager's Comments**

Concur with staff recommendation to approve minutes.

### **Motion:**

Motion to approve minutes.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Vice-Chair Tom Coulson.

Motion passed unanimously.

Budget Amendment - Financial Services - Payment Manager Program - \$15,059 - Brian Barnett

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### **Information Provided with the Agenda**

Financial Services worked with Wells Fargo utilizing the Payment Manager program in FY 18-19. The Payment Manager program provides quicker payments for vendors and revenue sharing for the county. Due to the collaborative efforts of Financial Services and Wells Fargo, the county had program volume in 2019 of \$1,853,752 resulting in shared revenues of \$15,059 for the county.

### **Staff Recommendation**

Approve budget amendment as presented.

See Appendix 6

### **Manager's Comments**

Concur with staff recommendation to approve budget amendment. It is noted that this agenda item is booking revenue and not expense.

### **Motion:**

Approve budget amendment as presented.  
Motion made by Commissioner Beth B. Ward.  
Motion seconded by Vice-Chair Tom Coulson.  
Motion passed unanimously.

Budget Amendment - Sheriff's Office - Insurance Proceeds - \$20,834 - Brian Barnett

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**Information Provided with the Agenda**

The Sheriff's Office has received \$20,834 in insurance proceeds for an accident involving county vehicle #220. The car was a total loss.

**Staff Recommendation**

Approve budget amendment as presented.

See Appendix 7

**Manager's Comments**

Concur with staff recommendation to approve budget amendment.

**Motion:**

Approve budget amendment as presented.  
Motion made by Commissioner Beth B. Ward.  
Motion seconded by Vice-Chair Tom Coulson.  
Motion passed unanimously.

Budget Amendment CPPI Grant - \$10,000 (County Match Required) - Michele Whaley

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**Information Provided with the Agenda**

Animal Services has received a \$10,000 grant from Community Partnership for Pets, Inc. (CPPI). The purpose of the grant is to continue the TNR (Trap, Neuter/Spay, Release) program and/or to fund spay/neuter of pets belonging to low income families in Pitt County.

**Staff Recommendation**

Approve as submitted.

See Appendix 8

**Manager's Comments**

Concur with staff recommendation to approve budget amendment.

**Motion:**

Approve as submitted.  
Motion made by Commissioner Beth B. Ward.  
Motion seconded by Vice-Chair Tom Coulson.  
Motion passed unanimously.

Budget Amendment - Veteran Services - \$2,182 (No County Funds) - Brian Barnett

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**Information Provided with the Agenda**

The NC Department of Military and Veterans Affairs has appropriated \$2,182 to Pitt County Veteran Services. The funds will be used for training/travel for the county's Veteran Services Officer. The attached budget amendment establishes the accounts for the appropriation.

**Staff Recommendation**

Approve budget amendment as submitted.

See Appendix 9

**Manager's Comments**

Concur with staff recommendation to approve budget amendment.

**Motion:**

Approve budget amendment as submitted.  
Motion made by Commissioner Beth B. Ward.  
Motion seconded by Vice-Chair Tom Coulson.  
Motion passed unanimously.

Budget Amendment - Register of Deeds Computer Upgrades (\$16,000) - Lisa Nichols, Brian Barnett

- **Information Provided with the Agenda**

The Register of Deeds is requesting to appropriate Register of Deeds Restricted Fund Balance to convert computers from Windows 7 to Windows 10. Windows 7 will no longer have the required security updates needed to run Register of Deeds software.

**Staff Recommendation**

Approve budget amendment as submitted.

See Appendix 10

**Manager's Comments**

Concur with staff recommendation to approve budget amendment.

**Motion:**

Approve budget amendment as submitted.  
Motion made by Commissioner Beth B. Ward.  
Motion seconded by Vice-Chair Tom Coulson.  
Motion passed unanimously.

Budget Amendment-Conetoe and Otter Creek Stream Debris Removal \$172,655 (No County Match) - James Rhodes

- **Information Provided with the Agenda**

Grant in the amount of \$172,655 awarded to Pitt County Soil and Water Conservation District through the Hurricane Florence Emergency Response Act for debris removal in Conetoe Creek (58,080 linear feet) and Otter Creek (18,480 linear feet). This will be for contract #19-091-4022. In total, Pitt County has received \$1,027,177 for debris removal.

**Staff Recommendation**

Motion to accept the grant and budget amendment as presented and have the Chairman sign the contract.

See Appendix 11

**Manager's Comments**

Concur with staff recommendation to approve budget amendment.

**Motion:**

Motion to accept the grant and budget amendment as presented and have the Chairman sign the contract.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Vice-Chair Tom Coulson.

Motion passed unanimously.

Approve contract for DSS Case Management System - \$518,015 - Jan Elliott, Brian Barnett

**Information Provided with the Agenda**

The Department of Social Services [DSS] requested Traverse Software from Northwoods at a cost of \$706,670 as part of the CIP Process for FY 20-21 with Year 1 cost of \$398,670 and Years 2 & 3 \$154,000 each. The software is vital to the Adult Services and Child Protective Services divisions of DSS.

The software vendor has extended an "early adopter discount" if the software is purchased this fiscal year. By executing the contract with Northwoods now, the County will realize a 27% savings of \$188,655, reducing the three year contract amount to \$518,015. Year 1 cost is \$210,015 and Years 2 & 3 \$154,000 each. The software is 50% reimbursable from State and Federal funds.

**Staff Recommendation**

Authorize the County Manager to execute the contract with Northwoods in the amount of \$518,015.

**Manager's Comments**

Concur with staff recommendation to approve contract with Traverse Software. This expense was approved as a part of the FY 20-21 operating budget.

**Motion:**

Authorize the County Manager to execute the contract with Northwoods in the amount of \$518,015.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Vice-Chair Tom Coulson.

Motion passed unanimously.

Budget Amendment - Animal Shelter Scholarship - \$1,500 (No County Funds) - Michele Whaley

**Information Provided with the Agenda**

Animal Services received a \$1,500 scholarship from the Humane Society of the United States (HSUS) and Maddie's Fund to send an Animal Services employee to attend Animal Care Expo 2020 held May 6-8, 2020 in San Antonio, Texas. The funds were used to offset costs associated with meals during the conference, hotel accommodations, and other travel expenses. The grant requires a 50% grant match. The matching funds are budgeted within the County's approved grant match funds.

**Staff Recommendation**

Approve budget amendment as submitted.

See Appendix 12

**Manager's Comments**

Concur with staff recommendation to approve budget amendment.

**Motion:**

Approve budget amendment as submitted.  
Motion made by Commissioner Beth B. Ward.  
Motion seconded by Vice-Chair Tom Coulson.  
Motion passed unanimously.

Disposition of Pitt Area Transit Records - Cam Coburn

**Information Provided with the Agenda**

Pitt Area Transit requests permission to dispose of records in accordance with North Carolina Department of Transportation and Pitt County policy. Records are in excess of five years as of January 1, 2020.

**Staff Recommendation**

To approve disposition of records listed in the attachment.

See Appendix 13

**Manager's Comments**

Concur with staff recommendation to approve request to dispose of records.

**Motion:**

To approve disposition of records listed in the attachment.  
Motion made by Commissioner Beth B. Ward.  
Motion seconded by Vice-Chair Tom Coulson.  
Motion passed unanimously.

**Items for Discussion**

Hope Station - Homeless Shelter Proposal - Scott Elliott

**Information Provided with the Agenda**

Commissioner Floyd Huggins would like to present a proposal for Hope Station. This concept is called SAFE of Pitt County (Station for Adults and Family Empowerment of Pitt County). More information will be presented at the meeting.

**Staff Recommendation**

Discussion only.

**Meeting Notes**

Commissioner Floyd Huggins stated the homeless population has been at the forefront for her. She stated the Hope Station facility, located on Memorial Drive, has been vacant for approximately two years. She stated she is working with seven African-American churches that have created SAFE of Pitt County (Station for Adults and Family Empowerment of Pitt County). She stated they have hired an architect to consider the needed renovations.

Mr. Elliott stated Commissioner Floyd Huggins proposal would be an alternative shelter to Community Crossroads Shelter. He stated the group needs to create a 501-3C and the property will need to be rezoned with a special use permit through the City of Greenville.

**Motion:**

Motion to pursue the concept of SAFE of Pitt County (Station for Adults and Family Empowerment of Pitt County).

Motion made by Vice-Chair Tom Coulson.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

**Motion:**

Motion for the county to pursue the rezoning and permits with the associated costs covered by SAFE of Pitt County (Station for Adults and Family Empowerment of Pitt County).

Motion made by Vice-Chair Tom Coulson.

Motion seconded by Commissioner Mary Perkins-Williams.

Motion passed unanimously.

**Items for Decision**

Request for Release of Property Taxes - Janis Gallagher, Sam Croom

**Information Provided with the Agenda**

North Carolina General Statute 105-381 provides that a taxpayer may request a release or refund of taxes imposed through clerical error, or if the tax is an illegal tax, or was levied for an illegal purpose. Requests for refunds of less than \$100 may be delegated by the Board to the County finance officer, manager, or attorney. This matter is before you because the request for release or refund exceeds \$100.

For reasons described in the attachment staff requests that the taxpayer's request for release be granted.

**Staff Recommendation**

Motion to grant Thermo-Fisher's request for release of property taxes and instruct the County Attorney to inform the taxpayer's attorney of this decision.

See Appendix 14

**Manager's Comments**

Concur with recommendation of internal and external legal counsel, as well as the Tax Administrator, to grant requested release.

**Meeting Notes**

Mrs. Gallagher stated General Statute 105-381 provides that a taxpayer may request a release or refund of taxes imposed through clerical error, or if the tax is an illegal tax, or was levied for an illegal purpose. Requests for refunds of less than \$100 may be delegated by the Board to the County finance officer, manager, or attorney. She stated this matter is before you because the request for release or refund exceeds \$100.

**Motion:**

Motion to grant Thermo-Fisher's request for release of property taxes and instruct the County Attorney to inform the taxpayer's attorney of this decision.

Motion made by Commissioner Mike Fitzpatrick.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

Reappointments to the Vidant Medical Center Board - Scott Elliott

**Information Provided with the Agenda**

Diane Taylor, Chairman of the Vidant Medical Center Board, is recommending the reappointment of Mr. Bryant Kittrell and Dr. Michael Waldrum. If reappointed, Mr. Kittrell and Dr. Waldrum will serve full terms that expire March 1, 2025.

**Staff Recommendation**

Motion to reappoint Mr. Bryant Kittrell and Dr. Michael Waldrum to the Vidant Medical Center Board.

See Appendix 15

**Motion:**

Motion to reappoint Mr. Bryant Kittrell and Dr. Michael Waldrum to the Vidant Medical Center Board.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Vice-Chair Tom Coulson.

Motion passed unanimously.

Appointment to the Pitt Area Transit System Advisory Board - Cam Coburn

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**Information Provided with the Agenda**

Cam Coburn, Pitt Area Transit System Director, is recommending the appointment of Mr. Mitch James to the Pitt Area Transit Advisory Board. The term will expire February 6, 2023. Please see the attached letter of recommendation.

**Staff Recommendation**

Motion to appoint Mr. Mitch James to the Pitt Area Transit System Advisory Board.

See Appendix 16

**Motion:**

Motion to appoint Mr. Mitch James to the Pitt Area Transit System Advisory Board.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Commissioner Ann Floyd Huggins.

Motion passed unanimously.

**Closed Session**

Closed Session for N.C.G.S. 143-318.11(a)(3) Attorney Client Privilege & 143-318.11 (a)(1) Closed Session Minutes - Janis Gallagher

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**Information Provided with the Agenda**

It is suggested that this Board go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) Attorney Client Privilege to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body and G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

**Staff Recommendation**

Move to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3)

Attorney Client Privilege to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body and G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

**Motion:**

Move to go into closed session pursuant to North Carolina General Statute 143-318.11(a)(3) Attorney Client Privilege to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body and G.S. 143-318.11 (a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

Motion made by Commissioner Beth B. Ward.

Motion seconded by Vice-Chair Tom Coulson.

Motion passed unanimously.

**Motion:**

Motion to return to open session.

Motion made by Commissioner Lauren White.

Motion seconded by Vice-Chair Tom Coulson.

Motion passed unanimously.

**Motion:**

Motion to approve the content of the closed session minutes from February 17, 2020.

Motion made by Commissioner Lauren White.

Motion seconded by Commissioner Beth B. Ward.

Motion passed unanimously.

**Commissioners' Comments/Committee Reports**

**Meeting Notes**

Commissioner Floyd Huggins thanked the Commissioners for their support to pursue the concept of SAFE of Pitt County (Station for Adults and Family Empowerment of Pitt County). She stated Habitat for Humanity recently completed their eighty-first and eight-second homes in Pitt County. She congratulated the families of the homes.

Commissioner Albright congratulated Farmville Central High School for their recent conference titles. He stated both teams will be playing in Chapel Hill this Saturday for the state championship.

Commissioner Perkins-Williams encouraged residents to follow the county's website for updates on the coronavirus.

**Adjourn**

**Motion:**

Motion to adjourn the meeting at 10:45 a.m.

Motion made by Commissioner Mary Perkins-Williams.

Motion seconded by Commissioner Lauren White.

Motion passed

Vote Record:

Lauren White Yes

Mike Fitzpatrick No

Chris W. Nunnally Yes

Ann Floyd Huggins Yes

Alex Albright Yes

Melvin McLawhorn Yes

Mary Perkins-Williams Yes

Beth B. Ward Yes

Tom Coulson Yes

Voting Totals:

Yes: 8 No: 1

Respectfully Submitted,

Kimberly W. Hines

Clerk to the Board

Appendix 1

## Mental Health Court

**Proposed Budget**

# Pitt County Behavioral Health Treatment Court

The Behavioral Health Treatment Court has five (5) phases, an after-care component, and takes a minimum of one (1) year to complete. The Behavioral Health Treatment Court provides an opportunity for each participant to have their criminal charge dismissed or to receive a lesser plea offer and mental health treatment instead of going to jail or prison. This Court’s requirements will help guide and support the participant’s mental health stability and help them learn to manage their mental wellness, end their encounters with police and the court system, and become better members of the community.

Participation in this Court is completely voluntary and in order to be eligible, each person must be charged with a criminal offense, have a mental health diagnosis, mental health treatment history, or have symptoms/behaviors indicating they need a mental health assessment and treatment. Additionally, they must be motivated and actively willing to participate within the Behavioral Health Treatment Court guidelines, agree to engage in recommended mental health treatment, be a resident of Pitt County, be competent, and be at least 18 years old.

Once approved, a referral will be submitted to the Behavioral Health Treatment Court. If an individual has pending charges of an assaultive nature or higher than a Class H felony, that referral must be made by an Assistant District Attorney. The Office of the District Attorney has full authority to accept or deny ANY case.

The Behavioral Health Treatment Court Team combines court supervision with mental health treatment and includes members from the criminal justice system and mental health treatment agencies. The Behavioral Health Treatment Court Team will meet before court to discuss each participant’s progress.

The Team will accept new participants, decide incentives and sanctions, and create program rules.

**STARTUP EXPENSES**

<b>Pitt County Behavioral Health Court</b>	<b>AMOUNT</b>
<b>Case Management Offset Funds</b>	\$15,000.00
Graduation/Other incentives	\$300.00
Yearly NADCP Membership	\$480.00
Mental Health Training	\$11,500.00
<b>Total</b>	<b>\$27,280.00</b>

**STARTUP EXPENSES**

<b>Pitt County Behavioral Health Court</b>	<b>AMOUNT</b>
<b>Full time Case Management Employee</b>	\$40,000.00
Graduation/Other incentives	\$300.00
Yearly NADCP Membership	\$480.00
Mental Health Training	\$11,500.00
<b>Total</b>	<b>\$52,280.00</b>

As of February 27, 2020, the Pitt County Detention Center (PCDC) has 414 inmates housed in its facility. Approximately 29 of those inmates have been identified as receiving medication for **Anxiety/Depression**, 13 inmates are receiving medication for **Bipolar Disorder**, 11 inmates are receiving medication for **Schizophrenia**, and 6 inmates with known mental health issues are presently refusing treatment, which comes to about 14% of the population. The Court itself would save Pitt County’s taxpayers money. The current cost of incarceration at PCDC is \$99.07 per day, and money spent on the Court is a positive investment that prevents future incarceration for the participants. The average length of stay for inmates with mental illness is 35-60 days compared to 15-17 days for those without mental illness. In addition to savings from reduced incarceration rates, participation can also reduce probation costs and cost savings related to decrease in recidivism.

Integrated Family Services and Pride In NC have volunteered to support the Behavioral Health Court by taking on the financial responsibility of providing the initial mental health screenings and clinical assessments for our pilot program the initial case management responsibilities for our participants at no charge to neither the Court or the participant. Of course, this financial support is not guaranteed long term, so we will need to be able to financially offset that expense in the future. Normally, the case management position could cost at least \$40,000. Integrated Family Services and Pride In NC is saving at least \$25,000. However, the volunteer case management piece is not long term and we will have to financially assist the providers to offset that cost or have a full-time employee to fulfill that role. (See the second chart for those figures).

Probation and Parole will play an instrumental part in drug testing our participants.

The National Association of Drug Court Professionals focuses on treatment courts, mental health courts, and assist courts in doing exactly what we want to do, which is helping to lead people out of the criminal justice system and into a life of stability and recovery. It imperative that our Team, the individuals who will be assisting these participants throughout this process, remain educated and aware of what is happening in the mental health spectrum. The current NADCP membership is \$60 per person per year. The training occurs every other year and this expense will cover the registration fees, transportation, hotel accommodations, and food (at the state rate). These fees will cover the seven (7) members of The Team. The seven (7) team members are Wendy S. Hazelton, District Court Judge, Faris Dixon, District Attorney, Michael Cavanagh, Assistant District Attorney, two (2) Probation Officers, Nyasia Ten and Jonathan Bancroft, Gary Bass, CEO-Pride In NC, and Roxanne O’Kelley, Integrated Family Services.

While we are asking the Pitt County Board of County Commissioners to get excited and join us in this much needed endeavor, we will additionally be working with a Husband/Wife Duo at ECU who have committed to help bridge the financial gap by writing grants on behalf of the Court. The Team agrees that it is essential for the Court to continue to seek private funding as well as public funding, in order to ensure long term stability.

We have a wide range of community participation on our Behavioral Health Treatment Court Advisory Team. These individuals include Wendy S. Hazelton, District Court Judge, Faris Dixon, District Attorney, P. Gwynett Hilburn, Retired Chief District Court Judge, Sara Beth Fulford Rhodes, Clerk of Superior Court, Michael Cavanagh, Assistant District Attorney, Tracy Gatling, Chief Probation/Parole Officer, Rev. Dr. Rodney Coles Sr., CEO Churches Outreach Network, Keith Cooper, Executive Director, The Benevolence Corps. and President of the Eastern NC Regional Association of Black Social Workers, Keith Letchworth, Systems of Care Coordinator for Dare, Nash & Pitt Counties with Trillium Health Resources, Nancy Ray, Assistant Clerk, Megan Hartzog, Trial Court Coordinator and Pitt County Drug Court Case Manager, Christine Spencer, NAMI, Bill Woolard, Assistant District Manager of Probation and Parole, Barry Dixon, CEO Dixon Social Interactive Services and Pitt County Coalition on Substance Abuse, Gary Bass, Pride In NC, and Roxanne O'Kelley, Integrated Family Services.

Finally, the Pitt County Behavioral Health Treatment Court Advisory Team would also ask the County to serve as the grant applicant for grants for the behavioral health court and to manage any funds received on behalf of the Court.

Appendix 2

Resolution in Support of the 100th Anniversary of the  
League of Women Voters

**RESOLUTION RECOGNIZING THE 100<sup>TH</sup> ANNIVERSARY OF THE PASSAGE OF THE NINETEENTH AMENDMENT TO THE CONSTITUTION OF THE UNITED STATES AND FOUNDING OF THE LEAGUE OF WOMEN VOTERS**

**WHEREAS**, an organized movement to enfranchise women began in July, 1848, at a convention in Seneca Falls, NY; and,

**WHEREAS**, through the efforts of brave and courageous women referred to as suffragists who sacrificed family, their personal life and their financial resources for over seventy years to gain equal rights for women, especially the right to vote; and,

**WHEREAS**, women and men, black and white, supported the woman's suffrage movement for women to gain the constitutional right of having a voice in making the laws to govern them; and,

**WHEREAS**, the woman's suffrage movement led to the passage of the 19<sup>th</sup> Amendment to the Constitution of the United States in 1919; with ratification by the states by the summer of 1920; and,

**WHEREAS**, the National Woman's Suffrage Association dissolved in 1920 to create the League of Women Voters of the US to register voters and educate all voters; and,

**WHEREAS**, the League of Women Voters of North Carolina was launched on October 7, 1920, on the steps of Guilford County Courthouse by Gertrude Weil, a politically active and tireless young woman from Goldsboro, NC; and,

**WHEREAS**, more than 120,000 women were registered to vote in North Carolina by 1920; and,

**WHEREAS**, women today constitute a majority vote in our state and the US and are running for office in higher numbers and more active in the election process than ever before in history.

**NOW THEREFORE BE IT RESOLVED**, the Pitt County Board of Commissioners recognize that the 100<sup>th</sup> anniversary of women gaining the right to vote and the founding of the League of Women Voters in the United States and in North Carolina is recognized for the impact these historic accomplishments have on citizens engagement and the civic life of the community, the state and the nation.

Adopted this 9<sup>th</sup> day of March, 2020.

Attest:

---

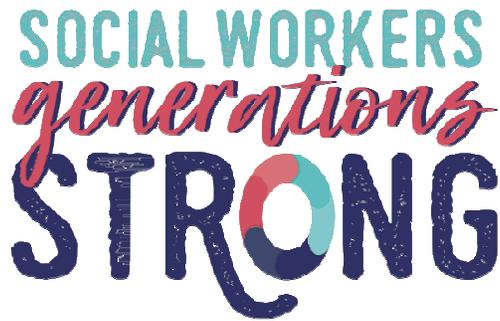
Kimberly W. Hines, Clerk to the Board

---

Melvin McLawhorn, Chairman  
Pitt County Board of Commissioners

Appendix 3

Proclamation in Support of Social Work Month -  
"Social Workers: Generations Strong"



**SOCIAL WORK MONTH 2020 PROCLAMATION  
“SOCIAL WORKERS: GENERATIONS STRONG”**

**WHEREAS**, the Social Work Profession for generations has worked to strengthen the well-being and meet the basic needs of all people, especially people who are vulnerable, oppressed and living in poverty;

**WHEREAS**, this year’s Social Work Month theme, “Social Workers: Generations Strong” embodies the heroic work of social workers who for the more than a century have worked to make our society a better place to live;

**WHEREAS**, the Social Work Profession is a diverse profession that allows people of various generations, ethnicities, sexual identities and religious backgrounds to make an immediate positive impact on our nation and world;

**WHEREAS**, the Social Work Profession is one of the fastest growing professions in the United States, with more than 777,000 people expected to be employed as social workers by 2028;

**WHEREAS**, Social Workers work in all parts of our society to meet people where they are and empower them to live to their fullest potential;

**WHEREAS**, the Social Work Profession, more than many other professions, has expansive boundaries that allow social workers to work in a variety of settings, including schools, centers for veterans, the military, hospitals and mental health centers, corporations and local, state and federal government;

**WHEREAS**, Social Workers for generations have worked with other professions, community groups, lawmakers, civil rights and other organizations to bring equal rights for all, including women and people who are African American, Latino, Native American, LGBTQ and of various cultural, ethnic and religious groups.

**WHEREAS**, the Social Work Profession has been in the forefront of pushing for changes that have made our society a better place to live, including a minimum wage, improved workplace safety, and social safety net programs that help ameliorate poverty and hunger;

**WHEREAS**, Social Workers have been and continue to stand ready to help our nation in times of crisis, including war and natural disasters such as floods, earthquakes and hurricanes;

**WHEREAS**, Social Workers stand ready and have the expertise to help our nation handle some of its most pressing issues, including equal rights for all, improved health care and mental health care for all; immigration reform; income inequality and the environmental impact of climate change;

**NOW THEREFORE, WE, THE PITT COUNTY BOARD OF COMMISSIONERS**, do hereby proclaim March 2020 as “**SOCIAL WORKER MONTH**” in Pitt County, North Carolina. We commend this observance to our citizens as an opportunity of celebration and support for the Social Work Profession.

Adopted this 9<sup>th</sup> day of March, 2020.

---

Melvin C. McLawhorn, Chairman  
Pitt County Board of Commissioners

Attest:

---

Kimberly W. Hines, Clerk to the Board

Appendix 4

Coronavirus Disease 2019 (COVID-19) Report



# COVID-19 Briefing

**John L. Silvernail, MD, MPH**  
**Pitt County Health Director**  
**March 9, 2020**

## COVID-19

- COVID-19 (Novel Coronavirus) is an emerging infection first recognized in China, in late December 2019.
- While the majority of cases remain in China the virus has spread to many other countries.
- This is a dynamic, rapidly changing situation and this information may become outdated quickly.

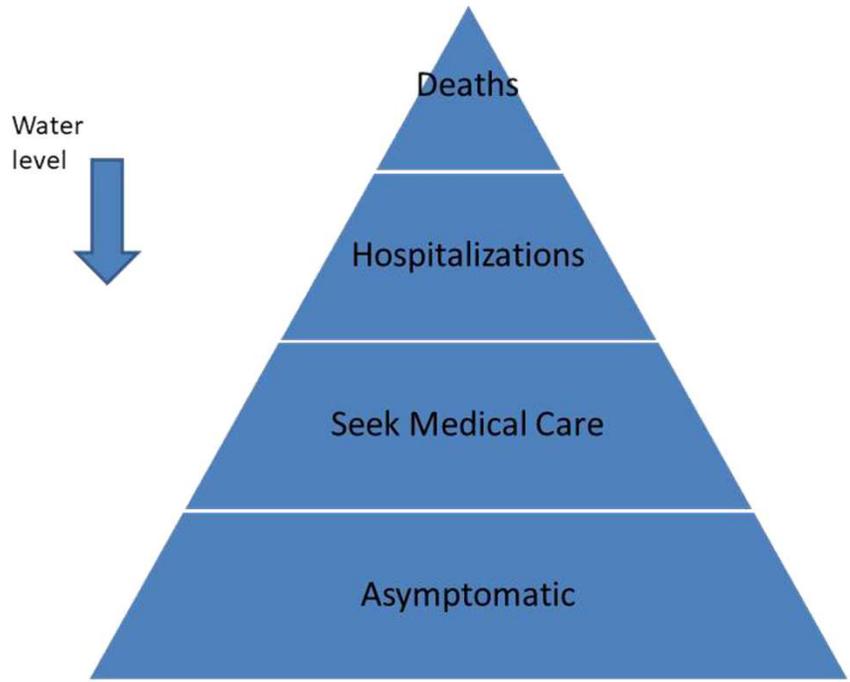
## What are Coronaviruses

- A large group of virus that produce human and animal disease
- Human coronaviruses produce
  - Upper and lower respiratory tract infections
  - “Winter Colds”, bronchitis, and rarely pneumonia
  - Gastroenteritis

## What is a Novel Coronavirus?

- Novel viruses are newly evolved viruses to which humans have little or no immunity.
- In the case of COVID-19, an animal coronavirus became able to infect humans.
- COVID-19 is the third coronavirus to do this
  - SARS and MERS are the other two

# How Novel Infections Get Detected



**Main Location** — 201 Government Circle Greenville, NC 27834 • 252-902-2300 • [www.PittCountyNC.gov/PCHD](http://www.PittCountyNC.gov/PCHD)  
**Environmental Health** — 1825 Hospital Drive Greenville, NC 27834 • 252-902-3200 • [www.PittCountyNC.gov/EHD](http://www.PittCountyNC.gov/EHD)

## The Challenges of Novel Infections

- Little or no experience treating the infection
- Limited diagnostic capabilities
  - No test
  - Limited availability of the test
- Limited or no treatment options for the infection
- No vaccine for the infection



# COVID-19 SPECIFICS

## Cases

- Global cases (3/6/2020)= 100,347
- US cases (3/6/2020)= 233
- NC cases (3/6/2020)= 2
- Pitt County Cases (3/6/2020)= 0

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>



## COVID-19 Specifics

### Deaths (3/6/2020)

- Global = 3,408
- US = 14
- NC = 0
- Pitt County = 0

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

**Main Location** — 201 Government Circle Greenville, NC 27834 • 252-902-2300 • [www.PittCountyNC.gov/PCHD](http://www.PittCountyNC.gov/PCHD)  
**Environmental Health** — 1825 Hospital Drive Greenville, NC 27834 • 252-902-3200 • [www.PittCountyNC.gov/EHD](http://www.PittCountyNC.gov/EHD)

## Influenza 2019 - 2020

- 32,000,000 US cases
- 18,000 US deaths
- 125 US pediatric deaths



# PROTECTING OURSELVES

## **There is some good news:**

- Most individuals will suffer only a mild to moderate illness (probably 80% of people)
- We have great experience treating a virus with similar infectivity: Influenza



## Protecting Ourselves

- Hygiene
- Isolation
- Quarantine
- Social Distancing

**Main Location** — 201 Government Circle Greenville, NC 27834 • 252-902-2300 • [www.PittCountyNC.gov/PCHD](http://www.PittCountyNC.gov/PCHD)  
**Environmental Health** — 1825 Hospital Drive Greenville, NC 27834 • 252-902-3200 • [www.PittCountyNC.gov/EHD](http://www.PittCountyNC.gov/EHD)

## Hygiene

- Hand washing (soap and water / sanitizers)
- Cover coughs and sneezes
- Avoid touching eyes, nose, and mouth until you wash your hands
- Stop smoking and / or vaping

## Isolation

- Isolation: The separation of infected persons from others during the period of communicability
  - Known or suspected cases are isolated

## Quarantine

- Quarantine: The limitation of freedom of movement of well persons who are suspected to have been exposed to an infectious agent
  - Quarantine lasts as long as the usual incubation period of the infectious agent
  - Initially up to 30 days; can be extended by court order

## **Social Distancing**

This might include:

- Closing schools, churches, movie theaters, and restaurants (as examples)
- Allowing employees to work from home (where able)
- Reconsidering sick time use and allowance for the duration of the outbreak (so sick employees can stay home)



## Response

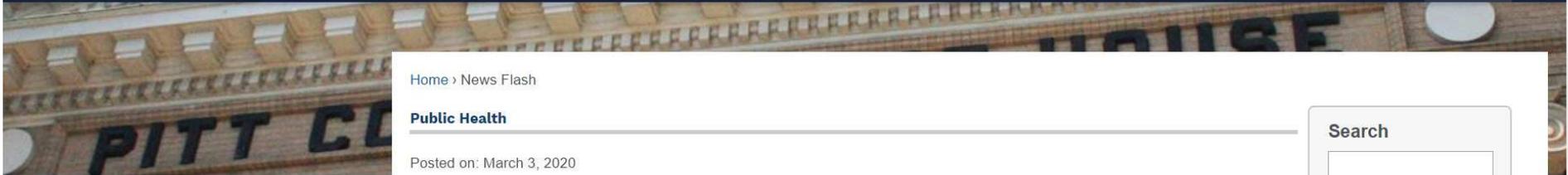
### **Pitt County Health Department Response:**

We have stood up a dedicated page on our website for COVID-19: [www.PittCountyNC.gov/Coronavirus](http://www.PittCountyNC.gov/Coronavirus)

**Main Location** — 201 Government Circle Greenville, NC 27834 • 252-902-2300 • [www.PittCountyNC.gov/PCHD](http://www.PittCountyNC.gov/PCHD)  
**Environmental Health** — 1825 Hospital Drive Greenville, NC 27834 • 252-902-3200 • [www.PittCountyNC.gov/EHD](http://www.PittCountyNC.gov/EHD)

Create an Account - Increase your productivity, customize your experience, and engage in information you care about.

Sign In



Home > News Flash

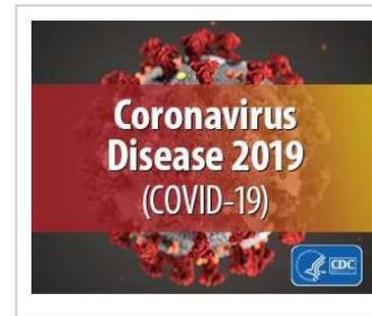
Public Health

Posted on: March 3, 2020

Coronavirus Information Page

PAGE LAST UPDATED: March 5, 2020 • 5:30 PM

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel (new) Coronavirus that was first identified in Wuhan, China. Being a novel virus, new information is being learned about the virus and this is an evolving situation. Pitt County Health Department is keeping in close contact with local, state and federal partners to stay up-to-date on the latest developments. The Health Department is prepared to respond to cases of COVID-19, if the need arises. We have preparedness plans in place that can be activated quickly.



Currently, there is **one presumptive** case of COVID-19 in North Carolina. (Presumptive means their preliminary test was positive and awaiting confirmation from Centers for Disease Control lab.)

CURRENT STATISTICS

- Global Cases: 98,051    Global Deaths: 3,356    Global Recoveries: 54,135
- US Cases: 213    US Deaths: 12    US Recoveries: 9
- NC Cases: 1    NC Deaths: 0
- Pitt County Cases: 0    Pitt County Deaths: 0

Search

Search input field and 'All categories' dropdown menu.



Tools

- RSS
- Notify Me®
- View Archived

Categories

- All Categories
- Census 2020
- Committee for the Employment of People with Disabilities
- County News
- Emergency Management
- Food Recalls
- Pitt Soil and Water Conservation District
- Planning & Development

2020 Revaluation Information

Census 2020 Employment Opportunities

Boards & Commissions

Budgets

Application to Serve on a Board or Commission

Property Record Card Search



**QUESTIONS  
COMMENTS  
FURTHER DISCUSSION?**

Appendix 5

Department Spotlight - Veteran Services



# Veteran Services

## Serving The Veterans Of Pitt County



## From All Branches Of The Armed Forces



## Mission Statement

**The mission of the Pitt County Veteran Service Office is to assist veterans and their dependents with applying for and maintaining the benefits they are eligible to receive from the United States Department of Veteran Affairs.**



1717 West 5th Street Greenville, NC 27834 • 252-902-2950 • [www.PittCountyNC.gov](http://www.PittCountyNC.gov)



## Compensation

- **Service-connected injuries and diseases.**
- **Surviving spouses of veterans who die from service-connected injuries or diseases.**

1717 West 5th Street Greenville, NC 27834 • 252-902-2950 • [www.PittCountyNC.gov](http://www.PittCountyNC.gov)



## Pension

**Income based monetary & medical benefits for non service-connected Veterans, Widows, and Dependent Children.**

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## Health Care

- **Medical**
- **Surgical**
- **Rehabilitative Services**

1717 West 5th Street Greenville, NC 27834 • 252-902-2950 • [www.PittCountyNC.gov](http://www.PittCountyNC.gov)



## Burial Benefits

- **Veterans Cemetery**
- **Burial Flag**
- **Grave Maker**
- **Burial Assistance**
- **Presidential Memorial Certificate**

1717 West 5th Street Greenville, NC 27834 • 252-902-2950 • [www.PittCountyNC.gov](http://www.PittCountyNC.gov)



## Home Loans & Improvements

- **Structural Alterations**
- **Wheelchair Ramps**
- **Guaranteed Loans**
- **HISA Grants**

1717 West 5th Street Greenville, NC 27834 • 252-902-2950 • [www.PittCountyNC.gov](http://www.PittCountyNC.gov)



## Insurance

- **Disability Life Insurance for Veterans**
- **CHAMPVA Health Insurance for Dependents**

1717 West 5th Street Greenville, NC 27834 • 252-902-2950 • [www.PittCountyNC.gov](http://www.PittCountyNC.gov)



## Education

- **Vocational Rehabilitation**
- **Chapter 35 for Dependents**
- **North Carolina Scholarships**



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**Pitt County Veteran Service Office is one of only two counties in North Carolina to represent veteran claims before the Board of Veterans Appeals Law Judges in Washington, D.C.**



1717 West 5th Street Greenville, NC 27834 • 252-902-2950 • [www.PittCountyNC.gov](http://www.PittCountyNC.gov)



## Other Services

- **Funeral Homes**
- **Council on Aging**
- **Nursing and Rest Homes**
- **Vidant Medical Center**
- **Pitt County Department of Social Services**

1717 West 5th Street Greenville, NC 27834 • 252-902-2950 • [www.PittCountyNC.gov](http://www.PittCountyNC.gov)



- **10,694 Veterans reside in Pitt County.**
- **The Department of Veteran Affairs paid \$71,196,000 to Pitt County veterans during FY 2018.**
- **In 1996 the year before Pitt County VSO started, DVA paid \$9,803,748 to Pitt County veterans.**

1717 West 5th Street Greenville, NC 27834 • 252-902-2950 • [www.PittCountyNC.gov](http://www.PittCountyNC.gov)



**QUESTIONS?**

Appendix 6

**Budget Amendment - Financial Services - Payment  
Manager Program - \$15,059**

# PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

Department: Financial Services  
 FY Budget: 19-20

Date of Request: 3/9/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
<b>REVENUES</b>	102800 489000	Misc Revenue		15,059
	ACCOUNT NO.	TITLE OF ACCOUNT	INCREASE	DECREASE
<b>EXPENDITURES</b>	109910 599100	Contingency	15,059	
<b>TOTAL</b>			<b>BALANCES</b>	

**Net Effect to Budget:** \$15,059

**Department Justification: (Please provide detailed explanation)**

Budget amendment to recognize revenue share funds from Wells Fargo. Financial Services worked with Wells Fargo to utilize the Payment Manager program in FY 18-19. The Payment Manager program provides quicker payments for vendors and revenue sharing for the county.

APPROVAL	SIGNATURE	DATE
<b>Deputy County Manager – CFO</b>		
<b>Budget Administrator</b>		
<b>County Manager</b>	Required for transfers between Personal Services, Operating & Capital Accounts	
<b>Human Resources</b>	Required for actions involving Personal Services Accounts	
<b>Board of County Commissioners</b>	Agenda Item # _____ Meeting Date _____ Reference # _____	
<b>Creates Adjustment to a Fund Transfer Account</b> <input type="checkbox"/>		

Appendix 7

**Budget Amendment - Sheriff's Office - Insurance  
Proceeds - \$20,834**



Appendix 8

Budget Amendment CPPI Grant - \$10,000 (County  
Match Required)

# PITT COUNTY FINANCE – BUDGET AMENDMENT REQUEST

**Department:** Animal Services - Community Partnership for Pets (CPPI)  
**FY Budget:** 19-20

**Date of Request:** 3/9/20

	ACCOUNT NO.	TITLE OF ACCOUNT	DECREASE	INCREASE
<b>REVENUES</b>	243819 436000	Non Fed Categorical Grant		10,000
	243819 498010	Interfund Transfer General		10,000
<b>EXPENDITURES</b>	109810 598024	Fund Transfer to Grant Fund	10,000	
	109910 599101	Grant Match		2,500
	109910 599103	Reserve Grant Match		7,500
	245819 561000	Contract Services	20,000	
<b>TOTAL</b>			<b>BALANCES</b>	

**Net Effect to Budget:** \$20,000

**Department Justification: (Please provide detailed explanation)**

Budget amendment is to recognize a grant received by Animal Services from Community Partnership For Pets, Inc. (CPPI). The purpose of the grant is to continue the TNR (Trap, Neuter/Spay, Release) program and reduce the euthanasia of cats. The funds may also be used to fund spay/neuter of pets belonging to low income families in Pitt County.

APPROVAL	SIGNATURE	DATE
<b>Deputy County Manager – CFO</b>		
<b>Budget Administrator</b>		
<b>County Manager</b>	Required for transfers between Personal Services, Operating & Capital Accounts	
<b>Human Resources</b>	Required for actions involving Personal Services Accounts	
<b>Board of County Commissioners</b>	Agenda Item # _____ Meeting Date _____ Reference # _____	
<b>Creates Adjustment to a Fund Transfer Account</b>		

Appendix 9

Budget Amendment - Veteran Services - \$2,182 (No  
County Funds)



Appendix 10

**Budget Amendment - Register of Deeds Computer  
Upgrades (\$16,000)**



Appendix 11

**Budget Amendment-Conetoe and Otter Creek Stream  
Debris Removal \$172,655 (No County Match)**



Appendix 12

Budget Amendment - Animal Shelter Scholarship -  
\$1,500 (No County Funds)



Appendix 13

Disposition of Pitt Area Transit Records

Date: January 28, 2020

To: Whom It May Concern

From Timothy D. Copeland



RE: Pitt Area Transit System Records to be destroyed in accordance with the NC Records Retention and Disposition Schedule

---

The following records are scheduled to be destroyed, pending approval by the Pitt County Board of Commissioners:

1. Copies of Medicaid Transportation Verification of Receipt of Medicaid Covered Service:
  - a. December, 2012
  - b. January, 2013
  - c. February, 2013
  - d. March, 2013
  - e. April, 2013
  - f. May, 2013
  - g. June, 2013
  - h. July, 2013
  - i. August, 2013
  - j. September, 2013
  - k. October, 2013
  - l. November, 2013
  - m. December, 2013
  - n. January, 2014
  - o. February, 2014
  - p. March, 2014
  - q. April, 2014
  - r. May, 2014
  - s. June, 2014
  - t. July, 2014
  - u. August, 2014
  - v. September, 2014
  - w. October, 2014
2. Copy of Payments by Driver, 7/1/2012 to 12/31/2012.
3. Copies of Old Invoices, 1/1/2013 to 1/31/2013
4. Old Training Material – “Clean, Sober and Safe”
5. PATS Monthly Totals – FY2012-2013.
6. ENC-CIL Bank Reconciliations – 12/1/2013 thru 2/2014
7. Vehicle Information for Aug 10, 2014
8. Invoice Totals, 10/1/2014 to 10/31/2014
9. Copy, FY2012 Application Submittal Packet TTAP, 3/2011

10. Copy of PATS Annual Budget FY 2011-2014
11. Remittance Advice for 2014 ROAP
12. Copies of Checks, 11/11/2014
13. Invoice Totals, 11/3/2014-2/28/2014?
14. Handwritten training notes – Rebecca – Transmit Technologies
15. PATS Invoices, 12/1/2013 through 1/31/2014
16. Request for Reimbursement, 7/1/2014 to 12/31/2014
17. Advertising Contracts with Jimmy Johns, 2011
18. 2013 PATS Classification and Pay Plan
19. Copies of Checks, 1/16/2014
20. Request for Reimbursement by NCDOT, 7/15/2013
21. Remittance Advice, 5/28/2013
22. Year to Date Budget Report, 2/22/2013
23. Copies of Vehicle Titles and Bills of Sale, 2013
24. Daily Reflector Notice of Public Hearing, 12/2/2013
25. Budget Report, 5/6/2013
26. 2008 Monthly Ridership Totals
27. 2011 PATS Disaster Readiness Plan
28. FY2013 Community Program Resolution
29. Daily Driver Manifests including daily \$\$\$ envelopes, GRT-Passes and Payment by Driver:
  - a. January, 2013
  - b. February, 2013
  - c. April, 2013
  - d. May, 2013
  - e. June, 2013
  - f. July, 2013
  - g. August, 2013
  - h. September, 2013
  - i. October, 2013
  - j. November, 2013
  - k. December, 2013
  - l. January, 2014
  - m. February, 2014
  - n. March, 2014
  - o. April, 2014
  - p. May, 2014
  - q. June, 2014
  - r. July, 2014
  - s. August, 2014
  - t. September, 2014
  - u. October, 2014
  - v. November, 2014
  - w. December, 2014
  - x. 4/9/2013 for Drivers Ed Mills, Frank Morgan and Bill Reeves
30. No Show/Cancellations, 7/17/2013 through 6/2/2014, 2014
31. PATS mileage for 10/1/2014 through 10/31/14
32. Vehicle Repair Invoices for 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014

33. Daily Pre/Post Trip Inspection Reports for 2009, 2010, 2011, 2012, 2013 and 2014
34. Vehicle Usage Reports, August, 2007 through July, 2012; January, 2013 through December, 2013; and January, 2014 through December, 2014
35. Copy of Radio One Invoices, 2008
36. Repair Estimate for a 2002 Dodge dated 12/11/2007
37. Copies of Office Supply Invoices, 12/13/2007
38. 2009 New Van Information
39. Colony Tire Invoices, 8/21/09 through 5/10/2010
40. *City of Greenville Policy Number HR-26 dated 10/8/2010*
41. *PATS Request for Paymet, 3/5/2014, 3/19/2014, 4/22/2014*
42. *Copy of Bill from UniFirst 4/22/2014*
43. *NCDOT Report of Findings and Corrective Actions, 8/6-7/2013*
44. *Copies of Checks from the Division of Vocational Rehabilitation, 1/6/2014*

Appendix 14

## Request for Release of Property Taxes

**§ 105-381. Taxpayer's remedies.**

(a) Statement of Defense. - Any taxpayer asserting a valid defense to the enforcement of the collection of a tax assessed upon his property shall proceed as hereinafter provided.

- (1) For the purpose of this subsection, a valid defense shall include the following:
  - a. A tax imposed through clerical error;
  - b. An illegal tax;
  - c. A tax levied for an illegal purpose.
- (2) If a tax has not been paid, the taxpayer may make a demand for the release of the tax claim by submitting to the governing body of the taxing unit a written statement of his defense to payment or enforcement of the tax and a request for release of the tax at any time prior to payment of the tax.
- (3) If a tax has been paid, the taxpayer, at any time within five years after said tax first became due or within six months from the date of payment of such tax, whichever is the later date, may make a demand for a refund of the tax paid by submitting to the governing body of the taxing unit a written statement of his defense and a request for refund thereof.

(b) Action of Governing Body. - Upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the taxing unit shall within 90 days after receipt of such request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct tax liability or notify the taxpayer in writing that no release or refund will be made. The governing body may, by resolution, delegate its authority to determine requests for a release or refund of tax of less than one hundred dollars (\$100.00) to the finance officer, manager, or attorney of the taxing unit. A finance officer, manager, or attorney to whom this authority is delegated shall monthly report to the governing body the actions taken by him on requests for release or refund. All actions taken by the governing body or finance officer, manager, or attorney on requests for release or refund shall be recorded in the minutes of the governing body. If a release is granted or refund made, the tax collector shall be credited with the amount released or refunded in his annual settlement.

(c) Suit for Recovery of Property Taxes. -

- (1) Request for Release before Payment. - If within 90 days after receiving a taxpayer's request for release of an unpaid tax claim under (a) above, the governing body of the taxing unit has failed to grant the release, has notified the taxpayer that no release will be granted, or has taken no action on the request, the taxpayer shall pay the tax. He may then within three years from the date of payment bring a civil action against the taxing unit for the amount claimed.
- (2) Request for Refund. - If within 90 days after receiving a taxpayer's request for refund under (a) above, the governing body has failed to refund the full amount requested by the taxpayer, has notified the taxpayer that no refund will be made, or has taken no action on the request, the taxpayer may bring a civil action against the taxing unit for the amount claimed. Such action may be brought at any time within three years from the expiration of the period in which the governing body is required to act.

(d) Civil Actions. - Civil actions brought pursuant to subsection (c) above shall be brought in the appropriate division of the general court of justice of the county in which the taxing unit is located. If, upon the trial, it is determined that the tax or any part of it was illegal or levied for an illegal purpose, or excessive as the result of a clerical error, judgment shall be rendered therefor with interest thereon at six percent (6%) per annum, plus costs, and the judgment shall be collected as in other civil actions. (1901, c. 558, s. 30; Rev., s. 2855; C. S., s. 7979; 1971, c. 806, s. 1; 1973, c. 564, s. 3; 1977, c. 946, s. 2; 1985, c. 150, s. 1; 1987, c. 127.)

DEC 30 2019

JTD



**Bell·Davis·Pitt**

Attorneys and Counselors at Law

WINSTON-SALEM, NORTH CAROLINA  
336.722.3700

MAILING ADDRESS  
PO Box 21029  
Winston-Salem, NC  
27120-1029

**John A. Cocklereece, Jr.**  
jcocklereece@belldavis pitt.com  
t 336.714.4123  
f 336.722.6558

December 26, 2019

***CERTIFIED MAIL***

Ms. Kimberly W. Hines  
Clerk to the Board  
Pitt County Board of Commissioners  
Pitt County Office Building  
1717 W. 5<sup>th</sup> Street  
Greenville, NC 27834

**RE: Pitt County Tax Bill to Thermo Fisher Scientific**

Dear Ms. Hines:

I am submitting this as counsel to Thermo Fisher Scientific (“TFS”). TFS is in possession of a tax bill, a copy of which is attached, which purports to tax TFS on certain business personal property associated with the Patheon plant located in Pitt County. As I have explained in discussions with the County Attorney, and as shown on the attached affidavit, TFS does not own any business personal property in Pitt County. For that reason, the tax represented on the attached tax bill is an illegal tax in that it attempts to tax Thermo-Fisher for property which it does not own. In the alternative, the tax has been imposed through clerical error in that it has been charged to the wrong taxpayer.

Please let this serve as TFS’s statement of defense under N.C.G.S. Section 105-381(a). Because TFS has not paid the tax, it is demanding under N.C.G.S. 105-381(a)(2) that Pitt County release TFS from the tax.

Please let me know if you have any questions. We look forward to receipt of Pitt County’s response.

Sincerely,

BELL, DAVIS & PITT, P.A.

John A. Cocklereece, Jr.

JAC/las  
Enclosures

cc: Sam Croom via email: [Sam.Croom@pittcountync.gov](mailto:Sam.Croom@pittcountync.gov)  
Janis Gallagher via email: [Janis.Gallagher@pittcountync.gov](mailto:Janis.Gallagher@pittcountync.gov)

# 760049

PITT COUNTY TAX OFFICE  
 PO BOX 43  
 GREENVILLE NC 27835-0043



**PITT COUNTY TAX ADMINISTRATION  
 2019 PROPERTY TAX NOTICE**

**\*\*\* IMPORTANT \*\*\***

**PLEASE READ FRONT AND  
 BACK OF NOTICE CAREFULLY**

7740057-15145-1 1 1 15145 1 AV 0.383 52

THERMO FISHER SCIENTIFIC  
 5900 MARTIN LUTHER KING JR HWY  
 GREENVILLE NC 27834-8628

**Payment may be made in person at:**

Pitt County Tax Collector  
 111 S. Washington St.  
 Greenville, NC 27858

Hours: 8:00 am - 5:00 pm  
 Web Address: [www.pittcountync.gov](http://www.pittcountync.gov)

BILL NUMBER		PARCEL NUMBER		TAX YEAR	BILL DATE	ACRES/LOTS
0001069644-2019-2019-0000-00				2019	07/01/2019	
LOCATION			DESCRIPTION			PIN #
5900 MARTIN LUTHER KING JR H			BUSINESS PERSONAL PROPERTY			
REAL VALUE	PERSONAL VALUE	EXCLUSION/EXEMPTION	DEFERMENT	BILLED VALUE		
0	362,414,552		0	362,414,552		
DESCRIPTION		TAX RATE	AMOUNT			
PITT TAX		0.7210	2,613,008.92			
STATON FIRE SRV DIST TAX		0.0290	105,100.22			
EMS TAX		0.0460	166,710.69			
INDUSTRIAL DEVELOPE TAX		0,0100	36,241.46			
Discounted Amount If Paid on or before September 3, 2019			<b>2,906,455.99</b>			
Current Year Taxes Due If Paid By January 6, 2020			<b>2,921,061.29</b>			

**Tax Related Questions:**  
 Collections: 252-902-3425  
 Assessor: 252-902-3400  
 Drainage: 252-752-7070  
**Interest Begins  
 January 7, 2020.**  
**SPECIAL MESSAGE:**

Prior years taxes are NOT included on this bill.

*Detach and Retain This Portion For Your Records*

**PLEASE RETURN THIS PORTION WITH YOUR PAYMENT**

<b>YEAR</b>	<b>2019</b>	Discounted Amount If Paid on or before September 3, 2019	<b>2,906,455.99</b>
<b>PARCEL NUMBER</b>		Current Year Taxes Due If Paid By January 6, 2020	<b>2,921,061.29</b>
<b>BILL NUMBER</b>	<b>0001069644-2019-2019-0000-00</b>		

**TO CHANGE YOUR MAILING ADDRESS, PLEASE FILL IN CORRECT ADDRESS BELOW.**

ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_

**TO RECEIVE EMAIL NOTIFICATIONS, PLEASE COMPLETE:**

EMAIL: \_\_\_\_\_

**MAKE CHECK PAYABLE AND REMIT TO:**

PITT COUNTY TAX COLLECTOR  
 PO BOX 875  
 GREENVILLE NC 27835-0875

THERMO FISHER SCIENTIFIC  
 5900 MARTIN LUTHER KING JR HWY  
 GREENVILLE NC 27834-8628



7578PPTN 6-11-19 PMS 286, 199 K 1:5

**AFFIDAVIT OF JAMES E. BRUNI**

James E. Bruni, first being duly sworn, hereby deposes and says:

1. My name is James E. Bruni. I am above the age of eighteen and competent to make this Affidavit. I have personal knowledge of the matters set forth in this Affidavit.
2. I hold the corporate office of Assistant Secretary of Thermo Fisher Scientific.
3. On or about March 14, 2019, Thermo Fisher Scientific submitted to Pitt County a 2019 Business Personal Property Listing, a copy of which is attached hereto as Exhibit A, which purports to list in the name of Thermo Fisher Scientific certain business personal property located at 5900 Martin Luther King Highway, Greenville, NC 27834 (the "Thermo Fisher Listing").
4. The Thermo Fisher Listing is erroneous because (i) Thermo Fisher does not own the assets listed thereon; and (ii) the costs listed thereon are not historic acquisition, installation, and delivery costs.
5. The assets listed in the Thermo Fisher Listing are owned by Patheon Manufacturing Services, LLC.

Further affiant sayeth not.

Executed the 16<sup>th</sup> day of December, 2019.



Name: James E. Bruni  
Title: Assistant Secretary, Thermo Fisher Scientific

Sworn to and subscribed before me  
this the 18 day of December, 2019.

Melissa Boring  
Notary Public

Melissa Boring  
Printed Notary Name

Commonwealth of Pennsylvania - Notary Seal
Melissa Boring, Notary Public
Allegheny County
My commission expires March 22, 2023
Commission number 1231793
Member, Pennsylvania Association of Notaries

My Commission Expires: March 22, 2023

## **Assessor's Office Recommendation: Grant Request for Release: Thermo Fisher Scientific**

Note: Prepared by Robert S. Adden, Jr., Attorney with Ruff Bond Cobb Wade & Bethune, LLP representing the Pitt County Office of the Assessor.

By letter dated December 26, 2019, (copy attached) Thermo Fisher Scientific requested a release of 2019 Business Personal Property ("BPP") Taxes in the amount of \$2,921,061.29 assessed on personal property located at 5900 Martin Luther King Highway, Greenville, North Carolina. The assessed value of the BPP was \$362,414,552.

### Background

The BPP at issue is located at the Patheon Manufacturing Services, LLC ("Patheon") facility located at 5900 Martin Luther King Highway, Greenville, North Carolina. Patheon is a subsidiary of Thermo Fisher Scientific.

In 2018 Patheon listed the BPP located at the facility with the Pitt County Assessor. In 2019 Thermo Fisher Scientific listed the BPP located at the facility with the Pitt County Assessor. The listing did not contain any historical cost information.

Based on the 2019 Thermo Fisher Listing, the Assessor determined the 2019 assessed value for the BPP to be \$362,414,552, resulting in a 2019 tax bill of \$2,921,061.29.

By letter dated December 4, 2019, Patheon submitted a BPP listing to the Assessor, listing the BPP located at its facility for 2019 with complete historical cost information. Based on this corrected listing which will result in an assessed value of \$243,157,628, Patheon submitted a tax payment of \$1,959,850.48.

### Statutory Authority

NCGS 105-381 provides that a taxpayer may request a release or refund of taxes imposed through clerical error, or if the tax is an illegal tax, or if the tax was levied for an illegal purpose.

Examples of taxes that qualify for release of refund under NCGS 105-381 include:

- Tax that included a transcription error, such as an assessed value of \$100,000 when it was intended to be assessed at \$10,000.
- Tax on property that did not have a taxable situs in the jurisdiction, such as a tax levied by a city on property just outside the city limits.
- Tax on property that did not exist, such as a tax on a house that burned down in December but the former value on the house was carried over to the next year.
- Tax imposed with a procedural defect, such as levying a tax without the required ordinance.

### Analysis

In his letter dated December 26, 2019 requesting release of the taxes on the BPP, John Cocklereece, attorney for Thermo Fisher and for Patheon, stated his contention that the taxes are

“an illegal tax in that it attempts to tax Thermo-Fisher for property with it does not own. In the alternative, the tax has been imposed through clerical error in that it has been charged to the wrong taxpayer.” In support of this position he included an affidavit from James E. Bruni, Assistant Secretary for Thermo Fisher, that Thermo Fisher does not own the BPP at the facility. It is owned by Patheon.

An argument can be made that the taxes are not an illegal tax. However, in light of the facts that it is clear from the affidavit submitted that Thermo Fisher does not own the BPP, and that Patheon has listed the same BPP and tendered payment of the taxes, the Assessor recommends that the Board of County Commissioners release the Thermo Fisher Scientific Tax Bill # 0001069644-2019-2019-0000-00 as an illegal tax.

Upon release of the Thermo Fisher tax bill, the Assessor will have a new bill for the BPP issued to Patheon.

#### Conclusion

Sam Croom, Pitt County Assessor, requests the Board of County Commissioners to grant the request for release.

Appendix 15

**Reappointments to the Vidant Medical Center Board**

# *Applicant Interest Listing*

## ***Vidant Medical Center Board***

**Bob Barbour**

502 Chesapeake Place  
Greenville NC 27858

Day Phone: (252) 714-2854  
Evening Phone: (252) 355-9855  
Fax:  
E-mail: bbarbour46@yahoo.com

Gender: M  
Race: White  
District: 5  
Priority:

Applied for this board on: 3/6/2019

Application received/updated: 03/06/2019

Applicant's Attributes: Greenville City Limits  
South of the River  
VolAg Southeast

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	Clayton High School		
Experience	Bob Barbour Honda	upto 20 stor	1978 - present
Experience	Army - Vietnam	(Bronze Star)	1970-1971
Volunteer/Prof. Associations	Humane Society		
Volunteer/Prof. Associations	Vidant Health Foundation		

**William Brown**

304 Kenilworth Road  
Greenville NC 27858

Day Phone: (252) 756-0303  
Evening Phone: (252) 355-6080  
Fax:  
E-mail: wsbrown2@suddenlink.net

Gender: M  
Race: White  
District: 5  
Priority:

Applied for this board on: 3/20/2019

Application received/updated: 03/20/2019

Applicant's Attributes: Greenville City Limits  
VolAg Southeast  
South of the River  
District 5

## *Applicant Interest Listing*

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)		
Organization	Description	Date(s)
Greenville Rotary Club	Member	
Greenville Jaycees	Member	
Committee of 100	Member	
Pitt Community College	Volunteer	
Jarvis Methodist Church	Volunteer	
Brown and Wood	President/Owner	
US Navy		
UNC Chapel Hill	BSBA	
J H Rose High School	Diploma	

**William Bulow**

403 Old Snow Hill Road  
Ayden NC 28513

Day Phone: (252) 916-7391  
Evening Phone: (252) 916-7391  
Fax: (252) 746-2717  
E-mail: finshinbuddies\_us@yahoo.

Gender: M  
Race: White  
District: 6  
Priority:

Applied for this board on: 3/7/2019

Application received/updated: 03/07/2019

Applicant's Attributes: Ayden ETJ  
Ayden City Limits  
District 6  
VolAg Southwest

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)		
Organization	Description	Date(s)
Education	Chowan College	AA - Pre Engineering
Education	Ayden High	
Experience	Environmental Engineer	Retired
Experience	National Guard	

## *Applicant Interest Listing*

Volunteer/Prof. Associations	Ayden Rescue Squad
Volunteer/Prof. Associations	Ayden Fire Department

**Chenele Coleman-Sellers**

1092 Worthington Road  
Winterville NC 28590

Day Phone: (252) 258-0644  
Evening Phone:  
Fax: (919) 237-1957  
E-mail: chenele1128@gmail.com

Gender: F  
Race: African  
District: 6  
Priority:

Applied for this board on: 5/19/2016

Application received/updated: 07/06/2017

Applicant's Attributes: District 6  
County Planning Jurisdiction  
South of the River  
VolAg Southeast

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)

	Organization	Description	Date(s)
Education	ECPI University	AAS	
Education	Eastern High School		
Experience	Community Non-profits & Farms	Medical Asst, Customer Service, & Pu	
Experience	Department of Veteran Affairs	MSA	
Volunteer/Prof. Associations	Alliance Medical Ministry		
Volunteer/Prof. Associations	Veteran Affairs		

Boards Assigned To

Home and Community Care Block Grant Committee	10/3/2016 to 10/3/2019
Person over 60 years of age	

**Edwin Congleton**

3609 Hawick Place  
Greenville NC 27834

Day Phone: (252) 752-6423  
Evening Phone: (252) 752-4675  
Fax: (252) 752-6499  
E-mail: gasman7003@embarqmail.

Gender: M  
Race: White  
District: 4  
Priority:

Vidant Medical Center Board  
Wednesday, February 26, 2020

Page 3 of 15

## *Applicant Interest Listing*

Applied for this board on: 8/14/2008

Application received/updated: 08/14/2008

Applicant's Attributes: District 2  
 small business owner  
 Greenville City Limits  
 VolAg Southwest  
 South of the River

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
Education	North Carolina State University	BA - Sociology	
Education	North Pitt High School		
Experience	Stokes & Congleton, Inc.	President/CEO	30 years
Volunteer/Prof. Associations	Stokes Elementary School Adv.		
Volunteer/Prof. Associations	Carolina Township Fire Departm		
Volunteer/Prof. Associations	Ruritan Club		
Volunteer/Prof. Associations	PTO		
Volunteer/Prof. Associations	Boy Scouts/ Eagle Scouts		

<u>Boards Assigned To</u>		
Board of Equalization & Review		3/6/2017 to 3/6/2020
small business owner		

**Robert Corbett**

3879 Bell Road  
 P.O. Box 61  
 Fountain NC 27829

Day Phone: (252) 749-4421  
 Evening Phone:  
 Fax:  
 E-mail: rcorbett27829@gmail.com

Gender: M  
 Race: White  
 District: 4  
 Priority:

Applied for this board on: 1/29/2016

Application received/updated: 01/29/2016

Applicant's Attributes: Fountain ETJ

*Vidant Medical Center Board*  
 Wednesday, February 26, 2020

## *Applicant Interest Listing*

South of the River

VolAg Southwest

District 4

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)		
	Organization	Description
Education	Farmville High School	
Experience	Tobacco Processing	40+ yrs
Experience	Standard Commerical Tobacco	22+ yrs
Experience	Imperial Tobacco	18+ yrs
Experience	NC National Guard	
Volunteer/Prof. Associations	Fountain Wellness Ctr Board	
Volunteer/Prof. Associations	Rural Fire Board	
Volunteer/Prof. Associations	Meals on Wheels	
Volunteer/Prof. Associations	Past Fireman	

<u>Boards Assigned To</u>		
Fire District Commission		12/31/2017 to 12/31/2019
Fountain FD		

**Bernita Demery**

509 Westminster Cr  
Greenville NC 27858

Day Phone: (252) 916-2522  
Evening Phone: (252) 355-5790  
Fax: (252) 329-4074  
E-mail: bwdemery@gmail.com

Gender: F  
Race: African  
District: 3  
Priority:

Applied for this board on: 3/12/2019

Application received/updated: 03/12/2019

Applicant's Attributes: Greenville City Limits  
District 3  
VolAg Southeast

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)

## *Applicant Interest Listing*

	<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
Education	ECU	MBA	
Education	A&T University, Greensboro	BS in Accounting	
Education	Weldon High School	High School	
Volunteer/Prof. Associations	CMBC Finance Committee		
Volunteer/Prof. Associations	United Way Allocations Committ		
Volunteer/Prof. Associations	NCACPA Board of Directors	Member 2008-2011	

**Bernita Demery**

509 Westminster Cr  
Greenville NC 27858

Day Phone: (252) 916-2522  
Evening Phone: (252) 355-5790  
Fax: (252) 329-4074  
E-mail: bwdemery@gmail.com

Gender: F  
Race: African  
District: 3  
Priority:

Applied for this board on: 12/14/2012

Application received/updated: 03/12/2019

Applicant's Attributes: Greenville City Limits  
District 3  
VolAg Southeast

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
Education	ECU	MBA	
Education	A&T University, Greensboro	BS in Accounting	
Education	Weldon High School	High School	
Volunteer/Prof. Associations	CMBC Finance Committee		
Volunteer/Prof. Associations	United Way Allocations Committ		
Volunteer/Prof. Associations	NCACPA Board of Directors	Member 2008-2011	

**Lindsey Griffin**

3721 Ashford Place

Day Phone: (252) 717-9393  
Evening Phone: (252) 353-0785

Gender: M  
Race: White

## *Applicant Interest Listing*

Greenville NC 27858

Fax: (252) 353-4374  
E-mail: lindsey@lrgriffin.com

District: 5  
Priority:

Applied for this board on: 5/14/2019

Application received/updated: 12/03/2019

Applicant's Attributes: District 5  
Greenville City Limits  
South of the River  
VolAg Southeast

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)		
Organization	Description	Date(s)
Education	North Carolina State University	
Education	Bethel High	
Experience	L R Griffin & Associates Inc. Owner	25 years
Volunteer/Prof. Associations	Vidant Health Foundation Board Past Chairman	
Volunteer/Prof. Associations	North Carolina Irrigation License Past Chairman	
Volunteer/Prof. Associations	Pitt Community College Foundat	14 years

### Christopher Jenkins

952 Nottingham Road  
Greenville NC 27858

Day Phone: (252) 439-1185  
Evening Phone: (252) 321-7644  
Fax: (252) 439-1184  
E-mail: Chris.jenkins@jmgmtc.co

Gender: M  
Race: African  
District: 5  
Priority:

Applied for this board on: 4/16/2019

Application received/updated: 04/16/2019

Applicant's Attributes: District 6  
Greenville City Limits  
South of the River  
VolAg Southeast

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)		
Organization	Description	Date(s)

## *Applicant Interest Listing*

Education	Emory University	Masters/ Business Admin
Education	Kinston HS	
Experience	Proctor & Gamble	Finance Manager
Experience	Jenkins Management Consulting	CPA Firm Owner
Volunteer/Prof. Associations	Big Brothers/Big Sisters	
Volunteer/Prof. Associations	Prison Visitation Volunteer	
Volunteer/Prof. Associations	Habitat for Humanity	
Volunteer/Prof. Associations	United Way of Pitt County	Board Member

### Steve Little

3314 NC 33 W  
Greenville NC 27834

Day Phone: (252) 714-3559  
Evening Phone: (252) 758-2040  
Fax:  
E-mail: [steve.little@nashfinch.com](mailto:steve.little@nashfinch.com)

Gender: M  
Race: White  
District: 2  
Priority:

Applied for this board on: 1/5/2007

Application received/updated: 08/28/2018

Applicant's Attributes: District 2  
County Planning Jurisdiction  
North of the River  
VolAg Northwest

#### Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)

	<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
Education	East Carolina University		
Education	Belvoir Elementary		
Experience		NC Real Estate Broker License	
Experience	Nash Finch	Division Manager	
Volunteer/Prof. Associations	Pitt County Planning Board		6 years

#### Boards Assigned To

Vidant Medical Center Board  
Wednesday, February 26, 2020

Page 8 of 15

## *Applicant Interest Listing*

Pitt County Planning Board District 2	9/30/2018 to 9/30/2021
--	------------------------

**Charles Mayo Jr**  
 5872 Hwy 43 N  
 P.O. Box 8  
 Falkland NC 27827

Day Phone: (252) 714-4200  
 Evening Phone: (252) 752-1252  
 Fax:  
 E-mail: cemayo@embarqmail.com

Gender: M  
 Race: White  
 District: 4  
 Priority:

Applied for this board on: 8/5/2013

Application received/updated: 04/08/2019

Applicant's Attributes: At large  
 District 4  
 South of the River  
 VolAg Southwest  
 Falkland ETJ

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>		
	Organization	Description
Education	ECU	business administration courses
Education	Farmville High School	
Volunteer/Prof. Associations	Ambulance Service Advisory Bo	
Volunteer/Prof. Associations	Board of Health	
Volunteer/Prof. Associations	Town of Falkland	Commissioner
Volunteer/Prof. Associations	Development Commission	

<u>Boards Assigned To</u>	
EMS System Plan Oversight Committee At large	6/13/2019 to 6/13/2022

**William Meggs**  
 103 Hidden Hills Drive  
 Greenville NC 27858

Day Phone: (252) 355-7335  
 Evening Phone: (252) 744-2954  
 Fax:

Gender: F  
 Race: White  
 District: 1

# *Applicant Interest Listing*

E-mail: williammeggsmd@gmail.c

Priority:

Applied for this board on: 3/27/2019

Application received/updated: 03/27/2019

Applicant's Attributes: Greenville ETJ  
 South of the River  
 VolAg Southeast  
 District 1

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	University of Miami	School of Medicine	
Education	McCleneghan High School	Diploma	
Experience	PCMH/VCM	Physician	
Volunteer/Prof. Associations	Pitt County Shelter	Volunteer Physician	
Volunteer/Prof. Associations	Pamlico Tar River Foundation A	Board Member	
Volunteer/Prof. Associations	Duke Univesity School of Medici	Instructor	
Volunteer/Prof. Associations	American College of Emegency P	Counselor	
Volunteer/Prof. Associations	Time for Science	Board of Directors	

**Vance Overton**  
 3933 Mobley's Bridge Rd.  
 Grimesland NC 27837

Day Phone: (252) 714-8700  
 Evening Phone: (252) 756-0669  
 Fax:  
 E-mail: vpoverton@embarqmail.co

Gender: M  
 Race: White  
 District: 3  
 Priority:

Applied for this board on: 4/29/2015

Application received/updated: 04/29/2015

Applicant's Attributes: County Planning Jurisdiction  
 South of the River  
 VolAg Southeast

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)		
Organization	Description	Date(s)

## *Applicant Interest Listing*

	<u>Organization</u>	<u>Description</u>	<u>Date(s)</u>
Education	NCSU	Honorary	
Education	East Carolina University	Honorary	
Education	Rose High School		
Experience	Overton's	Former founder / owner	
Experience	National Guard		6 yrs.
Experience	Real Estate	Self Employed	
Volunteer/Prof. Associations	Greenville Utilities Commission	Board Member	2015- current
Volunteer/Prof. Associations	Vidant Medical Foundation	Member/Chairman	12 yrs./current
Volunteer/Prof. Associations	NC State Vet School Foundation	Board Member	current +20 yrs.
Volunteer/Prof. Associations	Select Bank & Trust	Chairman	2004-2014

### Boards Assigned To

Greenville Utilities Commission	6/18/2018 to 6/18/2021
County Nomination	

### Mary Perkins-Williams

1119 Perkins Road  
PO Box 1972, 27835  
Greenville NC 27834

Day Phone: (252) 757-3423  
Evening Phone: (252) 367-7120  
Fax:  
E-mail: mwduck63@gmail.com

Gender: F  
Race: African  
District: 2  
Priority:

Applied for this board on: 10/7/2015

Application received/updated: 10/07/2015

Applicant's Attributes: Greenville ETJ  
North of the River  
District 2  
VolAg Northwest

### Boards Assigned To

P.C. Nursing Home/Adult Care Community Advisory C	1/13/2020 to 12/31/2020
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# *Applicant Interest Listing*

Greenville City Limits

South of the River

VolAg Southeast

**Boards Assigned To**

Industrial Revenue & Pollution Control Authority

12/16/2002 to 12/16/2005

**Roland Smith**

3800 Black Jack Simpson Road  
Greenville NC 27858

Day Phone: (252) 746-2664  
Evening Phone:  
Fax:  
E-mail: res3808@centurylink.net

Gender: M  
Race: White  
District: 6  
Priority:

Applied for this board on: 7/22/2019

Application received/updated: 11/14/2019

Applicant's Attributes: South of the River  
VolAg Southeast  
County Planning Jurisdiction  
District 6

**Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)**

	<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
Education	Lousiania State Univesiety	Banking School of the South	
Education	Central Michigan	Masters in Business Admin	
Education	East Carolina University	B.S Business Admin	
Education	Chicod High School		
Experience	Farm Credit System		
Experience	Pitt-Greene Production Credit A		
Experience	Farm Credits Banks	Columbia, SC	
Experience	Farm Credit Administration		
Volunteer/Prof. Associations	Agricultural Cooperative Internat		

## *Applicant Interest Listing*

**Boards Assigned To**

Development Commission

1/1/2020 to 12/31/2022

**Freddy Wainwright**

2537 Wesley Church Road  
Farmville NC 27828

Day Phone: 252753 3021  
Evening Phone: (252) 753-3593  
Fax:  
E-mail:

Gender: M  
Race: White  
District: 4  
Priority:

Applied for this board on: 7/19/2001

Application received/updated: 07/19/2001

Applicant's Attributes: District 4  
County Planning Jurisdiction  
South of the River  
VolAg Southwest

**Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)**

	<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
Education	Fayeville Community	Water Resources Certification	
Education	Pitt Community		
Education	Snow Hill		
Volunteer/Prof. Associations	Farmville Rescue/28 years		

**Boards Assigned To**

Fire District Commission

12/31/2017 to 12/31/2019

Farmville FD

**Thomas Willis**

PO Box 632  
7222 Stantonsburg Road  
Farmville NC 27828

Day Phone: (252) 714-9246  
Evening Phone: (252) 758-9752  
Fax: (252) 753-5187  
E-mail: tkwillis@earthlink.net

Gender: M  
Race: White  
District: 4  
Priority:

Applied for this board on: 7/9/2018

Application received/updated: 07/09/2018

## *Applicant Interest Listing*

Applicant's Attributes: Farmville EMS  
 District 4  
 Farmville ETJ  
 South of the River  
 VolAg Southwest

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
Education	East Carolina University	BS in History & Nursing	1997/2002
Education	Rosman High School		
Experience	Farmville Rescue & EMS	Paramedic	



## VIDANT HEALTH™

February 24, 2020

Mr. Melvin McLawhorn, Chairman  
Pitt County Board of Commissioners  
1717 West 5<sup>th</sup> Street  
Greenville, North Carolina 27834

Dear Chairman McLawhorn,

This letter is written to notify the Pitt County Board of Commissioners of the need for two reappointments to the Vidant Medical Center Board of Trustees effective March 1, 2020.

Mr. Bryant Kittrell, occupying Seat 17, and Dr. Michael Waldrum, occupying Seat 6, are eligible for reappointment for an additional five-year term.

Pursuant to our revised Articles of Incorporation and Bylaws, the Vidant Medical Center Board Nominating Committee, consisting of Diane Taylor (chairman), Michael Fitzpatrick, Bryant Kittrell and William Monk, met on February 17, 2020 to consider the reappointments as described above. Consistent with the Articles and Bylaws, the board designee of the Pitt County Commissioners also attended the meeting and participated in these deliberations.

The Committee voted to recommend that the Pitt County Board of Commissioners reappoint Mr. Bryant Kittrell and Dr. Michael Waldrum to the Vidant Medical Center Board of Trustees for an additional five-year term.

We appreciate your collaboration and support in this process.

Sincerely,

Diane Taylor  
Chairman  
Nominating Committee  
Vidant Medical Center Board of Trustees

:ewg

cc: Mr. Bynum Satterwhite, Chairman, Vidant Medical Center Board of Trustees  
Mr. Scott Elliott, Pitt County Manager

Vidant Medical Center  
2100 Stantonsburg Road  
Greenville, NC 27834-2818  
PO Box 6028  
Greenville, NC 27835-6028  
252.847.4100  
VidantHealth.com

## *Board Members*

<i>Seat</i>	<i>Name</i>	<i>Applicant District</i>	<i>First Appt.</i>	<i>Appt Date</i>	<i>Exp Date</i>	<i>Yrs Served (To Date)</i>	<i>Yrs Served (At Term End)</i>
<b>Vidant Medical Center Board</b>							
16	Albernz, Marcus S	5	12/1/2008	3/1/2018	3/1/2023	11.24	14.25
6	Carraway, Shirley W	5	3/31/2013	3/1/2018	3/1/2023	6.91	9.92
7	Dixon, Phillip R	4	3/2/2015	3/1/2018	3/1/2023	4.99	8.00
18	Fitzpatrick, Mike	5	3/25/2019	3/25/2019	2/28/2021	0.93	1.93
County Commissioner							
11	Gray, Bruce E	6	5/5/2008	2/15/2016	2/28/2021	11.82	12.83
2	Kittrell, John B	1	2/21/2011	2/2/2015	3/1/2020	9.02	9.03
13	Monk, William	1	3/1/2019	3/1/2019	3/1/2024	0.99	5.01

<i>Seat</i>	<i>Name</i>	<i>Applicant District</i>	<i>First Appt.</i>	<i>Appt Date</i>	<i>Exp Date</i>	<i>Yrs Served (To Date)</i>	<i>Yrs Served (At Term End)</i>
9	Satterwhite, Charles B	4	2/6/2012	3/1/2017	3/1/2022	8.06	10.07
12	Taylor, Diane	5	3/1/2019	3/1/2019	3/1/2024	0.99	5.01
3	Tewari, Anand	3	3/1/2019	3/1/2019	3/1/2024	0.99	5.01
14	Waldrum, Michael	5	11/18/2019	11/18/2019	3/1/2020	0.27	0.28

Appendix 16

Appointment to the Pitt Area Transit System  
Advisory Board

# *Applicant Interest Listing*

## *Pitt Area Transit System*

<b>Chenele Coleman-Sellers</b> 1092 Worthington Road Winterville NC 28590	Day Phone: (252) 258-0644 Evening Phone: Fax: (919) 237-1957 E-mail: chenele1128@gmail.com	Gender: F Race: African District: 6 Priority:
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Applied for this board on: 5/19/2016

Application received/updated: 07/06/2017

Applicant's Attributes: District 6  
 County Planning Jurisdiction  
 South of the River  
 VolAg Southeast

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
Education	ECPI University	AAS	
Education	Eastern High School		
Experience	Community Non-profits & Farms	Medical Asst, Customer Service, & Pu	
Experience	Department of Veteran Affairs	MSA	
Volunteer/Prof. Associations	Alliance Medical Ministry		
Volunteer/Prof. Associations	Veteran Affairs		

<u>Boards Assigned To</u>	
Home and Community Care Block Grant Committee Person over 60 years of age	10/3/2016 to 10/3/2019

<b>Robert Corbett</b> 3879 Bell Road P.O. Box 61 Fountain NC 27829	Day Phone: (252) 749-4421 Evening Phone: Fax: E-mail: rcorbett27829@gmail.com	Gender: M Race: White District: 4 Priority:
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Applied for this board on: 1/29/2016

Application received/updated: 01/29/2016

## *Applicant Interest Listing*

Applicant's Attributes: Fountain ETJ  
 South of the River  
 VolAg Southwest  
 District 4

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	<b>Organization</b>	<b>Description</b>	<b>Date(s)</b>
Education	Farmville High School		
Experience	Tobacco Processing		40+ yrs
Experience	Standard Commerical Tobacco		22+ yrs
Experience	Imperial Tobacco		18+ yrs
Experience	NC National Guard		
Volunteer/Prof. Associations	Fountain Wellness Ctr Board		
Volunteer/Prof. Associations	Rural Fire Board		
Volunteer/Prof. Associations	Meals on Wheels		
Volunteer/Prof. Associations	Past Fireman		

<u>Boards Assigned To</u>		
Fire District Commission		12/31/2017 to 12/31/2019
Fountain FD		

**Mitchell James Jr**  
 4693 Mobley Bridge Road  
 Grimesland NC 27837

Day Phone: (252) 752-8586  
 Evening Phone: (252) 378-4929  
 Fax:  
 E-mail: mitch.james@trilliumnc.or

Gender: M  
 Race: African  
 District: 3  
 Priority:

Applied for this board on: 2/20/2020

Application received/updated: 02/20/2020

Applicant's Attributes: Grimesland ETJ  
 VolAg Southeast  
 South of the River

## *Applicant Interest Listing*

**Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)**

Organization	Description	Date(s)
Trillium Health Resources	Neighborhood Connection Specialist	
Transitions to Employment		
Vocational Rehab		
Pitt Resource Connection		
Pitt Coalition Against Human Tr		
University of Maryland	B.S. Education	
DH Conely	High School	

**Kristoffer Rixon**

400 Cooper Street  
Winterville NC 28590

Day Phone: (518) 570-5801  
Evening Phone:  
Fax:  
E-mail: kristofferrixon@gmail.com

Gender: M  
Race: White  
District: 6  
Priority:

Applied for this board on: 2/11/2019

Application received/updated: 02/11/2019

Applicant's Attributes: South of the River  
VolAg Southeast  
Winterville City Limits  
District 6

**Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)**

Organization	Description	Date(s)
Education	East Carolina University	Bachelor of Arts, Psychology
Education	South Central High School	Diploma
Experience	YouNow Inc	Trust and Safety Specialist
Experience	ECU Dept. of Sociology	Graduate Assistant
Volunteer/Prof. Associations	The Trevor Project	Volunteer Crisis Counselor

## *Applicant Interest Listing*

**Laurie Weston**

107 Justin Drive  
 PO Drawer 7007, Winterville, NC  
 Washington NC 27889

Day Phone: (252) 493-7439  
 Evening Phone: (252) 946-2652  
 Fax:  
 E-mail: lweston@email.pittcc.edu

Gender: F  
 Race: Other  
 District:  
 Priority:

Applied for this board on: 3/27/2019

Application received/updated: 03/27/2019

Applicant's Attributes:

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	East Carolina Univeristy	MA Education Admin.	
Education	UNC Chapel Hil	BS in Education	
Education	Northern Nash Senior High	Diploma	
Experience	Pitt Community College		2013-present
Experience	Beufort County Community Coll		1995-2003
Experience	Pitt County Schools		1984-1995
Volunteer/Prof. Associations	NC Community Colleges Adult E	Board Member	
Volunteer/Prof. Associations	Literacy Volunteers of Pitt Co.	Board Member	
Volunteer/Prof. Associations	Life of NC	Board Member	
Volunteer/Prof. Associations	Region Q Workforce Dev.	Board Member	

**Theresa Wilson**

3105 Tucker Drive  
 Greenville NC 27858

Day Phone: (252) 752-8880  
 Evening Phone: (252) 714-8067  
 Fax:  
 E-mail: trwilson9297@gmail.com

Gender: F  
 Race: White  
 District: 5  
 Priority:

Applied for this board on: 4/30/2019

Application received/updated: 04/30/2019

Applicant's Attributes: Greenville City Limits  
 VolAg Southeast  
 South of the River

# *Applicant Interest Listing*

South of the River

District 5

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)		
Organization	Description	Date(s)
Pitt County PTA	Volunteer/Board Member	
UNC-GH General Alumni Associ	Member	
Ecu Alumni Assocation	Member	
Girl Scouts of America	Co-Leader	
Immanuel Baptist Church	Member	
Younglife	Board Member	
Eastern Nephrology Assoc.		2019- present
ECU School of Nursing		2019- present
Pitt County Health Deptarment		1988-2018
Pitt Memorial Hospital		1987-1991
UNC Chapel Hill	MSN Certficate in Global Health	
East Carolina University	BSN	
Bath High School	Diploma	

February 24, 2020

Board of County Commissioners

Greetings:

This letter is to recommend Mitch James to the vacant seat with the Pitt Area Transit Advisory (PATs) board that expired February 6, 2020. This seat was previously held by James Keith Letchworth of Trillium Resources.

Mr. James has the knowledge and experience to serve on the PATs, as he serves “Neighborhood Connections”, a department within Trillium. This department has a focus on transportation (one of the social determinants of health) and I believe Mr. James will be an asset given his experience. This appointment would meet the criteria required by federal and state mandates for the makeup of the board.

Thank you for your consideration of Mr. James’ appointment to the PATs Advisory Board.

Sincerely,



C. Cameron Coburn  
Director of Transportation  
Pitt Area Transit System

## *Board Members*

<i>Seat</i>	<i>Name</i>	<i>Applicant District</i>	<i>First Appt.</i>	<i>Appt Date</i>	<i>Exp Date</i>	<i>Yrs Served (To Date)</i>	<i>Yrs Served (At Term End)</i>
<b>Pitt Area Transit System</b>							
6	Bell, Christina	3	7/17/2017	7/17/2017	12/31/2020	2.61	3.46
	ECVC						
13	Brown, Angela	1	4/15/2019	4/15/2019	4/15/2022	0.87	3.00
11	Hall, Marsha	3	2/4/2019	4/15/2019	4/15/2022	1.06	3.19
	Health Department						
12	Hill, Jonas	1	4/15/2019	4/15/2019	4/15/2022	0.87	3.00
	RPO						
4	Jackson, Lamont M		9/14/2015	9/14/2015	12/31/2020	4.45	5.30
	Note: Resigned, via email 8-26-19						
	G.R.E.A.T.						
15	Lane, Desha N	2	2/4/2019	4/15/2019	4/15/2022	1.06	3.19
9	Letchworth, James K	4	2/6/2017	2/6/2017	2/6/2020	3.05	3.00
	Mental Health Designee						

<i>Seat</i>	<i>Name</i>	<i>Applicant District</i>	<i>First Appt.</i>	<i>Appt Date</i>	<i>Exp Date</i>	<i>Yrs Served (To Date)</i>	<i>Yrs Served (At Term End)</i>
7	McCorkle, Michele DSS Appointee	4	2/6/2017	2/6/2017	12/31/2020	3.05	3.90
10	McLawhorn, Melvin C County Commissioner	1	2/20/2006	2/17/2008	2/20/2012	14.02	6.00
14	Pase, Helen S At large	3	3/2/2015	4/15/2019	4/15/2022	4.99	7.13
8	Taylor, Mike County	3	9/14/2015	9/15/2018	9/15/2021	4.45	6.01
1	Tripp, Casandra B Pitt County Schools	4	2/17/2009	4/15/2013	4/16/2013	11.03	4.16
3	Ward, Tonika Vocational Rehabilitation		6/18/2018	6/18/2018	12/31/2020	1.69	2.54
5	Yahnker, James A At large Handicap Community	5	4/15/2013	4/15/2019	4/15/2022	6.87	9.01
2	Zeck, Richard Council on Aging	3	9/14/2015	4/15/2019	4/15/2022	4.45	6.59