

The Madison County Board of Commissioners met in regular session on Tuesday, February 8, 2022 at 7:00 p.m. at the North Carolina Cooperative Extension-Madison County Center located at 258 Carolina Lane, Marshall, North Carolina.

In attendance were Commissioner Mark Snelson, Commissioner Craig Goforth, Commissioner and Interim County Manager Norris Gentry, Commissioner Matt Wechtel, Commissioner Michael Garrison, County Attorney Donny Laws, and Clerk Mandy Bradley.

The meeting was called to order at 7:00 p.m. by Chairman Snelson and the Pledge of Allegiance and moment of silence were observed.

Agenda Item 1: Agenda Approval

Upon motion by Vice-Chairman Goforth and second by Commissioner Gentry, the Board voted unanimously to approve the agenda.

Agenda Item 2: Approval of January 11, 2022 (Special) Minutes and January 11, 2022 (Regular) Minutes

Upon motion by Commissioner Wechtel and second by Commissioner Gentry, the Board voted unanimously to approve both sets of minutes as submitted to us.

Agenda Item 3: Public Comment

No public comment was available to be heard by the Board.

Item 4: Kate Singogo, Community Action Opportunities

Ms. Singogo presented and discussed the FY2023 Community Services Block Grant with the Board as well as offered to take questions from the Board members.

Agenda Item 5: Jen Barnhart, US Forest Service

Ms. Barnhart, District Ranger with the US Forest Service presented a Power Point Presentation and discussed an update from the Appalachian Ranger District with the Board as well as answered questions from Board members. Information discussed included the Nantahala National Forest final plan, wilderness designation recommendations for the County, special interest areas, trail systems, open roads to access land, Max Patch update, the Pisgah Restoration Initiative Project, and Great American Outdoor Act.

Agenda Item 6: Norris Gentry, Commissioner/Interim County Manager

Commissioner Gentry discussed information with the Board regarding renovation planning for the Courthouse and the need for a Request for Quotes consideration for architectural services for the allocation of funding in the amount of \$3,800,000.00 from the State Budget. He also discussed the formation of a Courthouse Committee to make recommendations to the Board of Commissioners regarding renovation projects of the Courthouse.

Discussion was had by the Board regarding the Committee.

Commissioner Garrison made a motion stating that he would like to create the Courthouse work group to research, evaluate, and bring the recommendation back to the BOC for the investment and the expenditure of \$3,800,000.00 of state courthouse grant funds specifically for the scope of renovations of the current courthouse and also to develop a strategic plan and timeline for the construction of a new Madison County Justice Center and I would like to add that this work group consist of nine members including the Clerk of Court and two designees, the District Attorney or their designee, presiding Madison County Judge, the Sheriff or their designee, one community member, and two Madison County Board of Commissioners. Upon second

by Commissioner Wechtel, discussion by the Board, and counsel by County Attorney Donny Laws, the Board voted unanimously to approve.

Agenda Item 7: Brooke Ledford, Human Resources Director

Ms. Ledford discussed and presented proposed updates to the Accident Prevention Plan to the Board as well as answered questions from Board members.

Upon motion by Commissioner Gentry and second by Commissioner Wechtel, the Board voted unanimously to approve as recommended by the HR Director. (Attachment 7.1)

Agenda Item 8: Kary Ledford, Finance Officer

a. Budget Amendment #8

Ms. Ledford presented and discussed Budget Amendment #8 with the Board as well as answered questions from Board members.

Upon motion by Vice-Chairman Goforth and second by Commissioner Gentry, with discussion being had by the Board and Ms. Ledford, the Board voted unanimously to approve. (Attachment 8.1)

b. Financial Report

Ms. Ledford presented and discussed the financial report for the month of January to the Board as well as answered questions from Board members. (Attachment 8.2)

Agenda Item 9: Diana Norton, Interim Tax Administrator

a. Tax Refunds and Releases

Ms. Norton presented the tax refunds and releases to the Board for the month of January and answered questions from Board members.

Upon motion by Vice-Chairman Goforth and second by Commissioner Gentry, the Board voted unanimously to approve. (Attachment 9.1)

b. Kania Law Firm Tax Foreclosure Update

Ms. Norton discussed an update regarding current tax accounts currently in process of tax foreclosure through the Kania Law Firm noting that twenty-seven accounts are in process with a foreclosure sale scheduled to be held at the Courthouse on March 1, 2022 for four of the accounts.

Agenda Item 10: Ross Young, American Rescue Plan Act Grant Manager

Mr. Young presented and discussed the proposed American Rescue Plan Act Project Ordinance for consideration of the Board and answered questions from Board members noting that the adoption of the Ordinance would allow the County to move forward with the funds. Counsel was provided by County Attorney Laws regarding the need to have the Ordinance in place before spending the funds and he recommended the removal of the current guidelines from the Ordinance as they are constantly changing, noting he would recommend adding that the funds should be used as authorized by law in Section 1.

Upon motion by Commissioner Garrison and second by Chairman Snelson, the Board voted unanimously to accept the Ordinance as presented with a modification of Section 1 and the removal of 1, 2, 3, 4 under Section 1 for the American Rescue Plan Project Ordinance. (Attachment 10.1)

Agenda Item 11: Brad Guth, Development Services Director

Mr. Guth discussed the development of the 2030 Comprehensive Plan and noted the requirement of an updated County plan by July 1, 2022. He requested that the Board allow the Development Services staff to develop the plan in house by using the format of the existing plan.

Upon motion by Commissioner Gentry and second by Chairman Snelson, the Board voted unanimously to accept the proposal as presented by Brad, Development Services Director.

Agenda Item 12: Norris Gentry/Interim County Manager

a. County Manager's Update

Commissioner Gentry provided an update regarding bids for removal of the house at the Beech Glen Community Center.

The collection of motor oil at the Marshall, Mars Hill, and Hot Springs Convenience Centers as well as the Landfill was discussed with the Board by Commissioner Gentry.

Information regarding the addition of fleet management software for management of County vehicles was discussed by Commissioner Gentry.

Commissioner Gentry provided an update regarding the current sales tax rate collected by the County. Discussion was had by the Board regarding the readdressing of residents near County lines to collect the sales tax revenue for those residents.

b. Reconsideration of Regular Meeting Schedule

The Resolution Altering The Regular Meeting Schedule of the Madison County Board of Commissioners was presented to the Board for consideration and discussed with members by Commissioner Gentry due to the temporary unavailability of the regular meeting space for the month of March 2022.

Upon motion by Chairman Snelson and second by Commissioner Garrison with discussion being had regarding alternate meeting locations, the Board voted unanimously to approve. (Attachment 12.2)

c. 2022 Mowing Contract Request for Proposal Consideration

Commissioner Gentry discussed a request for proposal for the mowing contract to be advertised for mowing services for County owned properties. Discussion was had by the Board regarding locations to be included in the RFP and that Parks and Recreation would supervise the service.

Upon motion by Commissioner Garrison and second by Vice-Chairman Goforth, the Board voted unanimously to approve.

d. Conflict of Interest Policy Consideration

A proposed Conflict of Interest Policy for staff members, officers, and directors was presented to the Board by Commissioner Gentry.

Upon motion by Commissioner Gentry and second by Vice-Chairman Goforth, the Board voted unanimously to approve as presented. (Attachment 12.4)

e. School Nurse Contract

The 2021-2022 School Nurse Contract was present for consideration of the Board by Commissioner Gentry. Discussion was had by County Attorney Laws and the Board regarding the contract.

Upon motion by Vice-Chairman Goforth and second by Commissioner Gentry, the Board voted unanimously to approve.

f. Professional Surety Bond Insurance Review and Consideration

Commissioner Gentry discussed surety bonding for County employees and requested permission to bring the amounts current. Discussion was had by the Board and County Attorney Laws regarding the current policy.

Upon motion by Commissioner Gentry and second by Vice-Chairman Goforth, the Board voted unanimously to bring up to date.

g. County Owned Surplus Property

Commissioner Gentry presented three current bids received for parcels of County owned surplus property including an upset bid for the recently accepted bid for PIN: 9862-26-2549, PIN: 9769-09-8590, and Inventory ID Number 0655 which contains multiple parcel identification numbers and a total of 56.8 acres .

Bid number one, upon motion by Commissioner Wechtel and second by Vice-Chairman Goforth, the Board voted unanimously to accept the bid and put it back on the tax roll.

Bid number two, upon motion by Commissioner Garrison and second by Chairman Snelson, the Board voted unanimously to deny.

Discussion was had by the Board and counsel provided by County Attorney Laws regarding bid 3. Upon motion by Chairman Snelson and second by Vice-Chairman Goforth, the Board voted unanimously to accept.

h. County Board Appointments

Commissioner Gentry presented vacancies for various County appointed Boards. Discussion was had by the Board.

Upon motion by Chairman Snelson and second by Commissioner Wechtel, the Board voted unanimously to reappoint Connie Harris to the Transportation Advisory Board.

Upon motion by Commissioner Garrison and second by Commissioner Wechtel, the Board voted unanimously to extend Jill Peek for five years on the Housing Authority Board.

Discussion was had by the Board regarding the Transportation Authority Board.

Upon motion by Commissioner Gentry and second by Vice-Chairman Goforth, the Board voted unanimously that Commissioner Matt Wechtel remain as the County Commissioner member of the Transportation Advisory Board.

Upon motion by Commissioner Wechtel and second by Commissioner Gentry, the Board voted unanimously to put Lawrence Burleson in as the designated community member for the Transportation Authority Board.

Further discussion was had by the regarding the Transportation Advisory Board. Upon motion by Commissioner Wechtel and second by Vice-Chairman Goforth, the Board voted unanimously to reappoint Vicki Eastland to that position based on the specialized nature of that position and her background.

i. Project Johnny 5-0 Application Authorization Consideration, j. Attorney-Client Privilege, k. Personnel

Upon motion by Commissioner Gentry and second by Vice-Chairman Goforth, the Board voted unanimously to enter into closed session for Economic Development, Attorney-Client Privilege, and Personnel at 8:44 p.m.

Upon motion by Chairman Snelson and second by Commissioner Gentry, the Board voted unanimously to return to open session at 11:30 p.m.

County Attorney Laws discussed the NC One Application for Project Johnny 5-0. He noted that the certification would need to be executed by the County Manager and requested a motion to authorize the County Manager to execute the application for the Johnny 5-0 Project for the NC One Application. Upon motion by Commissioner Wechtel and second by Chairman Snelson, the Board voted unanimously to approve.

Human Resources Director Brooke Ledford requested on behalf of the Maintenance Department, the hire of Jonathan Shelton as a Facility Worker II. Upon motion by Chairman Snelson and second by Vice-Chairman Goforth, the Board voted unanimously to approve.

Human Resources Director Brooke Ledford requested on behalf of the Maintenance Department, the hire of Justin Chandler as a Temporary Facility Worker. Upon motion by Chairman Snelson and second by Commissioner Gentry, the Board voted unanimously to approve.

Human Resources Director Brooke Ledford requested on behalf of the Finance Office, the hire of Amanda Cutshall as a Finance Technician III. Upon motion by Commissioner Gentry and second by Commissioner Wechtel, the Board voted unanimously to approve.

Human Resources Director Brooke Ledford requested on behalf of 911, the hire of Samantha Silver. Upon motion by Chairman Snelson and second by Vice-Chairman Goforth, the Board voted unanimously to approve.

Human Resources Director Brooke Ledford requested permission for the County Manager and Human Resources Director to make salary adjustments to the Dispatcher and Clerk positions. Upon motion by Chairman Snelson and second by Commissioner Gentry, the Board voted unanimously to approve.

Human Resources Director Brooke Ledford requested on behalf of the Tax Assessor's Office, the hire of David Fox. Upon motion by Commissioner Gentry and second by Commissioner Wechtel, the Board voted unanimously to approve.

Item 13: Adjournment

Upon motion by Commissioner Gentry and second by Commissioner Garrison, the Board voted unanimously to adjourn at 11:33 p.m.

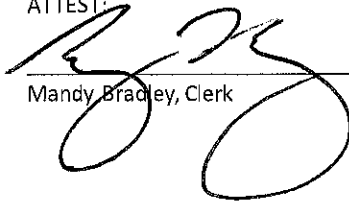
This the 8th day of February 2022.

MADISON COUNTY



Mark Snelson, Chairman
Board of Commissioners

ATTEST:



Mandy Bradley, Clerk

Madison County Government
Accident Prevention Plan

Safety Policy

Mission

Madison County Government places a high value on the safety of its employees. Madison County Government is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

Policy Statement

It is the basic safety policy of Madison County that no task is so important that an employee must violate a workplace safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all workplace safety rules and are encouraged to actively participate in identifying ways to make our workplaces a safer place to work.

Department Heads and Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, observe employees for unsafe practices and take prompt action to eliminate any hazards and/or risky behavior.

To assure the safety in the workplace, Madison County Government will do the following:

- Develop a system for identifying and correcting hazards.
- Plan for foreseeable emergencies.
- Form a Safety Committee

Responsibilities

County Manager

1. Ensure that a countywide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Ensure funds are budgeted for safety equipment, training, and to carry out the safety program.
3. Ensure that a record of injuries and illnesses associated with injury is maintained and posted as described in this program.
4. Set a good example by following established safety rules and attending required training.
5. Report unsafe practices or conditions to the Board of Commissioners.
6. Develop and implement a County Safety Plan that includes Job Hazard Analysis.
7. Ensure a secretary is appointed to the Safety Committee and duties for the secretary are outlined and include tracking hazard trends.

Accident Prevention Program

Department Heads

1. Develop and implement a Departmental Safety Plan under the County Safety Plan and review annually.
2. Ensure that sufficient employee time, and supervisor support is available to carry out the safety program.
3. Ensure the department is represented at Safety Committee meetings at least annually, and more frequently as required by the risk identified.
4. Evaluate direct report staff each year to include assurance of the safety program responsibilities.
5. Set a good example by following departmental safety rules and providing and/or attending safety related trainings.
6. Report unsafe practices or conditions to the County Manager.
7. Ensure monthly inspections are completed.
8. Ensure that incidents are fully investigated and corrective action, if any, is taken to prevent the hazardous conditions or behaviors from happening again.

Supervisor

1. Ensure that each employee you supervise has received an initial orientation *before* beginning work.
2. Ensure that each employee you supervise is competent and receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.
3. Ensure that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE.
4. Observe the work habits of the employees you supervise. Promptly correct any unsafe behavior.
5. Set a good example for employees by following safety rules and providing and/or attending required training.
6. Investigate all incidents in your area and report your findings to management.
7. Talk to management about changes to work practices or equipment that will improve employee safety.
8. Ensure monthly safety inspections are performed; reviewed and signed off on and ensure inspection forms are submitted to the proper place.

Employee

1. Follow safety rules that are pertinent to each work place as described in this program and practice safe work habits.
2. Report unsafe conditions or actions to your supervisor and safety committee representative promptly.
3. Report all injuries to your supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your works and example to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee's safety.

Revised 5-1-2008, March 2014

Last Revision Adopted

8/12/2014

Safety Committee

The Safety Committee shall be made up of a broad representation of all county government departments and it is intended that employees, supervisors, and management work together to identify safety issues, review incident reports, develop recommendations for solutions, and evaluate the effectiveness of the safety program. Departments collocated in one building may each elect to send a representative, but at a minimum, a rotation should be established so that all departments are represented at least once annually. Department's whose duties are considered high-risk should have a representative at each Safety Committee meeting. The following identifies the makeup of the Safety Committee:

Safety Committee Membership

- Each department will appoint a designee to the Safety Committee. Departments collocated may develop a rotation to ensure each department is represented. Departments of "one" may join other similar sized departments to be a group represented if the work place duty is not considered high risk.
- Department Heads whose departmental work is considered high risk shall be members of the Safety Committee.
- The County Manager will appoint a Chair, Co-Chair, and Secretary of the Safety Committee.
- The County Manager will ensure the Workers Comp Coordinator for the county is appointed or available regularly to the Safety Committee.

Safety Committee members duties include:

- Regularly attending meetings
- Promote safety in the workplace and encourage safe work practices
- Help assure inspections are completed.
- Report results of inspections during the period prior to each meeting.
- Report departmental safety training/meetings.

Safety Committee Meeting Structure

- The Safety Committee secretary shall prepare the monthly agenda, collecting requests from all members, take and record minutes from each meeting, collect and disseminate monthly inspection reports, develop a tracking tool for inspection reports, and issue reports on inspection compliance.
- Safety Committee meetings shall be held often enough to assure effectiveness of the APP and at a minimum of once each quarter of the calendar year.
- At the final meeting of the calendar year, the meeting calendar (day/frequency/time/place) for the upcoming year will be development and approved.
- The safety committee will establish a standing agent to contain the following items:
 - Review and approval of pervious meeting minutes
 - Reports of injuries from all departments
 - Inspections review and report
 - Review of Work Comp Claims
 - Departmental training reports
 - New business
 - Open floor
 - Annually, a review of the APP

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Last Revision Adopted

8/12/2014

Accident Prevention Program

- Agenda items may be added by contacting the secretary or chair in advance of the meeting or discussed during New Business or Open Floor.

Safety Committee Duties and Responsibilities

- Conduct a Hazard Risk Analysis annually or when a change occurs that elevates the risk
- Create templates and tools to assist departments in creating, reviewing, and implementing department safety plans.
- Annual review of the APP
- Regular review of work comp and/or injury reports
- Investigation of injuries if warranted
- Regular review of issues found during inspection rounds
- Regular review of department training and training materials
- Recommend strategies for improved safety.

Workplace Safety

Every department shall develop and implement a safety plan. The plan shall be created based upon a Job Hazard Analysis and basic workplace disaster preparedness and response activities. The plan shall include safety prevention and promotion activities, employee orientation, and ongoing training. This plan will be updated as needed and reviewed/ revised at least annually. All employees will be oriented to the plan and will be notified when changes are made to the plan. Employees shall follow safe work practices at all times and report unsafe conditions to their supervisor.

Employee Orientation to the Safety Plan

When an employee is hired, it is essential they are oriented to the Safety Plan. This shall occur prior to the employee beginning job duties. Additionally, if job duties require specific safety training, it must be documented that the employee is competent in order to perform those identified duties. At a minimum, all employees shall receive training on evacuation and fire safety, OSHA standards as they apply; Safety Data Sheets (SDS) as it applies, and any other general personnel safety training that applies but is not necessarily job duty specific (e.g. chemical safety, blood borne pathogen exposure, etc.)

Employee Safety Meetings

Department Heads shall hold periodic departmental safety meetings or include safety topics in regular staff meetings throughout the year. At minimum departments must share with employees the hazards in the work place and suggested ways to avoid accident and injury annually. Departments whose duties include high-risk activities should incorporate a duties-specific section of the departmental Safety Plan and appoint a Safety Officer. Training that is more frequent may occur, depending upon the hazards in the work place. Employees shall take responsibility for attending safety training, or at a minimum review the training material. The Department Heads and Supervisors will take responsibility for employee training and competence.

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Last Revision Adopted

8/12/2014

Evaluating Employee Competence and Safety

As a part of regular performance appraisal, each employee will be evaluated on safety measures. Those measures will include orientation/training, ongoing training participation, specific competence for high-risk duties, and understanding of disaster preparedness and response activities.

Reporting an Incident

Employees should immediately report any injury or work related illness to their immediate supervisor, regardless of how serious.

The Supervisor will:

- Attend to the employees' injury as appropriate and take action if medical attention is needed.
- Immediately report the incident to the Work Comp Coordinator.
- Complete an "Incident Investigation Report" form.
- Send the "Incident investigation Report" to the workers' compensation coordinator.

The Workers Compensation Coordinator will:

- Complete the NCIC Form 19 using information obtained from the Incident Investigation Report associated with the incident, whether it must be recorded on the OSHA Forms 300, 300A and 301 according to the instructions for that form.
- Ensure Incidents are entered within six days.
- Bring injury reports and investigation information to the Safety Committee for review.
- Post a signed copy of the OSHA Form 300A for the previous year on the Madison County Finance Office bulletin board each February 1 until April 30. A signed copy will be posted at all locations providing county services. All OSHA forms will be kept on file for least 5 years. Any employee can view an OSHA log upon request at any time during the year.

Incident Investigation

The county will follow the rules and regulations of the NC Department of Labor's reporting procedures. County administration will stay current with any changes to those rules and regulations, and adopt reporting practices accordingly.

- Work-related Fatality must be reported to OSH Division within eight hours after the death of an employee as a result of a work-related incident.
- Work-related injury involving in-patient hospitalization on one or more employees, work-related amputation, or any work-related loss of an eye must be reported to the OSH Division within 24 hours of the incident.

Incident Investigation Procedure

Employees are required to report any injury or work related illness to their immediate Supervisor regardless of how serious. The employee must use an "Employee's Report of Injury" form to report all injuries. Employees can obtain a form from their supervisor.

Accident Prevention Program

When a supervisor becomes aware of an employee injury, the supervisor will complete an "Accident Investigation" form and the "Incident Investigation Report" and forward them to the workers' compensation coordinator. The supervisor will interview the employee and any other persons who have information that may be helpful in the investigation.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, after appropriate medical attention has been secured, a preliminary investigation will be conducted by the immediate supervisor or the injured person(s), a person designated by management, an employee representative of the safety committee, and any other person whose expertise would help the investigation.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a near-miss), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The Incident Investigation Report for will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to the workers' compensation coordinator.

Upon initial investigation, the scene of the accident/incident/injury should remain undisturbed until the investigation report about the scene has been concluded. If there is death or serious injury involved, **the scene should not be disturbed except to aid in rescue or make the scene safe.**

In all cases, the supervisor or the investigation team will take written statements from witnesses, photograph the incident scene and equipment involved (as appropriate). The supervisor or team will also document as soon as possible after the incident, the condition of the equipment (if involved) and anything else in the work area that may be relevant. The supervisor or team will make a written Incident Investigation Report of its finding. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The Incident Investigation Report will be forwarded to the workers compensation coordinator. The workers compensation coordinator reports to the Safety Committee about incidents at the regular scheduled meetings. An Incident Investigation Checklist form can be found in the Accident Prevention Program Guide to help the supervisor carry out his/her responsibilities toward employee injury investigation.

Hazard Prevention and Control

Eliminating Workplace Hazards

Madison County Government is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the OSHA requirements of safety standards where there are specific rules about hazard or potential hazard in our workplace. Whenever possible we will design our facilities and use equipment designed to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible, or are not fully effective, we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection, etc.

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Last Revision Adopted

8/12/2014

Accident Prevention Program

Hazard Communication Program

Madison County Government is committed to reducing the occurrence of workplace illnesses and injuries caused by hazardous chemicals. We will achieve this goal by providing information and training for employees who work with hazardous chemicals.

All employees subject to the OSHA Hazard Communication Standard 29 CFR 1910.1200 must have a written hazard communication program.

The written program must:

1. Describe how the criteria specified in the standard will be met for labels and other forms of warning for material safety data sheets and for employee information and training;
2. Include a list of hazardous chemicals known to be present using the chemical or common name that appear on the appropriate material safety sheet;
3. Identify the methods used to inform employees of the hazards of non-routine tasks and those hazards associated with chemicals in unlabeled pipes in their work areas; and
4. Describe methods used to inform any contractor with employees in the workplace of hazards that may be exposed to and appropriate protective measures.

The written hazard communication program must be made available upon request to employees, designated employee representatives, and authorized representatives of the North Carolina Department of Labor.

Safety Inspection Procedures

Madison County Government practices regular hazard surveillance procedures to identify workplace hazards. We will take prompt action to eliminate any hazards we find. In addition, to reviewing injury records and investigation incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

Monthly Safety Inspection- Each month, by the 5th of the month for the previous month, each department or collocated departments under one roof, will inspect their areas for hazards using the standard safety inspection checklist. During these inspections, they will talk to co-workers about their safety concerns and alert coworkers of unmitigated hazards in the workplace. Committee members will report any hazards or concerns to the whole committee for consideration. Occasionally, committee members may agree to inspect each other's areas. This brings a fresh pair of eyes to look for hazards. Safety Inspection reports will be forwarded to the workers compensation coordinator. A log of safety inspection is kept for review.

Annual Site Survey- Once a year an inspection team made up of members of the safety committee will do a wall-to-wall walk through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklist uses during regular monthly safety inspections and as part of the annual review of the effectiveness of our accident prevention program.

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Last Revision Adopted

8/12/2014

Accident Prevention Program

Safety Inspection Form- the Safety Committee provides a Safety Rounds inspection Checklist Form template for all departments to use. Mandatory minimal content is highlighted and should not be edited out. Department should delete/edit/add components that are necessary for their work area. The safety Committee will review inspection checklist forms annually and recommend revisions.

Basic Safety Rules

The following basic safety rules have been established to help make our work environment a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device. Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been training and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto Madison County property.
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. Safety infractions are subject to applicable disciplinary action up to and including termination. An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

Equipment Maintenance

Some departments have machinery and equipment that must be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment (refer to Monthly Inspection Form).

Departmental Disaster and Emergency Planning

All Madison County Government departments will have a departmental specific Disaster and Emergency Plan that includes a hazard analysis, employee orientation and training, and outlines according to the analysis, what to do in the following situations (example):

- Fire
- Need for evacuation

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Accident Prevention Program

- Need for Shelter-in-Place
- Civil disturbance
- Health emergency
- Security breach

Departmental Disaster and Emergency Plans are reviewed and revised if necessary on an annual basis.

**Madison County
Board of Commissioners**

Attachment 8.1

**Budget Amendment #8
February 8, 2022**

Description	Line Item	Debit	Credit
Tax Administration			
2003 Ad Valorem Tax	10.3100.2003		\$ 16.00
2022 Ad Valorem Tax	10.3100.2022		\$ 4,360.00
2011 Ad Valorem Tax	10.3100.2011	\$ 3,000.00	
2012 Ad Valorem Tax	10.3100.2012	\$ 1,360.00	
Sales of Tax Maps	10.3100.6000		\$ 244.00
Salaries-Tax Collector	10.4140.1210	\$ 6,603.15	
FICA	10.4140.1810	\$ 92.35	
Retirement	10.4140.1820	\$ 138.11	
Salaries-Tax Assesor	10.4141.1210		\$ 6,603.15
FICA	10.4141.1810		\$ 92.35
Retirement	10.4141.1820		\$ 138.11
Adjust to actual tax revenue. Move from Assessor to Collector for employee position change.			
Board of Elections			
Filing Fees	10.3417.8900		\$ 2,693.00
Increase in projected fees			
Health Department			
			\$ 36,758.00
Cannon Foundation Grant	10.3513.7023		
Cannon Foundation Grant	10.5110.7023	\$ 36,758.00	
Received grant for dental clinic			
Register of Deeds			
Fees	10.3418.4100		\$ 45,000.00
Conveyance Tax	10.4180.6140	\$ 45,000.00	
Register of Deeds Automation Fund	10.4185.1990	\$ 3,980.00	
Transfer from Automation Fund	10.9900.0045		\$ 3,980.00
To purchase fraud alert system			
Solid Waste Department			
White Goods	80.3472.4180		\$ 6,180.00
Sale of White Goods	80.3472.4182		\$ 16,000.00
Temporary Disposal Cards	80.3472.7100		\$ 6,575.00
Duplicate Disposal Cards	80.3472.8000		\$ 72,000.00
Sale of Recyclables	80.3472.8101		\$ 29,100.00
Capital Vehicles	80.4720.5410	\$ 129,855.00	
Adjust to actual increase of revenue to purchase new vehicle			

Transportation

Passenger Donations	10.3452.5110	\$	60.00
Adjust to actual			

Sheriff's Office

Outreach	10.3431.2900	\$	1,540.00
Disaster Relief Donations	10.3431.4970	\$	2,150.91
Outreach	10.4310.4800	\$	540.00
Disaster Relief Donations	10.4310.4970	\$	2,150.91
Adjust to actual increased donations			

Dept. of Social Services

LIEAP	10.5481.6795	\$	20,422.00
LIEAP COVID	10.5481.6800	\$	141,432.00
LIHWAP	10.5481.6850	\$	36,424.00
CRISIS	10.5481.6770	\$	6,124.00
DUKE ENERGY	10.5481.6796	\$	928.76
LIEAP COVID	10.3531.40003	\$	141,432.00
LIHWAP	10.3531.6850	\$	36,424.00
CRISIS	10.3548.3300	\$	6,124.00
DUKE ENERGY	10.3548.3500	\$	928.76
DSS: ADMIN	10.3531.3300	\$	20,422.00

Revenue and expenditures were budgeted according to estimates.

Sales Tax

1/4 cent sales tax	10.3232.3115	\$	43,149.25
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Education/Schools

1/4 cent sales tax	10.5911.7200	\$	43,149.25
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Contingency

	10.7000.0000	\$	4,013.00
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We are at 58.31% of the FY22 budget.

Bank balances at January 31, 2022 are as follows:

	Unrestricted	Restricted	
General Fund	\$6,530,725.15		
Debt Service Fund	\$48,529.33		
Capital Outlay Fund	\$326,142.81		
Capital Management	\$12,944,699.12		
Occupancy Tax Fund		\$66,805.07	
Revaluation Fund		\$74,415.38	
Tourism Development		\$1,287,426.79	
Automation Fund		\$156,100.03	
Drug Seizure Fund		\$7,487.94	
Inmate Trust Fund		\$47,367.34	
Soil & Water Conservation		\$63,584.79	
Total of All Accounts:	\$19,850,096.41	\$1,703,187.34	
New Jail Loan	\$ -	(Due in February)	
School Debt Service	\$ -	(Due in February)	
40-42 Set Aside for Schools	\$ (1,476,421.01)		
Unspent Grant/Restricted Proceeds	\$ (767,625.28)		
Adoption Promotion Fund	\$ (145,391.53)		
Encumbered Amounts	(\$5,596,589.83)		
Total assigned and restricted Bank Bal	\$ (7,986,027.65)		
	General	Landfill	911
Unassigned and Unrestricted totals by	\$4,147,736.15	\$111,510.57	\$499,896.87

SUMMARIES:

Percentage of budget at January 2022 is:

All Funds:		YTD	% OF BUDGET
Revenues	\$3,034,810.91	\$24,088,686.84	87.19
Expenditures	\$2,088,248.68	\$15,296,009.17	49.46

General Fund	MTD	YTD	Encumbered	% OF BUDGET	Year to Date 01/21
Revenues to Date:	\$2,746,093.75	\$21,681,846.48		73.09	\$19,907,241.37
Expenditures to Date:	\$1,918,619.03	\$14,074,824.20	\$ 5,016,428.83	48.71	\$13,398,683.32
Gain/Loss to Date:	\$827,474.72	\$7,607,022.28			\$6,508,558.05

Contingency

Landfill	MTD	YTD	Encumbered	% OF BUDGET	Year to Date 01/21
Revenues to Date:	\$276,985.24	\$2,335,996.13		101.3	\$2,261,801.72
Expenditures to Date:	\$167,057.51	\$1,159,795.10	\$580,161.00	50.22	\$1,112,051.58
Gain/Loss to Date:	\$109,927.73	\$1,176,201.03			

Contingency

91.1 Emergency Telephone Services	MTD	YTD	% OF BUDGET	Year to Date 01/21
Revenues	\$11,731.92	\$70,844.23	50.32	\$77,026.06
Expenditures	\$2,572.14	\$61,389.87	24.48	\$104,339.46
Gain/Loss	\$9,159.78	9,454.36		(\$27,313.40)

Contingency \$-

GENERAL FUND:

DEPARTMENT	MTD	YTD	% OF BUDGET	Year to Date 01/21
Vehicle Tax	\$77,349.20	\$541,818.29	54.18	\$571,023.01
Overages/Underages				
Ad Valorem Tax Interest	\$33,014.00	\$104,687.00	80.53	\$84,797.26
Late Listing Fee	\$2,316.00	\$14,547.00	96.98	\$13,368.85
Legal Fees				
2009 Ad Valorem Tax		\$336.60	99	\$164.25
2010 Ad Valorem Tax		\$747.60	99.68	\$150.51
2011 Ad Valorem Tax	\$108.99	\$1,152.54	23.05	\$1,677.76
2012 Ad Valorem Tax	\$3,117.69	\$4,732.77	67.61	\$2,924.71
2013 Ad Valorem Tax	\$3,265.27	\$6,982.34	99.75	\$3,671.83
2014 Ad Valorem Tax	\$3,300.88	\$6,362.31	79.53	\$2,772.63
2015 Ad Valorem Tax	\$2,402.91	\$6,762.29	84.53	\$7,129.32
2016 Ad Valorem Tax	\$2,630.11	\$12,379.92	61.9	\$13,555.97
2017 Ad Valorem Tax	\$2,500.18	\$25,855.82	86.19	\$20,594.06
2018 Ad Valorem Tax	\$3,983.73	\$35,164.02	58.61	58,805.41
2019 Ad Valorem Tax	\$6,956.39	\$62,477.98	62.48	180,635.39
2020 Ad Valorem	\$26,281.64	\$161,327.13	84.91	11,227,619.26
2021 Ad Valorem	\$1,458,915.02	\$11,294,301.54	95.14	
2022 Ad Valorem	\$4,360.88	\$4,360.88		
Collection Fees: Marshall				
Collection Fees: Mars Hill				
Collection Fees: Hot Springs				
Sale of Tax Maps		\$414.00	207	
Tax Office Copies				
Returned Check	\$268.97	\$766.57		\$879.93
Refunds/Overpayment of Taxes	\$31,159.97	\$50,636.79		\$2,000.00
Contra: Returned Check				
Sale of Foreclosed Property				
Contra: Foreclosed Property Expenses				
Sales Tax/Video Programming		\$7,018.42	70.18	\$4,023.55
Sales Tax	\$506,953.92	\$2,100,964.73	38.26	\$2,156,749.18
Gas Tax Refund/State	\$2,228.09	\$7,034.44	35.17	\$11,111.71
Payment In Lieu of Taxes				
Forest Service Timber Sales				
Clerk of Court	\$5,277.12	\$39,451.25	78.90	\$34,793.12
Board of Elections		\$13,342.31	99.36	\$31,368.82
Register of Deeds	\$35,655.50	\$380,229.40	105.04	\$338,961.50
Sheriff's Department	\$143,858.65	\$770,491.52	45.02	\$859,454.43
Emergency Management		\$21,496.05	54.96	\$20,625.00
Inspections	\$6,086.76	\$145,884.68	78.52	\$134,919.67
Animal Control	\$3,950.00	\$25,136.00	73.93	\$21,247.09
Transportation	\$6,470.51	\$199,878.22	39.02	\$127,266.94
Cooperative Extension Service				
Soil & Water Conservation				

DEPARTMENT	MTD	YTD	% OF BUDGET	Year to Date 01/21
Grant Revenues/JCPC/DJJD	\$8,035.00	\$56,290.00	16.87	\$184,751.70
Health Department	\$ 192,790.09	\$ 1,697,253.33	57.48	\$ 1,210,268.04
Medicaid Hold Harmless Tax		\$ 86,912.75	100	\$ 58,054.46
Social Services	\$126,880.16	\$1,052,793.42	45.57	\$972,234.58
AFDC				
Foster Care		\$208,313.04	30.07	\$176,721.03
Medicaid				\$370.00
Adoption		\$2,775.00	1.47	\$117,426.07
Child Support Enforcement	\$8,002.39	\$41,571.86	36.98	\$54,480.31
In Home Aides	\$3,655.31	\$29,540.55	33.95	\$29,172.39
Beech Glen Center	\$235.00	\$3,850.00	77	\$220.00
Nutrition	\$14,833.97	\$80,132.84	46.03	\$69,129.51
State Lottery Funds/Education				
Library	\$6,729.00	\$57,554.82	51.79	\$49,515.75
Parks & Recreation		\$64,831.00	90.65	\$3,670.00
Interest Earned		\$832.30	29.73	\$1,330.55
Rent of County Property	\$3,327.50	31952 1/2	48.61	\$32,992.50
Finance/Other	\$8,277.61	\$15,194.54	101.33	\$12,389.04
Miscellaneous Income	2,500.00	\$ 47,500.00	100	\$505,047.08
Fund Transfer In				
Totals	2,746,093.75	21,681,846.48	73.09	\$19,907,241.37

GENERAL FUND EXPENDITURES

DEPARTMENT	MTD	YTD	Encumbered	% OF BUDGET	Year to Date 01/21
Governing Body	\$10,289.05	\$63,083.62		48.81	\$110,898.41
Finance Office	\$28,056.92	\$299,642.40	\$ 1,970.00	40.56	\$264,802.04
Tax Collector	\$30,435.13	\$147,180.99	\$ 40,000.00	46.97	\$146,436.81
Tax Supervisor	\$14,840.55	\$129,413.32		48.51	\$129,742.67
Land Records	\$5,737.06	\$46,889.11		49.63	
Professional Services		\$19,725.00		30.35	
Court Facilities	\$506.50	\$5,396.07	\$ 10,098.00	13.89	\$9,195.16
Board of Elections	\$8,319.41	\$111,582.86		30.71	\$254,304.97
Register of Deeds	\$39,549.69	\$238,536.96		70.55	\$199,861.05
Register of Deeds- Automation		\$11,979.98	\$ 3,000.00	108.91	\$19,999.00
Custodial	5446.77	\$40,843.60		47.57	
Maintenance	\$9,146.83	\$215,234.82	\$ 45,245.50	34.94	\$223,544.88
Sheriff's Department	\$309,044.21	\$2,465,619.25	\$ 83,735.00	55.75	\$1,871,043.00
Emergency Management	\$21,454.42	\$71,582.49		65.77	\$45,114.07
911 Dispatchers	\$51,467.88	\$380,644.75		52.26	\$364,567.83
Fire Contract/Forest Service		\$28,957.03		29.71	\$21,301.71
Inspections	\$19,168.25	\$175,217.50	\$10,000.00	55.9	\$134,568.71
Economic Development	\$329.66	\$36,052.26	\$5,000.00	30.7	\$45,737.06
Medical Examiner	\$1,950.00	\$7,850.00	4000	62.8	\$6,500.00
Ambulance Service Contract	\$142,916.67	\$1,000,416.99	\$1,430,833.33	58.08	\$1,000,416.69
Animal Control	\$19,183.21	\$163,620.17		40.04	\$159,823.32
Transportation - Admin	\$8,434.80	\$68,969.98		55.62	\$55,935.05

DEPARTMENT	MTD	YTD	Encumbered	% OF BUDGET	Year to Date 01/21
Transportation - Operating	\$30,290.68	\$234,042.81	\$11,724.00	50.33	\$144,803.02
Transportation - Capital Outlay					
Transportation - EDTAP					\$67.50
Planning & Development	97.88	\$74,867.03		15.93	\$122,341.44
Information Technology	16,029.55	\$139,968.63	\$158.00	53.71	\$138,720.51
Cooperative Extension	19,038.80	\$149,623.01		47.23	\$126,809.98
Soil & Water	\$9,751.66	\$77,071.84		49.97	\$72,737.22
Health Department	\$257,358.30	\$1,895,919.48	\$96,506.00	45.55	\$1,544,266.70
Drug Free Community	5216.25	\$53,081.61	2125	42.19	\$82,689.63
Management AdmIn.	\$40,317.01	\$212,297.81		38.31	\$245,699.37
Social Services	\$185,751.10	\$1,500,557.37	\$60,000.00	47.96	\$1,501,522.02
AFDC		\$612.27		7.65	\$2,830.26
Special Assistance	\$5,232.50	\$49,357.61		37.97	\$59,228.49
State Foster Care	\$13,421.00	\$107,561.79		15.37	\$80,392.24
Foster Care Program	\$23,045.77	\$149,630.91		36.5	\$127,167.01
Medical Assistance Program					
Adoption Assistance	\$13,293.31	\$65,506.23			\$52,751.55
Crisis Intervention	\$101,580.06	\$130,808.71		68.5	\$152,684.94
Child Support	\$9,046.53	\$57,139.29	\$5,414.00	42.85	\$55,542.19
In Home Aides	\$5,408.18	\$49,540.74		32.67	\$66,043.96
Nutrition	\$45,613.71	\$296,607.56	\$77,644.00	47.42	\$288,596.75
Education	\$351,287.42	\$2,638,725.00	\$3,053,120.00	54.8	\$3,009,637.00
A-B Technical College	\$9,542.00	\$66,794.00	\$76,336.00	58.34	\$66,794.00
Bank Charges	\$1,406.77	\$9,380.72		53.6	\$8,702.07
Library	\$36,094.85	\$309,273.80	\$1,490.00	52.47	\$280,208.53
Parks & Recreation	\$13,446.69	\$77,650.75		39.07	\$48,908.02
Debt Services					
Debt Services Interest					
Fund Transfer In/ Landfill & Library					
Fund Transfer Out/Revaluation					
TOTALS	\$1,918,619.03	\$14,074,824.20	\$5,016,428.83	48.71	\$13,398,683.32

LANDFILL FUND

REVENUES	MTD	YTD	% OF BUDGET	Year to Date 01/21
Transfer From Fund Balance				
Landfill Miscellaneous Fees				
Returned Check Fees				
Surplus Property Proceeds				
State Tire Disposal Fee		\$8,868.02	44.34	\$170.20
Local Tire Disposal Fee	\$105.75	\$578.75	82.68	\$677.00
White Goods Tax				
Sale of White Goods	\$3,027.50	\$28,089.70	234.08	\$10,531.40
Household Hazardous Waste				
Temporary Disposal Cards	\$1,805.00	\$34,577.82	123.49	\$63,456.61
Duplicate Disposal Cards	\$3,549.40	\$86,930.65	620.93	\$37,889.32
Landfill Disposal Cost Fees	\$11,660.89	\$93,415.40	74.73	\$71,327.84
Landfill Sale of Recyclables	\$8,865.58	\$61,099.43	190.94	\$22,670.76
Nuisance Tires				
Disposal Cards	\$246,177.05	\$1,978,123.48	98	\$2,015,955.15
Construction Demolition	\$1,794.07	\$22,261.27	58.58	\$25,309.80
Solid Waste Disposal Distribution		\$8,982.00	89.82	\$4,331.39
Grant/State				
Electronics Management		\$6,885.00	114.75	1320
Electronics (County)				
Interest				
Totals	\$276,985.24	\$2,335,996.13	101.3	\$2,261,801.72

EXPENSES:	MTD	YTD	Encumbered	% OF BUDGET	Year to Date 01/21
Landfill	\$149,237.14	\$1,033,610.56	\$564,050.00	50.89	\$977,541.14
Recycling	\$12,798.76	\$107,303.86	\$11,206.00	43.7	\$118,726.94
Scrap Tires	\$5,021.61	\$18,880.68	\$4,905.00	71.25	\$15,747.50
White Goods					
Closure/Post Closure					
Totals	\$167,057.51	\$1,159,795.10	\$580,161.00	50.22	\$1,112,051.58

NCPTS V4

TR-304 Bill Release Report

Report Run: 2/1/2022 10:38:16 AM
 Date as of: 1/31/2022 7:10:36 PM

Report Parameters:

Release Date Start: 1/1/2022 Release Date End: 1/31/2022
 Tax District: ALL

Default Sort-By: Bill #, Taxpayer Name, Release Date, Billing Date, Operator ID, Release Amount
 Grouping: No Grouping

#	Taxpayer Name	Bill Date	Release Reason	Operator ID (Name)	Release Date	Orig Bill Amount(\$)	Release Amount(\$)	Bill Amount after
10000833-2021-2021-0000-00-REG	RAMSEY, FRANK ROBERT	9/15/2021	Blgd correction	APRIL	1/24/2022	2,308.95	696.50	1,612.45
10001235-2021-2021-0000-00-REG	FREEMAN, DIXIE MARIE	9/15/2021	Landfill error	DIANA	1/11/2022	530.39	180.00	350.39
10001392-2021-2021-0000-00-REG	SILVER, JERED D.	9/15/2021	Landfill error	DIANA	1/5/2022	302.88	180.00	122.88
10001393-2021-2021-0000-00-REG	SILVER, JERED D.	9/15/2021	Landfill error	DIANA	1/5/2022	310.74	180.00	130.74
10002279-2021-2021-0000-00-REG	RICE, JAMES SPENCE	9/15/2021	Landfill error	DIANA	1/5/2022	594.33	180.00	414.33
10002304-2021-2021-0000-00-REG	ALLMAN, ROY D.	9/15/2021	Blgd correction	DIANA	1/5/2022	1,636.17	856.44	779.73
10002550-2021-2021-0000-00-REG	COATES, BERNARD	9/15/2021	Landfill error	DIANA	1/21/2022	3,278.56	180.00	3,098.56
10003498-2021-2021-0000-00-REG	ANDERS, MARIE M	9/15/2021	Landfill error	DIANA	1/25/2022	1,182.52	180.00	1,002.52
10003499-2021-2021-0000-00-REG	ANDERS, MARIE M	9/15/2021	Landfill error	DIANA	1/25/2022	2,691.54	540.00	2,151.54
10003471-2021-2021-0000-00-REG	ANDERS, MARIE M	9/15/2021	Landfill error	DIANA	1/25/2022	1,262.55	540.00	722.55
10003946-2021-2021-0000-00-REG	CHANDLER, DENITA	9/15/2021	Landfill error	DIANA	1/11/2022	4,130.50	2,520.00	1,610.50
10004088-2021-2021-0000-00-REG	ROBINSON, JOYCE CAROLYN	9/15/2021	Landfill error	DIANA	1/5/2022	376.50	180.00	196.50
10004572-2021-2021-0000-00-REG	COATES, BERNARD	9/15/2021	Landfill error	DIANA	1/21/2022	510.35	180.00	330.35
10004940-2021-2021-0000-00-REG	HOBEIN, LAURA A	9/15/2021	Landfill error	DIANA	1/5/2022	2,179.72	180.00	1,999.72
10007217-2021-2021-0000-00-REG	PRESNELL, NADINE V.	9/15/2021	Landfill error	DIANA	1/5/2022	458.97	180.00	278.97
10007366-2021-2021-0000-00-REG	BALL, LUTHER	9/15/2021	Landfill error	DIANA	1/5/2022	1,935.75	180.00	1,755.75
10008153-2021-2021-0000-00-REG	ANDERS, BILLY CHARLES	9/15/2021	Landfill error	DIANA	1/25/2022	762.45	180.00	582.45
10008154-2021-2021-0000-00-REG	ANDERS, BILLY CHARLES	9/15/2021	Landfill error	DIANA	1/25/2022	971.85	180.00	791.85
10008234-2021-2021-0000-00-REG	VILLAGE STYLING SALON	9/15/2021	Business closed	COLTON KENT	1/24/2022	32.21	32.21	0.00
10008992-2021-2021-0000-00-REG	MICKEY, STEPHEN A	9/15/2021	Landfill error	DIANA	1/5/2022	1,186.07	180.00	1,006.07
10009130-2021-2021-0000-00-REG	ANANDA MARGA OF NORTH CAROLINA	9/15/2021	Landfill error	DIANA	1/11/2022	900.00	180.00	720.00
10009130-2021-2021-0000-00-REG	ANANDA MARGA OF NORTH CAROLINA	9/15/2021	Landfill error	DIANA	1/11/2022	720.00	180.00	540.00

0010236-2021-2021-0000-00-REG	NAULTY, CHAD	9/15/2021	Landfill error	DIANA	1/25/2022	293.22	180.00	113.22
0010497-2018-2018-0000-00-REG	RICE, TINA S.	8/15/2018	Assessed In Err	APRIL	1/24/2022	193.00	193.00	0.00
0010497-2019-2019-0000-00-REG	RICE, TINA S.	8/28/2019	Assessed In Err	APRIL	1/24/2022	194.65	194.65	0.00
0010497-2020-2020-0000-00-REG	RICE, TINA S.	9/21/2020	Assessed In Err	APRIL	1/24/2022	31.90	31.90	0.00
0010497-2021-2021-0000-00-REG	RICE, TINA S.	9/15/2021	Assessed In Err	APRIL	1/24/2022	31.90	31.90	0.00
0011411-2021-2021-0000-00-REG	STIMACH, RONALD LAWRENCE	9/15/2021	Landfill error	DIANA	1/5/2022	1,730.37	360.00	1,370.37
0012106-2021-2021-0000-00-REG	KELLEY, VICKI	9/15/2021	Landfill error	DIANA	1/5/2022	1,079.66	180.00	899.66
0013287-2020-2020-0000-00-REG	LEDFORD, MATTHEW	9/21/2020	Sold/Traded	COLTON KENT	1/12/2022	48.75	48.75	0.00
0016323-2021-2021-0000-00-REG	WORLEY, DAISY ANN	9/15/2021	Landfill error	DIANA	1/5/2022	1,043.53	360.00	683.53
0016509-2021-2021-0000-00-REG	BALL, JENNIFER TWEED	9/15/2021	Landfill error	DIANA	1/5/2022	1,078.43	180.00	898.43
0017245-2021-2021-0000-00-REG	BRUSH CREEK COUNTRY STORE	9/15/2021	Over Assessment	DIANA	1/4/2022	786.80	720.80	66.00
0017793-2021-2021-0000-00-REG	BRIGGS, LEE JR, CAROLYN B.WHITE,	9/15/2021	Landfill error	DIANA	1/7/2022	520.58	180.00	340.58
0019111-2020-2020-0000-00-REG	MARS HILL COMMONS, LLC	9/21/2020	Removal of SW	DIANA	1/12/2022	9,720.00	9,720.00	0.00
0019293-2021-2021-0000-00-REG	ROBINSON, BRUCE CLYDE	9/15/2021	Landfill error	DIANA	1/21/2022	513.28	180.00	333.28
0019627-2021-2021-0000-00-REG	ANDERS, BILLY C.	9/15/2021	Landfill error	DIANA	1/25/2022	1,946.29	360.00	1,586.29
0020853-2021-2021-0000-00-REG	BRADLEY CALDWELL PROPERTIES,	9/15/2021	Landfill error	DIANA	1/5/2022	388.40	180.00	208.40
00567918-2021-2021-0000-00-REG	WOOD, JODY	9/15/2021	Landfill error	DIANA	1/21/2022	322.20	180.00	142.20
00568061-2021-2021-0000-00-REG	VANDERWALL, ROBERT	9/15/2021	Landfill error	DIANA	1/21/2022	468.01	360.00	108.01
00568239-2021-2021-0000-00-REG	FRASURE, MICHAEL SCOTT	9/15/2021	Landfill error	DIANA	1/18/2022	547.33	180.00	367.33
00569509-2021-2021-0000-00-REG	RAMSEY, GARRETT H.	9/15/2021	Landfill error	DIANA	1/21/2022	1,103.53	180.00	923.53
00569525-2021-2021-0000-00-REG	WILSON, LAWRENCE EDWARD	9/15/2021	Landfill error	DIANA	1/11/2022	3,500.70	900.00	2,600.70
00571105-2021-2021-0000-00-REG	JOHNSON, MICHAEL R.	9/15/2021	Sold/Traded	COLTON KENT	1/5/2022	2.92	2.92	0.00
00571347-2021-2021-0000-00-REG	PETERSON, KEVIN W.	9/15/2021	Correction for MH	COLTON KENT	1/6/2022	32.45	32.45	0.00
00571799-2021-2021-0000-00-REG	PROMISE KEEPER	9/15/2021	Over Assessment	APRIL	1/5/2022	151.89	137.62	14.27
00571904-2021-2021-0000-00-REG	PAINT ROCK CABIN	9/15/2021	Business closed	COLTON KENT	1/3/2022	51.03	51.03	0.00
00571958-2021-2021-0000-00-REG	HENSLEY, DOLORES ANN	12/10/2021	Assessed In Err	COLTON KENT	1/13/2022	26.50	26.50	0.00
00572722-2021-2021-0000-00-REG	COATES, SHEILA COLLEEN	9/15/2021	Landfill error	DIANA	1/21/2022	720.95	180.00	540.95
00572927-2021-2021-0000-00-REG	ROBINSON, RONNIE	9/15/2021	Landfill error	DIANA	1/5/2022	1,528.96	180.00	1,348.96
bftotal							0.00	
al						23,576.67		

Grant Project Ordinance for the County of Madison, NC for the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) provided by the American Rescue Plan Act (ARPA)

BE IT ORDAINED by the County of Madison, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLFRF). The County of Madison has received the first tranche in the amount of \$2,112,827 of CSLFRF funds. The total allocation is \$4,200,000 with the remainder to be distributed to the county within the next 12 months. These funds may be used to the extent authorized by state law.

Section 2: The following amounts are appropriated for the project and authorized for expenditure:

CSLFRF Project	\$4,200,000
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(Once the Madison County Government Board of Commissioners determines how to spend all or a portion of the ARP funds, the BOC will amend this section to authorize appropriations for specific programs, services, projects and activities that align with the stipulations set forth in the Act.)

Section 3: The following revenues are anticipated to be available to complete the project:

CSLFRF Funds	\$4,200,000
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Section 4: The Federal Funds Manager working under the direction of the County Finance Officer is hereby directed to maintain sufficient, detailed accounting records to satisfy the requirements of the grantor agency in concurrence with the grant agreements.

Section 5: The Federal Funds Manager working under the direction of the County Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 6: Copies of this grant project ordinance shall be furnished to the Board of Commissioners and voted on in a public meeting.

Section 7: This grant project ordinance expires on December 31, 2026, or when all the CSLFRF funds have been obligated, expended and all final reports have been completed, whichever occurs sooner.

Section 8: Direct costs associated with the administration of this grant will be a budgeted expense of the CSLFRF funds.

Adopted on this 8th day of February, 2022

Madison County Board of Commissioners

Chairman Mark Smilson

**RESOLUTION ALTERING THE REGULAR MEETING SCHEDULE OF THE
MADISON COUNTY BOARD OF COMMISSIONERS**

THAT WHEREAS the Madison County Board of Commissioners, (hereinafter "Board") has heretofore adopted a Resolution which said Resolution is on file with the Clerk to the Board which establishes the regular monthly meetings of the Board to occur at 7:00 p.m. on the second (2nd) Tuesday of each consecutive month, with said meetings to be held in at the North Carolina Cooperative Extension Office-Madison County Center located at 258 Carolina Lane, Marshall, NC; and

WHEREAS it has become necessary to change the location of the regular monthly meeting for the March 2022, regular monthly meeting due to the temporary unavailability of the regular meeting space.

WHEREAS it is incumbent upon the Board to follow the appropriate statutory procedure to alter its regular meetings which said procedure includes, without limitation, the following:

1- The adoption of a revised schedule of regular monthly meetings at least 7 days before the first (1st) meeting occurs under the revised schedule (NCGS §143-318.12(a)(4)).

2- The filing of the revised regular meeting schedule with the Clerk to the Board (NCGS §143-318.12(a)(2)).

3- The posting of the revised meeting schedule on the Board's website (NCGS §143-318.12(d)).

4- The posting of notice of the temporary change at or near the Board's regular meeting place (NC Cooperative Extension-Madison County Center) (NCGS §153A-40(a)).

5- Notification to all persons or entities that have requested information of the Board's meetings of the change.

NOW THEREFORE, be it **RESOLVED** by the Madison County Board of Commissioners as follows:

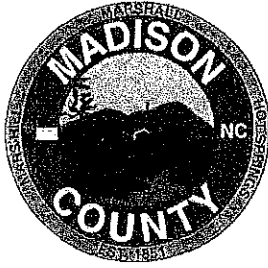
1- That the regular monthly meeting of the Board in March 2022 will be as follows:

The meeting will be on the 8th day of March 2022, commencing at 7:00 o'clock p.m. at the Madison County Courthouse, located at 2 N Main Street, Marshall, North Carolina.

2- Except as modified herein, the regular meeting schedule of the Board of Commissioners will remain the same as heretofore scheduled.

2022 Madison County Board of Commissioners Meeting Schedule

Month	Date	Day	Time	Location
January	11th	Tuesday	7:00 PM	NC Cooperative Extension-Madison Center
February	8th	Tuesday	7:00 PM	NC Cooperative Extension-Madison Center
March	8th	Tuesday	7:00 PM	Madison County Courthouse
April	12th	Tuesday	7:00 PM	NC Cooperative Extension-Madison Center
May	10th	Tuesday	7:00 PM	NC Cooperative Extension-Madison Center
June	14th	Tuesday	7:00 PM	NC Cooperative Extension-Madison Center
July	12th	Tuesday	7:00 PM	NC Cooperative Extension-Madison Center
August	9th	Tuesday	7:00 PM	NC Cooperative Extension-Madison Center
September	13th	Tuesday	7:00 PM	NC Cooperative Extension-Madison Center
October	11th	Tuesday	7:00 PM	NC Cooperative Extension-Madison Center
November	8th	Tuesday	7:00 PM	NC Cooperative Extension-Madison Center
December	13th	Tuesday	7:00 PM	NC Cooperative Extension-Madison Center



**Madison County Government
County of Madison, NC**

Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of staff members, officers, and directors of Madison County Government from interfering with the performance of their duties to Madison County Government, or resulting in personal financial, professional, and/or political gain on the part of such persons at the expense of Madison County Government.


Definitions: Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and directors of Madison County Government. Governing Board (also board) means the board of directors. Director means an individual member of the board of directors. Staff member means a person who receives all or part of his/her income from the payroll of Madison County Government.

Policy:


1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 - a) A director is related to another director.
 - b) A director is related to a staff member.
 - c) A director is also a staff member.
 - d) A staff member in a supervisory capacity is related to another staff member whom he/she supervises.
 - e) A director or staff member receives payment from Madison County Government for any contract, subcontract, goods, or services other than as part of his/her regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - f) A director or staff member is a member of the governing body of a contributor to Madison County Government.
 - g) A director or staff member may have personal, financial, professional, or political gain at the expense of Madison County Government.
 - h) A director or staff member engages in activities that may cause a loss of public credibility in Madison County Government or create a public impression of impropriety.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the board of directors shall determine whether a conflict of interest exists and, if so, the board shall vote to authorize or reject the transaction and/or condition. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum, provided that at least one consenting director is disinterested.
3. An interested director, officer, or staff member shall not participate in any discussion or debate of the board of directors, or of any committee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a conflict of interest.
4. No director, officer, or staff member shall participate in the selection, award, or administration of a procurement transaction in which federal or state funds are used, where to his/her knowledge, any of the following has a financial interest in that transaction: (1) the staff member, officer, or director; (2) any member of his/her immediate family; (3) his/her partner; (4) an organization in which any of the above is an officer, director, or employee; or (5) a person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment.

5. Existence of any of the above-listed conditions shall render a contract or a transaction voidable unless full disclosure of personal interest is made in writing to the board of directors and such transaction was approved by the board in full knowledge of such interest.
6. The disinterested directors are authorized to impose by majority vote other reasonable sanctions as necessary to recover associated costs against a director, officer, or staff member for failure to disclose a conflict of interest as described in Paragraph 1 or for any appearance of a conflict.
7. Appeal from sanctions imposed pursuant to Paragraph 5 and 6 above shall be prescribed by law in those courts of the State of North Carolina with jurisdiction over both the parties and the subject matter of the appeal.
8. In the event that Madison County Government has incurred costs or attorney fees as a result of legal action, litigation, or appeal brought by or on behalf of an interested director or staff member due to a conflict of interest and consequent sanctions and in the event that Madison County Government prevails in such legal action, litigation, or appeal, Madison County Government shall be entitled to recover all of its costs and attorney fees from the unsuccessful party.
9. A copy of this policy shall be given to all directors, officers, and staff members upon commencement of such person's relationship with Madison County Government. Each board member, officer, and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

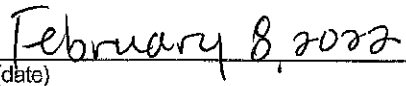
Signed:



(signature)



(name printed)



(date)

To ensure the policy is being regularly enforced and monitored for compliance, the Executive Director shall remind board and staff members of the policy annually by email and shall require board and staff members to disclose annually any interests that may give rise to conflict.

Use the section below to disclose any interests that may give rise to conflict:

**Contract for School Nursing Services
Between the
Madison County Health Department and Madison County Public Schools**

August 1, 2021 through May 31, 2022

Now comes the Madison County Health Department hereinafter referred to as the "Department" and the Madison County Board of Education, hereinafter referred to as the "School" is entered into this contract for the purpose of providing school nursing services to the students of the Madison County School System.

Whereas both the Department and the School mutually agree that the purpose of providing school nursing services is to promote the optimal health and well-being of all students in Madison County Schools, **AND**

Whereas both the Department and the School mutually agree that the long-term purpose of these funds is to provide full-time nursing services to each school in the system, **AND**

Whereas both the Department and the School mutually agree that the School Nurse Funding Initiative (SNFI) enacted by the General Assembly is a useful step toward the goal of having a nurse to student ratio that meets the nation and state recommendation of 1:750, **AND**

Whereas both the Department and School mutually agree to continue providing school nursing services as specified in the annually developed "Contract between Madison County Health Department and Madison County Schools",

NOW, THEREFORE, in consideration of the premises and the following mutual covenants and conditions and any sums to be paid, the Department and School agree as follows:

THE DEPARTMENT AGREES:

1. To employ and provide up to 5 ten-month nurse positions to provide school nursing services to the Schools for the 2021-2022 fiscal school year. Three of the positions to be funded with funds provided through the School Nurse Funding Initiative (SNFI) and two of the position to be funded by the School as set forth herein below. In no event shall the funds provided by the Department for the three SNFI positions exceed those funds that the Department receives through the State of North Carolina through the SNFI program.
2. To develop a detailed budget for the use of the funds required to fund the ~~four~~^{five} nurse positions, a copy of the initial budget being attached hereto as Attachment III, and to cooperate with the School in the event of any modifications required for the budget consistent with the terms and provisions of Attachment III and any modifications thereof.
3. To comply with assurances in Attachment I.
4. The nurse(s) will provide direct nursing services to students within one or more schools following the scope of service in Attachment II. The Department shall comply fully with Attachment II and shall be the "Contractor" for purposes of that attachment.

5. To submit an invoice to the School monthly for expenses, salary and all costs related to the two school nurses employed and additional funding to cover fringe benefits of the other three nurses (in excess of \$150,000) to be paid by School funds.
6. The School shall pay the Department within thirty (30) days of receipt of the invoice. Any adjustments to the invoice shall be taken into account in the next succeeding invoice or as soon thereafter as reasonably practical.
7. To inform the School of the employment of the nurses, and in the event of termination, whether voluntary or involuntary, and the date of termination within 4 working days of such action.
8. Take every step to ensure continuity during times when positions are vacated.
9. To maintain documentation that each school nurse employed under this Contract is and remains current in his/her licensure as a Registered Nurse in good standing with the North Carolina Board of Nursing.
10. The Public Health Lead School nurse is responsible for direct supervision of the remaining four (4) school nurses, coordination of activities, and for a significant amount of planning for system-wide school health activities.
11. The Department Director of Nursing (D.O.N.)/Designee will serve as supervisor for the Public Health Lead School nurse. Additionally, the Department provides the services of the Communicable Disease Program for services related to immunizations and communicable disease control in the school setting and the Environmental Health Program for state-mandated environmental health monitoring.
12. The services provided by the school nurses are in accordance with the guidelines in the N.C. School Health Program Manual, current edition and N.C. General Statutes related to school health.

THE SCHOOL AGREES:

1. To provide adequate space, computer equipment and supplies for the school health program nurse positions.
2. To comply with assurances in Attachment I.
3. To maintain documentation that each nurse employed under this contract is adhering to the scope of services outlined in Attachment II and shall also, upon request of the Department, provide to the Department all plans, reviews, reports and other documents that the School is required by Attachment II to submit and to fully cooperate with the Department regarding the Department's obligations under Attachment II.
4. To pay to the Department within thirty (30) days the amount invoiced by the Department for the School funded nursing position and fringe benefits of the other three nurses (in excess of \$150,000) as

Contract for School Nursing Services, September 23rd, 2021


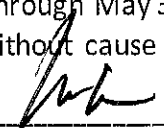

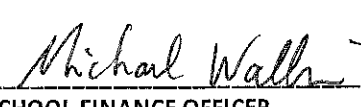

set forth herein above and consistent with the terms and provisions of Attachment III and any modifications thereto.

- 5. To provide supervision within the School consistent with the annual contract.
- 6. Share in the responsibility of coaching, mentoring, and counseling all school nurses.
- 7. **EPINEPHRINE AUTO-INJECTORS ON SCHOOL PROPERTY: § 115C-375.2A.**
 - a. Provide for a supply of a minimum of **two (2)** emergency epinephrine auto-injectors in each school to be used by trained school personnel to provide emergency medical aid to persons suffering from an anaphylactic reaction during the school day and at school-sponsored events on school property;
 - b. Designate one or more school personnel at each school to receive initial training and annual retraining from the school nurse regarding the storage and emergency use of an epinephrine auto-injector;
 - c. The school nurse who is trained in use of Epinephrine Auto-Injectors shall obtain a non-patient specific prescription for epinephrine auto-injectors from a physician or nurse practitioner of the Madison County Health Department;
 - d. The principal shall collaborate with appropriate school personnel to develop an emergency action plan for the use of epinephrine auto-injectors in an emergency.

The parties hereto agree that any nurses hired using the funds as provided herein above **shall be** employees of the Department only and shall not be employees of the School. The parties agree and acknowledge under this Contract, the School is not responsible for employing, directing, controlling, or supervising any nurses except as set forth in this Contract.

This Contract is not intended to grant any rights to any third parties and it shall not be deemed to create any partnership or joint venture between the Department and School.

This contract shall be in effect for the period August 1, 2019 through May 31, 2020 and is renewable annually thereafter. Either party may terminate this contract with or without cause upon 60 days written notice.

 _____ HEALTH DIRECTOR	<u>1-21-22</u> _____ DATE	 _____ SUPERINTENDENT OR SUB-CONTRACTOR CEO	_____ DATE
 _____ COUNTY FINANCE	<u>2/8/22</u> _____ DATE	 _____ SCHOOL FINANCE OFFICER	_____ DATE
 _____ CHAIR COUNTY COMMISSIONERS		Date: <u>2/8/22</u> _____	

(This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act)

ATTACHMENT I

ASSURANCES

(To be initialed by Health Director)

Assure that these contracted funds will not be used to supplant existing federal, TC INITIALS
State, or local funds supporting school nurse positions. Communities will maintain current level of effort and
funding for school nurses.

Assure that school nurses will be allowed to participate in required trainings. TC INITIALS

ATTACHMENT II

SCOPE of WORK

I. PURPOSE:

The purpose of the contract is to improve the school nurse to student ratio in the school district in order to have a positive impact on improving children's health and their readiness to learn. Funds will be used to employ national certified school nurses(s) or registered nurse (s) working toward national certification to work full time in schools and enhance the local capacity to provide basic health services to students.

The long-term program outcome supported by the Division of Public Health Agreement Addendum, School Nurse Funding Initiative FY 2021-2022 is:

For Madison County Health Department to decrease the nurse to student ratio from 1:2,234 (at most) in Madison County Schools to 1:750 in order to have a positive impact on improving children's health and their readiness to learn.

The short-term and/or interim outcomes of the Division of Public Health Agreement Addendum, School Nurse Funding Initiative FY 2021-2022 are:

1. Reduce the nurse to student ratio in Madison County Schools from 1:2,234 to 1:559.
2. Improve access to basic health services for 100% of students served.

II. SCOPE OF WORK AND DELIVERABLES:

The Madison County Health Department shall, for approximately 1,676 students:

1. Employ, three (3) nationally certified school nurses or Public Health Nurse(s) working toward national certification, to work full time:

Tiffany Jamerson, RN	#SNFI Nurse
Kristy Waldroup, RN	#SNFI Nurse
April Jenkins, RN	#SNFI Nurse

2. Employ one (2) certified school nurses or Public Health Nurse working toward national certification, **funded by Madison County Public Schools.**

Samantha Biggs, RN	School Funded Nurse
Morgan Huntsinger, RN	School Funded Nurse

3. **WORK PLAN:** Submit annually, a written work plan from each school nurse, no later than one month from hire. The work plan shall address the delivery of basic health services, including activities, strategies and goals within, but not limited to, the following areas:

Contract for School Nursing Services, September 23rd, 2021

- a. Preventing and responding to communicable disease outbreaks both within the school and in the community at large;
- b. Developing and implementing plans for emergency medical assistance for students and staff;
- c. Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs;
- d. Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service;
- e. Providing or arranging for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals, and;
- f. Assuring that federal and state mandated health related activities are completed, which includes but is not limited to: (i.e. Health Assessments; Immunization Status Report; Blood-borne Pathogen Control Plan (OSHA) requirements, services under Section 504, Individuals with Disabilities Education Act, Healthy Active Children (GCS-S-000) requirements for School Health Advisory Councils, and other mandated laws, rules and regulations pertaining to school health).
- g. Serve as coordinator of health services program in their assigned schools and provide nursing care.
- h. Provide health education to students, staff, and parents.
- i. Identify health and safety concerns in the school environment and promote a nurturing school environment.
- j. Support healthy food services programs.
- k. Promote healthy physical education, sport policies, and practices.
- l. Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies.
- m. Promote community involvement in assuring a healthy school and serve as school liaison to a health advisory committee.
- n. Provide health education and counseling and promote healthy activities and a healthy environment for school staff.
- o. Be available to assist the county health department during a public health emergency.
- p. Assure CPR/First Aid training for staff.

The work plan shall also outline the steps the nurse(s) will take toward completing degree and certification requirements, if not already certified, **no later than three** years from the date of employment as a school nurse in North Carolina.

4. **AND**, as required by House Bill 200 SL 2011-145 Section 10.22 (b) –School nurses funded by SNFI does not assist in any instructional or administrative duties associated with a school’s curriculum and do perform all of the enumerated items, as listed therein, with respect to school health program.
5. Submit a mid-year review of progress toward achieving goals in the annual plan, scheduled by January 31 (if hired at start of school year) or by a date to be determined with Division Public Health (DPH) regional school nurse consultant, if hired at a date different from start of school year.
6. **ANNUAL REPORT:**

Contract for School Nursing Services, September 23rd, 2021

- a. Submit an annual report that addresses the overall progress toward meeting the work plan outcomes, related, but not limited to, the health service areas listed above.
 - b. Any information regarding strengths, challenges and the accomplishments of the position shall also be reviewed.
 - c. The report form for the annual report of data will be provided to the Department and each SNFI nurse in the fall of each school year for planning purposes.
 - d. The report is due no later than a week after the end of the school year; prior to resignation if not working the full school; or upon a date to be determined with the DPH regional school nurse consultant.
7. As a result of this contract, the following outputs shall be attained:
- Employ Four **(4)** public health registered nurses(s) to work full time to serve 2,580 students.
 - Prepare and submit to the RSHNC an annual Work Plan to assure the provision of basic health services.

8. PERFORMANT MEASURES/REPORTING REQUIREMENT:

- a. Submit to the Division of Public Health Program contact within 30 days a recruitment plan for any position that is vacant at the time this contract is executed.
- b. Notify the Regional School Nurse Consultant in the Division of Public Health within four **(4)** working days after initial hire or replacement hire for this position, on a form that is supplied by the DPH Program contact upon execution of the contract. This notification must include all items listed on the form, including information about nursing education and certification.
- c. Notify the Regional School Nurse Consultant within **(4)** working days in the event that the position becomes vacant, on a form supplied by the Division. The plan must include the procedure to recruit for this position.
- d. Upon hiring, assure that the registered nurse(s) hired into this position is duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina.
- e. Submit a Mid-year and annual report as outlined above in Section II by the due dates defined in paragraphs 5-6, on a form supplied by the Division, by the specified date.
- f. Provide data to the Local Education Agency (LEA) for inclusion in the North Carolina Annual Survey of Public School Health Services. The data must be provided to LEA in time for its submission of the report to the Regional School Nurse Consultant prior to the conclusion of the academic year.
- g. Assure that newly hired School Nurse Funding Initiative (SNFI) School nurse(s) will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees.

h. Up to **\$750** of SNFI **may** be budgeted for participation in professional development workshop(s) or conferences(s).

i. TRAINING:

The school nurse(s) **must** participate in the School Nursing: Roles and Responsibilities Workshop series. This includes both the on-line orientation course at the start of employment and the didactic completion course later in the school year, unless previously attended within five year. If the nurse(s) has (have) previously attended that workshop, **assure** that the school nurse will be allowed to participate in: School Nurse Certification review course, a Pediatric Physical Assessment for School Nurses workshop, or the Annual School Nurse Conference.

j. Collaborate with the School Nurse Consultant on DPH Initiatives in an effort to help implement these at the local level (e.g., School Nurse Case Management project, Immunization initiatives, etc.).

k. Assure that school nurses(s) employed through this contract will be supported at the same level as other school nurses(s) in the LEA, providing adequate space, computer equipment, supplies, in-district travel expenses, etc.

l. For any school nurse who is not certified at the time of hire, submit a plan that would result in certification, including timelines for achieving education and certification goals. The plan should be submitted to the Regional School Health Nurse Consultant within 30 days of hire. This plan must be updated at least twice annually until the nurse is certified.

m. Be available to assist the Department during a public health emergency. All School nurses, upon hire, will complete an orientation with the Department that includes Emergency Response, Incident Command System (ICS) training 100b, 700.a, 800.b in addition to ICS 200.b, 300, 400, if a supervisor, Hazard Communication, and Employee Respiratory Protection.

n. Assure that the priority of the allocation during a full year will support salary a fringe for the school Nurse (s). However, where the allocation exceeds the amount needed to fully fund the school nurse(s) salary and fringe, lapsed salary and fringe may be used to support training as described above in letter k above.

Note: No other expenditures are allowable using this allocation.

o. Assure that if salaries and fringe exceed the state allocation, local funds will be used. If more than one position is allocated; state funds provided for the positions can be combined. This will allow use of more than \$50,000 (annual allocation per position) for a position if education and experience qualifies one nurse for more than \$50,000 and another for less than \$50,000.

p. Provide accurate contact information and timely notification of changes in contact information of key contacts, including school nurse supervisor, SNFI school nurse, contract program administrator, and contract fiscal officer.

q. Provide immediate notification to the regional school nurse consultant should a change in local school nurse full time equivalencies or assignment be expected to reduce access by students to basic health services provided by the SNFI nurse.

- r. If SNFI funds are sub-contracted, provide a copy of the sub-contract and attachments to the NC Division of Public Health Program Contact upon execution.

9. PERFORMANCE MONITORING AND QUALITY ASSURANCE:

The Department shall adhere to the following service quality measures for this contract:

- a. Service is provided by nationally certified school nurse(s).
- b. If the nurse hired with these funds is not nationally certified, service **shall** be provided by a registered nurse working towards certification. This requirement **shall** be completed no later than the date of completion of **three (3)** years of employment as a school nurse in North Carolina.
- c. Services are provided in accordance with standards established by the NC Nurse Practice Act and the NC Board of Nursing.
- d. **Resources that shall be consulted are:**
 - The NC School Health Program Manual, latest edition;
 - Scope and Standards of School Nursing developed by American Nurses Association and National Association of School Nurses.
- e. Services are provided in a culturally sensitive manner.
- f. School nurse services **shall** be provided with adherence to federal law in relation to privacy of student records, following both HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act), as applicable.
- g. Where HIPAA and FERPA may appear to be in conflict, FERPA shall be followed in regards to records that become part of the student's educational record. US Department of Education and NC department of Public Instruction guidelines are a resource.
- h. **This contract will be monitored according to the following plan:**
 - a. MCHD finance staff will review budgets and expenditures to assure that funds are spent according to agree upon budgets on a monthly basis.
 - b. Program staff and DPH Program Contact, with Regional School Health Nurse assistance, will monitor vacancies, recruitment and hiring, and certification status or progress towards certification.
 - c. Program staff will maintain regular contact (e-mail, phone, on-site) with the MCHD to review progress on contract deliverables.

Contract for School Nursing Services, September 23rd, 2021

- d. Upon completion of the annual work plan regional school nurse consultants will review assurance of deliverables as outlined in Agreement Addendum.
- e. At midyear, and more often if necessary, regional school nurse consultants will review progress on Agreement Addendum deliverables and provide a sub-recipient monitoring report to the DPH Program Contact. The report will demonstrate assurance that program goals are being addressed and that all deliverables are on target to be met. If the report indicates failure to adhere to deliverables in the Agreement Addendum, the Department will work with the Regional Consultant and the DPH Program Contact to develop a corrective action plan. If the corrective action plan does not meet contract requirements, the Division may take action resulting in cessation of funding.
- f. Results of monitoring activities will be provided to the DHHS Program Monitoring System.

10. FUNDING GUIDELINES OR RESTRICTIONS:

- a. The department **shall** use funds only for salary, fringe benefits and to support continuing education and required school nurse training.
- b. The department shall assure that these funds will not supplant existing funds supporting school nurse positions. Communities will maintain current level of effort and funding for school nurses.
- c. If the SNFI nurse(s) is hired by the local Health Department for 12 months, funds in the amount of 1/12 of the annual allocation shall be drawn down each month to support the SNFI nurse(s) salary, fringe benefits, and continuing education.

