Nash County Board of Commissioners

Second Regular Monthly Board Meeting

January 18, 2022 at 1:30 PM

Claude Mayo, Jr. Administrative Building

3rd Floor – Frederick B. Cooper Jr. Commissioners Room

120 West Washington Street

Nashville, North Carolina

Citizens with disabilities requiring assistance to participate in public meetings should contact the County Manager’s office.
January 18, 2022 Second Regular Monthly Board Meeting

1. **Call to Order**  
   Chairman Robbie B. Davis

2. **Invocation**  
   Commissioner Sue Leggett

3. **Pledge of Allegiance**  
   Vice Chairman Wayne Outlaw

4. **Nash County Resolution Honoring the Public Service of Zee B. Lamb**  
   Robbie B. Davis, Chairman

5. **Department of Transportation Current Projects**  
   Kim Moore

6. **Outside (Non-County) Agency Funding Policy**  
   Donna Wood, Finance Officer

7. **Board, Committee or Special Reports**  
   Wayne Outlaw, Vice Chairman

8. **Closed Session**

   Closed session as permitted by NCGS 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege; and NCGS 143-318.11(a)(6) to consider the qualifications and performance of an employee.

9. **Adjournment**
Nash County
Commissioner’s Agenda Information Sheet
Date: Tuesday, January 18, 2022
attachments: Yes

Item:
Nash County Resolution Honoring the Public Service of Zee B. Lamb

Initiated By:
Robbie B. Davis, Chairman

Action Proposed:
Approve the Resolution

Description:
The Nash County Board of Commissioners wishes to present a Resolution Honoring the Public Service of Zee B. Lamb, Nash County Manager from 2013 – 2022.

Recommendation:
Approve the Resolution
NASH COUNTY RESOLUTION HONORING THE PUBLIC SERVICE OF ZEE B. LAMB

WHEREAS, Zee B. Lamb obtained his Bachelor of Arts Degree in Political Science and History from Duke University in 1980 and attended Duke University for studies in Public Policy in 1985; and

WHEREAS, Zee attended the University of North Carolina School of Law and obtained his Juris Doctor Degree in 1986. Zee was admitted to the North Carolina State Bar and to practice in the United States District Court for the Eastern District of North Carolina in 1986; and

WHEREAS, Zee was elected as County Commissioner in Pasquotank County, North Carolina in 1988 and subsequently reelected in 1992 and 1996. Zee resigned from the Board of Commissioners in April 1997 after accepting employment in the Office of the Lieutenant Governor in Raleigh, North Carolina; and

WHEREAS, Zee began his managerial career as the County Manager of Bertie County, North Carolina in August, 2000; and

WHEREAS, Zee next became the County Manager of Chowan County, North Carolina in December, 2011; and

WHEREAS, Zee became the County Manager of Nash County, North Carolina in December, 2013; and

WHEREAS, during his tenure as manager of Nash County, Zee has provided effective and skilled leadership to the County, the Board of Commissioners, and the citizens of Nash County; and

WHEREAS, Zee has been a tireless advocate for the employees of Nash County and has been instrumental in obtaining significant employee raises for County employees; and

WHEREAS, Zee’s guidance and leadership in Nash County has resulted in an eight-year incremental increase in the tax collection rate which has helped maintain a positive fund balance for the County and has enabled the County to operate efficiently without the need for an ad valorem tax increase during his time as manager; and
WHEREAS, Zee, was instrumental in the County’s decision to disengage from Eastpointe LME/MCO and realign with Trillium Health Resources LME/MCO thereby providing Nash County citizens with much improved mental health services; and

WHEREAS, Zee has consistently provided the Nash County Department Heads with a listening ear and has advocated for improvements that have provided Nash County citizens with better and more efficient services; and

WHEREAS, Zee, in March, 2020, offered exemplary leadership and guidance to Nash County and its citizens through the global pandemic of COVID-19; and

WHEREAS, Zee has served on numerous committees and Boards both in Nash County and with the North Carolina Association of County Commissioners. During his career with Nash County, Zee, most notably, was a member of the State’s Five-Five-Five Committee made up of Five County Managers, Five County Commissioners and Five County Attorneys who successfully negotiated the Opioid Settlement for the State of North Carolina and its counties; and

WHEREAS, Zee’s accomplishments in Nash County include numerous capital projects that have begun or have been completed including the Courthouse expansion, construction of the Nashville EMS Station, construction of the Southern Nash Senior Center, construction of a new elementary school, a jail renovation and addition, and expansion of the Northern Nash water system, among others; and

WHEREAS, Zee has also provided public service to the County by serving on the boards of the Rocky Mount Area Chamber of Commerce, Braswell Memorial Library, and as President of the Rocky Mount Rotary Club.

NOW THEREFORE BE IT RESOLVED that the Nash County Board of Commissioners wishes to express its sincere gratitude and sincere appreciation for his eight years of dedicated service and leadership to Nash County.

Adopted this the 18th day of January, 2022.

Robbie B. Davis, Chairman
Nash County Board of Commissioners

ATTEST:

Janice Evans, Clerk to the Board
Item: Department of Transportation Projects

Initiated By: Kim Moore

Action Proposed: Information only

Description:

Staff from the Department of Transportation will present information on current Nash County projects.
Item: Outside (Non-County) Agency Funding Policy

Initiated By: Donna Wood, Finance Officer

Action Proposed: Adopt the Policy

Description:

Nash County is committed to providing financial assistance to nonprofit agencies which assist the county in carrying out its mission and objectives.

Nash County staff have put together a policy to ensure that the funding process for our Outside Agency partners maintains transparency, accountability, and consistency.

A primary focus of this policy is establishing eligibility criteria and the required process for consideration and allocation of funding by the Board of Commissioners.

Action:

Approve and adopt the Outside Agency Funding Policy
1.0 Purpose

To set parameters and establish guidelines for the funding of outside agencies by the County and to ensure transparency, accountability, consistency, and adherence to best practices. This policy also establishes eligibility criteria for outside agencies and the required public process for consideration and allocation of funding by the Board of County Commissioners.

2.0 Policy

2.1 Nash County recognizes that nonprofit organizations serve an important role in improving the quality of life for our community by delivering services to our citizens in a cost effective manner through the use of partnerships.

2.2 Nash County is committed to providing financial assistance to those nonprofit agencies which assist Nash County Government in carrying out its mission, and:
   2.2.1 Demonstrably contribute to meeting the County’s strategic objectives and are consistent with key priorities; and
   2.2.2 Support the delivery of needed services that the County does not provide or that can more effectively or efficiently deliver those services; or
   2.2.3 Provide programs or services that enhance a County function or service; or
   2.2.4 Address a documented need for the outside agency’s program or service.

3.0 Outside Agency Eligibility Criteria

It shall be the policy of Nash County to consider providing assistance to outside agencies meeting the criteria below.

3.1 Outside agencies and their respective program(s) must be nonprofit or a governmental entity. All nonprofits shall verify their nonprofit status by submitting an IRS tax exempt letter confirming 501 (c)(3) or 501 (c)(6) status, an IRS 990 or 990 EZ form, and a current solicitation license from the North Carolina Secretary of State (or if exempt, the exemption letter).
3.2 Outside agencies must be incorporated and must not have had their revenue suspended by the North Carolina Secretary of State or have overdue federal, state or local taxes.

3.3 All agencies that apply for funding must have been in operation for at least two years by December 31st of the year preceding the application deadline. The County does not fund start-up agencies.

3.4 Eligible outside agencies must have a governing board and submit a current board roster.

3.5 Agency program(s)/services(s) must be available to all Nash County residents who meet the eligibility requirements of the agency/program. Program(s)/services(s) offered by the agency must comply with all state and federal statutes related to protection from discriminatory actions.

3.6 Outside agencies must provide a disclosure of any potential conflicts of interest.

3.7 Outside agencies shall adhere to accountability standards set by the Board of County Commissioners and as required by law, including complying with all financial and performance measurement requirements and reporting, and terms of contracts and/or memorandum of understanding, including meeting all deadlines. Compliance with the standards is a criterion for funding. Funds will not be released until, and unless, all financial, performance, contract or memorandum terms, and deadlines are met. All deadlines for reporting and for delivery of any follow-up information will be clearly stated in writing and included in the County contract.

3.8 A nonprofit agency must meet all eligibility requirements on its own, and may not use a funding agent or other third party arrangement to meet eligibility requirements.
4.0 **Funding Application Procedure**

4.1 All outside agency funding requests must be evaluated, discussed, and funding awarded and/or appropriated by the Board of Commissioners in a public meeting, either as part of the annual budget deliberation and adoption process, or as an agenda item at a regular or special board meeting.

4.2 Funding requests must be made in writing. Outside agencies must complete an outside agency funding application, and provide all required documentation by the advertised deadline (for annual budget consideration) or Board of County Commissioner agenda deadline (for mid-year requests brought forward by the County Manager or one or more Commissioners, for Board consideration as an agenda item at a public meeting of the Board). Mid-year requests should be an exception, not the rule.

4.2.1 Outside agency funding applications are available from the Nash County Finance Office. Completed applications should be submitted to the Finance Office.

4.2.2 Incomplete applications will not be considered for funding.

4.3 The County Manager will make outside agency funding recommendations annually in the Recommended Budget to the Board of County Commissioners.

4.3.1 The County Manager will establish an internal funding committee to evaluate applications.

4.3.2 The Internal Funding committee will evaluate and provide recommendations to the County Manager based on Countywide objectives as set forth by the Board of Commissioners.

4.4 The Board of County Commissioners will approve final funding for all outside agencies.

4.4.1 Applicants will be notified within two (2) weeks of budget adoption or midyear funding approval.

4.4.2 A revised scope of work and budget reflecting the final award amount will be required of outside agencies that receive an amount that differs from the original funding request prior to contract execution.

4.5 An agency awarded funds must accept the funds by the completion of a contract agreement which must be signed by the agency director and County Manager (or designee). The contractual agreement and other contract requirements must be signed by the agency and received by the Finance Office no later than 30 days after the date the contract is received by the agency. Failure to comply with this date will result in funding awards being withdrawn.

4.5.1 No major changes can occur after contract signing, either in activities, financing or use of funds, without requesting and receiving approval in writing from Nash County.
5.0 Reporting and Monitoring

5.1 Relating to the agency’s scope of services, all agencies approved for funding will be required to submit a financial and programmatic mid-year report by January 15 and a year-end report by July 15.

5.1.1 The report must indicate the extent to which County funds have been spent and goals and objectives are being achieved and/or have been achieved.

5.1.2 If performance is not at the expected level, the agency must submit an explanation for the deviation and describe actions it will take to remedy the situation.

5.2 Annual Agency Financial Reporting

5.2.1 Any outside agency that receives $25,000 or more of funding must submit a financial audit at its own expense. The audit must be conducted by a certified public accountant; (Two-year comparative financials recommended). Additional information may be requested if required to understand the financial statements of the agency.

5.2.2 An outside agency receiving less than $25,000 must submit financial statements that have been prepared by an accounting professional and approved by the agency’s governing board. (Two-year comparative financials are recommended). Additional information may be requested if required to understand the financial statements of the agency.

5.2.3 Any related-party transactions must be identified, and a detailed explanation provided, if not identified in the audited financial statements. A related-party transaction is a business deal or arrangement between two parties who have a relationship prior to the deal. This could include, but is not limited to, an arrangement between a key member of management, a close family member of key management staff, a parent or subsidiary company, or a member of the managing board. Typical arrangements could include, but is not limited to, purchases, loans or receivables.

5.3 Outside agencies requesting funding may be subject to a program evaluation. Program evaluations can include:

5.3.1 Reviewing current financial relationship with Nash County;
5.3.2 Agency background and partnership history (if applicable);
5.3.3 Assessing achievement of the County’s goals and alignment with Nash County’s strategic objectives;
5.3.4 Performance measurement evaluation and customer evaluation;
5.3.5 Cost/benefit analysis and benchmarking; and
5.3.6 Identification of program challenges.
6.0 The funding process is as follows:

6.1 Outside agencies submit an accurate application, and all its components, for funding to the county by a set deadline.

6.2 Non-profit applications are evaluated by the Outside Agency Funding Committee, which recommends agencies and funding amounts to the County Manager for consideration.

6.3 Final recommendations for funding are included in the County Manager’s Recommended Budget that is presented to the Board of County Commissioners.

6.4 Outside agencies approved for funding will be notified within two weeks of the budget adoption.

6.5 Funded agencies will be required to sign a contract or memorandum of understanding and will have January 15 and July 15 reporting requirements based on Measurable Results. They will also be required to submit audited ($\geq$ $25K received) or ($< $25K received), board approved, financial statements prepared by a professional.
Item: Board, Committee or Special Reports

Initiated By: Wayne Outlaw, Vice Chairman

Action Proposed: None

Description:

In the interest of time, please report only on significant items. If the particular board has not met or had no significant items of interest, you may advise “no report”.

- Commissioner Marvin Arrington (District 1)
  - Community Caregiver Advisory Board
  - Juvenile Crime Prevention Council
  - Spaulding Family Resource Center

- Commissioner Fred Belfield (District 2)
  - Farmer’s Market Advisory Board
  - Juvenile Crime Prevention Council (Marvin Arrington)
  - Upper Coastal Plain COG
  - Tar River Transit

- Commissioner Dan Cone (District 3)
  - Human Services Board
  - Agricultural Advisory Board
  - Trillium Health Resources – Central Regional Board

- Commissioner Sue Leggett (District 4)
  - UNC – Nash Health Care Board of Directors
  - Strategic Twin-Counties Education Partnership (S.T.E.P.)
  - Natural Resources Resiliency Committee

- Commissioner Wayne Outlaw (District 5)
  - Nash Community College Board of Trustees
  - Upper Coastal Plain RPO
  - Broadband Committee (Dan Cone)

- Commissioner Gwen Wilkins (District 6)

- Commissioner Robbie Davis (District 7)
  - Tourism Development Authority
  - Rocky Mount MPO