

**HERTFORD COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
COMMISSIONER'S CHAMBERS/MULTI-PURPOSE ROOM – JUDICIAL CENTER**

Monday, January 18, 2022 – 7:00 PM

Present: Com. Ronald J. Gatling, Chairman, Com. John D. Horton, Vice-Chair, Com. Leroy Douglas, and Com. Andre' Lassiter,

Absent: Com. William F. Mitchell, Jr.

Also Present with the Board: Mr. David B. Cotton, County Manager, Dr. Renee Tyler, Clerk to the Board, Attorney Charles L. Revelle, III, County Attorney
Attorney Maria Jones, Revelle & Lee

The following employees attended the meeting: HR Director Kimberly Turner, Dept. of Social Services Director Brenda Brown, Economic Development Director, Ms. Kelly Bowers, and Finance Director Leslie Edwards, Inspections/Zoning Director Robert Mizelle; Public Works Manager Stanley Lassiter, and Office of Aging Director Deidra Evans.

Chairman Ronald J. Gatling called the meeting to order and Dr. Jeffrey Wilson, Pastor of Calvary Missionary Baptist Church, Ahoskie, NC provided the invocation.

On a motion by Com. Leroy Douglas and second by Vice-Chair John Horton, the Board amended the Agenda to include Memo #9819A-Humanitarian Award.

CONSENT AGENDA

On a motion by Com. Andre' Lassiter and a second by Com. Douglas, the Board approved the Consent Agenda as follows:

1. **Approval of December 6, 2021 and January 3, 2022 Minutes**
2. **Approval of Taxpayer Refund – Core Logic**

Refund of \$9,865.65-Core Logic-Vendor#11016 for overpayment on paid mortgage accounts (Accounts were paid in full before Mortgage Check came in.)

3. Approval of December 2021 Releases

RELEASES FOR MONTH ENDING

December 2021


		LEVY	VALUE	TAX
AHOSKIE TOWNSHIP	NAME	YEAR	RELEASED	RELEASED
Bill#0000025333-2019-2019 Taxpayer sold Polaris in 2015 but failed to take care of the listing.	Jenkins, Kim	2019	6645	G01-\$55.82 HCLLP-\$5.58 F01-\$2.66 LLP-\$0.27
Bill#0000025333-2018-2018 Taxpayer sold Polaris in 2015 but failed to take care of the listing.	Jenkins, Kim	2018	6851	G01-\$57.55 HCLLP-\$5.76 F01-\$2.74 LLP-\$0.27
Bill#0000025333-2017-2017 Taxpayer sold Polaris in 2015 but failed to take care of the listing.	Jenkins, Kim	2017	7063	G01-\$59.35 HCLLP-\$5.93 F01-\$2.83 LLP-\$0.28
Bill#0000025333-2016-2016 Taxpayer sold Polaris in 2015 but failed to take care of the listing.	Jenkins, Kim	2016	7281	G01-\$61.16 HCLLP-\$6.12 F01-\$2.91 LLP-\$0.29
Bill#0000014024-2021-2021 The county taxing officials and the property owner reach an agreement to both concerning the value of the subject property.	Market Memorial Realty, LLC	2021	761,374	G01-\$6395.55 C01-\$6167.13
Bill #0000010896-2021-2021 Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 th of the taxable year.	Early, Joel D. Early, Helen F.	2021		W01-\$95.00 W02-\$95.00
Bill#0000000876-2021-2021 Double listed also listed on bill # 875	Harrell, Robert B.	2021		D01-\$10.00
MURFREESBORO TOWNSHIP				
Bill#0000010534-2021-2021 Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 th of the taxable year.	Honeywood, Lawrence	2021		W01-\$95.00 W02-\$95.00
Bill#0000001802-2021-2021 Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 th of the taxable year.	Eastern Homes NCNLLP	2021		W01-1235.00 W02-1235.00
WINTON TOWNSHIP				
Bill#0000000341-2021-2021 Taxpayer says he reported that his dog died in 2020 but the dog was still charged.	Smith, Herbert D.	2021		D01-\$5.00

	Smith, Belinda C.			
Bill#0000003392-2021-2021 Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 th of the taxable year.	Blowe, Michael	2021		W01-\$95.00 W02-\$95.00
Bill#000002640-2021-2021 Taxpayer listed the TL on time	GEO Rivers Correctional	2021		LLP-\$1.35
Bill#0000018763-2021-2021 Double listed also listed on bill # 405	Wiggins, Sylvia D.	2021		D01-\$5.00
MANEY'S NECK TOWNSHIP				
Bill#0000010739-2021-2021 Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 th of the taxable year.	Murphy, Tony E	2021		W01-\$95.00 W02-\$95.00
Bill#0000009585-2021-2021 Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 th of the taxable year.	Monger, Elsie B	2021		W01-\$95.00 W02-\$95.00
ST. JOHN TOWNSHIP				
Bill#0000035437-2021-2021 Application misplaced during data conversion with new software	Baker, Joseph F	2021	69,098	G01-\$580.43
Bill #0000007823-2021-2021 Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 th of the taxable year.	Lassiter, Jimmy R.	2021		W01-\$95.00 W02-\$95.00
HARRELLSVILLE TOWNSHIP				
Bill#0000020179-2021-2021 Property is not habitable or is unoccupied with no electrical service during the period of July 1 through June 30 th of the taxable year.	Askew, Isabella	2021		W01-\$95.00 W02-\$95.00
Bill#0000002886-2021-2021 Dog Died in 2020	Brown, John T	2021		D01-\$5.00

TOTAL VALUE APPROVED THIS REPORT (2021 LEVY)	<u>\$830,472.00</u>
TOTAL TAX RELEASED THIS REPORT (2021 LEVY)	<u>\$13,169.46</u>
TOTAL VALUE APPROVED THIS REPORT (PRIOR LEVY)	\$27,840.00
TOTAL TAX RELEASED THIS REPORT (PRIOR LEVY)	<u>\$269.52</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2021)	<u>\$1,900.00</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATON 2021)	<u>\$1,900.00</u>
TOTAL TAX RELEASED THIS REPORT (W01 COLL/RECYCLE SITE 2020)	<u>\$0</u>
TOTAL TAX RELEASED THIS REPORT (W02 LANDFILL OPERATION 2020)	<u>\$0</u>

Respectfully submitted,
Tammy H. Eason, Tax Collector

4. Approval of NCVTS Refunds – Stephanie Mitchell and Hanh Tran



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date

12/10/2021

Payee Name	Primary Owner	Address 1	Address 3	Refund Type	Bill #	Status	Transaction #	Refund Description	Refund Reason	Create Date	Auth	Tax Juris	Change	Interest Change	Total Change
MITCHELL, STEPHANI	MITCHELL, STEPHANI	1420 NC 561 W	AULANDE	Proration	005018 1733	PENDING	78257336	Refund Generated due to proration on Bill #0050181733	Vehicle Sold	12/01/2021		G01	(\$150.92)	\$0.00	(\$150.92)
														Refund	\$150.92
TRAN, HANH THI MY	TRAN, HANH THI MY	414 CAROLINA AVE N	AHOSKIE, NC 27910	Proration	006059 2448	PENDING	2.36E+08	Refund Generated due to proration on Bill #0060592448-2020-2020-0000-00	Vehicle Totalled	12/15/2021		G01	(\$112.42)	\$0.00	(\$112.42)
												C01	(\$108.40)	\$0.00	(\$108.40)
												C01	\$0.00	\$0.00	\$0.00
														Refund	\$220.82

REQUEST CONSIDERATION FOR APPOINTMENT TO THE MEDICAL SERVICES TRANSPORTATION COUNCIL AND HERTFORD COUNTY ECONOMIC DEVELOPMENT COMMISSION

On a motion by Com. Douglas and a second by Vice-Chair Horton, the Board approved the recommendation of Melanie A. Davis to the **Medical Services Transportation Council** for a one-year term effective January 18, 2022 expiring December 30, 2022.

On a motion by Vice-Chair Horton and a second by Com. Douglas, the Board approved the appointment of Kathleen Wright to the **Hertford County Economic Development Commission** for a three-year term effective January 18, 2022 expiring December 30, 2025.

REQUEST APPROVAL OF AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2021-2022 AMENDMENT #10

On a motion by Com. Andre` Lassiter and a second by Vice-Chair Horton, the Board approved the Amendment to Hertford County Budget Ordinance Fiscal Year 2021-2022 Amendment # 10 in the amount of \$363,497.00 as follows:

AMENDMENT TO HERTFORD COUNTY BUDGET ORDINANCE FISCAL YEAR 2021-2022

BE IT ORDAINED by the Governing Board of the County of Hertford, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

REVENUE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS	100063-419101	Crisis Intervention Program	\$ 32,639	
DSS	100063-418701	Low Income Energy Assistance	\$ 22,020	
DSS	100063-419106	ARPA-LIEAP	\$ 266,756	
DSS	100063-419107	ARPA-LIEAP/CIP Admin	\$ 35,032	
Aging	100061-417703	Covid Education	\$ 7,000	
Aging	100080-527012	Earmarked Funds Aging	\$ 50	
		Total Changes in Revenue	\$ 363,497	\$ -

Net Change in Revenue	\$363,497
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EXPENDITURE:

Department	Account Number	Account Description	Amount Increase	Amount Decrease
DSS	104440-569009	Crisis Intervention Program	\$ 32,639	
DSS	104440-563001	Low Income Energy Assistance	\$ 22,020	
DSS	104440-569114	ARPA-LIEAP	\$ 266,756	
DSS	104440-569115	ARPA-LIEAP/CIP Admin	\$ 35,032	
Aging	104390-569510	Covid Education	\$ 7,000	
Aging	104380-527000	Earmarked Funds Aging	\$ 50	
		Total Changes in Expenditures	\$ 363,497	\$ -

Net Change in Expenditures	\$363,497
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Explanation:

DSS - Received additional Crisis Intervention Funds, LIEAP Low Income Energy Assistance Funds, American Rescue Plan Act Funds. Aging - Received funds from the Mid-East Commission for COVID Education and a donation for aging.

Amendment # 10
Approved: _____
Posted: _____

Finance Director

Date

HUMANITARIAN AWARD

On a motion by Com. Lassiter and a second by Vice-Chair Horton, the Board approved for a Humanitarian Award Committee to be formed to award citizens for their contributions to the community. It was agreed that Com. Lassiter would chair the committee.

PUBLIC COMMENT

There were no public comments given.

REQUEST APPOINTMENT OF CHAIR FOR THE HERTFORD COUNTY ABC BOARD

On a motion by Com. Lassiter and a second by Com. Douglas the Board unanimously approved for Charles Simmons to be appointed as Chair of the Hertford County ABC Board as result of the resignation of Ms. Jeri Pierce as ABC Board Chair.

PIN # 5993-30-8317 (424 MCGLOHON ST.; PIN# 5944-40-6085 (413 JIM HARDY ROAD); PIN# 6925-32-5657 (815 CC NC 45 SOUTH); PIN# 5993-51-9499 (SNIPES ST. & TROY); PIN# 5968-35-2618 (205 BOYETTE STREET); PIN# 5992-58-5597 (602 EAST FIRST STREET); PIN# 5993-52-9228 (102 HOLLOMAN AVE.); PIN # 5993-70-4927 (NC HWY. 561 WEST)

On a motion by Com. Lassiter and a second by Com. Douglas, the Board unanimously voted to reject advertising the \$250 bid proposals on the following County Foreclosure Properties as a result of the bid proposals being too low as presented by County Attorney Charles Revelle, III:

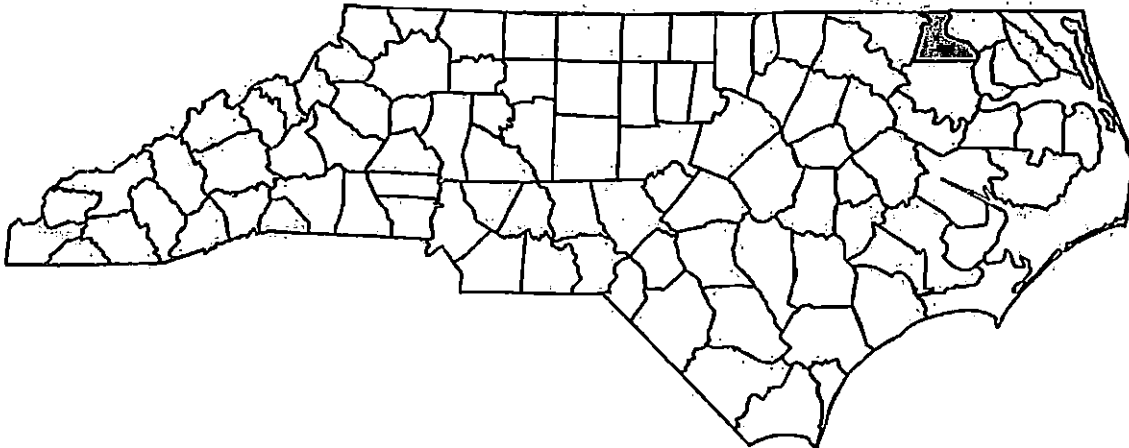
- 1) PIN # 5993-30-8317 (424 McGlohon St.)
- 2) PIN# 5944-40-6085 (413 Jim Hardy Road)
- 3) PIN# 6925-32-5657 (815 CC NC 45 South)
- 4) PIN# 5993-51-9499 (Snipes St. & Troy)
- 5) PIN# 5968-35-2618 (205 Boyette Street)
- 6) PIN# 5992-58-5597 (602 East First Street)
- 7) PIN# 5993-52-9228 (102 Holloman Ave.)
- 8) PIN # 5993-70-4927 (NC Hwy. 561 West)

DECEMBER 2021 FINANCIAL REPORT

County Manager David Cotton highlighted the December 2021 Financial Report as follows: general fund revenues at 53.9%; expenditures are at \$44.0% Southern Rural Water District Fund revenues totaled \$478 thousand, which equates to 47.7% of the budgeted annual revenue, and the expenditures totaled \$651 thousand, which equates to 63.8% of the budgeted annual expenditures; Northern & Southern Rural District revenues totaled \$197 thousand, which equates to 37.8% of the budgeted annual revenue and the expenditures totaled \$299 thousand, which equates to 57.2% of the budgeted annual expenditures. Operating cash balance is tracking up in a similar trendline as last year; advalorem taxes year to date 69.9% 84.7% which speaks highly of how aggressive our tax collector's office is proactive in getting bills out and posting.

County of Hertford
Monthly Financial Report

December 2021



David B. Cotton, County Manager



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Comparative Statement General Fund Revenues

As a point of comparison, the County's total General Fund revenue collection is not noticeably different from the same reporting period in Fiscal Year 2020-2021. County staff continues to monitor Federal and State legislative trends, which may impact our local economy. Lastly, County staff will analyze revenue collection statistics and offer recommendations to the Board of County Commissioners to ensure that the County maintains fiscal prudence and financial solvency.

As of December 31, 2021, General Fund revenues totaled \$14.7 million, which equates to 53.9% percent of the budgeted revenues that have been collected by the County. As well, no single revenue source or category of revenues has sufficient receipts to establish a clear pattern. However, from other economic data, County staff are able to extrapolate that Fiscal Year 2021-2022 revenue collections may trend closely to budgeted figures.

Revenues may not track consistently with the calendar since many revenue sources have due dates that do not occur consistently throughout the Fiscal Year. Large revenue sources, such as ad valorem and personal property tax revenues are remitted throughout the year with a single deadline occurring in January of each year.

Exhibit 1

Description	Fiscal Year 2020-2021			Fiscal Year 2021-2022		
	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted
Ad Valorem Taxes	\$ 12,791,331	\$ 8,938,765	69.9%	\$ 12,862,882	\$ 10,882,409	84.6%
Vehicle Taxes	40,000	7,082	17.7%	40,273	12,631	31.4%
NC New Vehicle Taxes	1,270,225	665,003	52.4%	1,477,000	712,660	48.3%
Sales Taxes	4,788,588	1,417,512	29.6%	5,627,051	1,428,349	25.4%
Other Taxes & Licenses	71,479	27,670	38.7%	86,094	12,727	14.8%
Unrestricted Intergovernmental	60,000	-	0.0%	61,757	-	0.0%
Restricted Intergovernmental	794,769	672,024	84.6%	430,911	82,039	19.0%
Restricted Intergovernmental- Aging	444,570	127,777	28.7%	372,520	273,447	73.4%
Restricted Intergovernmental- DSS	2,981,139	1,063,792	35.7%	2,755,101	783,144	28.4%
Permits and Fees	213,000	162,531	76.3%	231,417	86,092	37.2%
Sales and Services	1,608,948	677,534	42.1%	1,446,999	410,125	28.3%
Investment Earnings	110,000	8,089	7.4%	14,000	4,285	30.6%
Miscellaneous	73,365	53,671	73.2%	98,065	49,617	50.6%
Transfer Funds	173,500	60,728	35.0%	162,179	40,000	24.7%
DSS Donation	-	900	100.0%	-	450	100.0%
COVID Relief Funds	1,198,600	459,522	38.3%	-	-	0.0%
Fund Balance Appropriation	2,483,266	-	0.0%	1,775,490	-	0.0%
Totals	\$ 29,102,781	\$ 14,342,599	49.3%	\$ 27,441,739	\$ 14,777,973	53.9%

Letter of Transmittal

January 18th, 2022

County Administration and the Finance Department are pleased to present the December 31, 2021, Monthly Financial Report (MFR) to the Board of County Commissioners and the Citizens of Hertford County.

The MFR is intended to provide informative and relevant financial data to the Board of County Commissioners and the Citizens of Hertford County. The MFR includes highlights of the County's financial position and relative stability as of December 31, 2021. The financial information, which is unaudited, includes a comparative analysis of the General Fund as well as the Enterprise Fund(s) revenues and expenditures to date for the periods ending December 31, 2020 and 2021.

Interpretative Note: the figures, amounts, data points and percentages contained in the MFR will be impacted by timing differences in receipts and payments from the comparative fiscal years. These timing anomalies are most pronounced early in the Fiscal Year due to the ad valorem tax receipt deadline and the quarterly disbursement cycle of sales tax revenues. Further, all funds except the Enterprise Funds are accounted for on a modified accrual basis of accounting as required by the North Carolina General Statute § 159-26(c). Under modified accrual accounting, revenues are reported when they are both measurable and available. Expenditures are recorded in the period in which the liability is incurred, except for interest on long-term debt and accrued compensated absences. The Enterprise Funds use a full accrual accounting, recording revenues when earned and expenditures when incurred.

Exhibit 1 indicates that as of December 31, 2021, General Fund revenues totaled \$14.7 million, which equates to 53.9% of the budgeted annual revenues (does not include transfers).

Exhibit 2 provides an overview of the delinquent tax figures.

Exhibit 3 indicates that as of December 31, 2021, General Fund expenditures totaled \$12.1 million, which equates to 44.0% of the budgeted annual expenditures (this does not include transfers).

Exhibit 4 indicates that as of December 31, 2021 Southern Rural Water District Fund revenues totaled \$487 thousand, which equates to 47.7% of the budgeted annual revenue and the expenditures totaled \$651 thousand, which equates to 63.8% of the budgeted annual expenditures (these do not include transfers).

Exhibit 5 indicates that as of December 31, 2021, Northern Rural Water District Fund revenues totaled \$197 thousand, which equates to 37.8% of the budgeted annual revenue and the expenditures totaled \$299 thousand, which equates to 57.2% of the budgeted annual expenditures (these do not include transfers).

Exhibit 6 indicates that as of December 31, 2021, Tunis Sewer District Fund revenues totaled \$13,522 which equates to 41.6% of the budgeted annual revenue as well as expenditures totaled at \$9,511, which equates to 29.2% of the budgeted annual expenditures (this does not include transfers).

Exhibit 7 indicates that as of December 31, 2021, Sanitation (Solid Waste) Fund revenues totaled \$662 thousand, which equates to 48.1% of the budgeted annual revenue (this does not include transfers) & Sanitation (Solid Waste) Fund expenditures totaled \$704 thousand, which equates to 51.2% of the budgeted annual expenditures (this does not include transfers).

Exhibit 8 illustrates a graphical depiction of the County-wide operating cash balance on a month to month basis for the Fiscal Years 2018-2022.

Exhibit 9 is a descriptive illustration of the County's outstanding long-term debt as of June 30th for Fiscal Years 2019 to 2022, as well as the debt related activity for the period ending December 31, 2021.

Respectfully Submitted,

David Cotton
Hertford County Manager

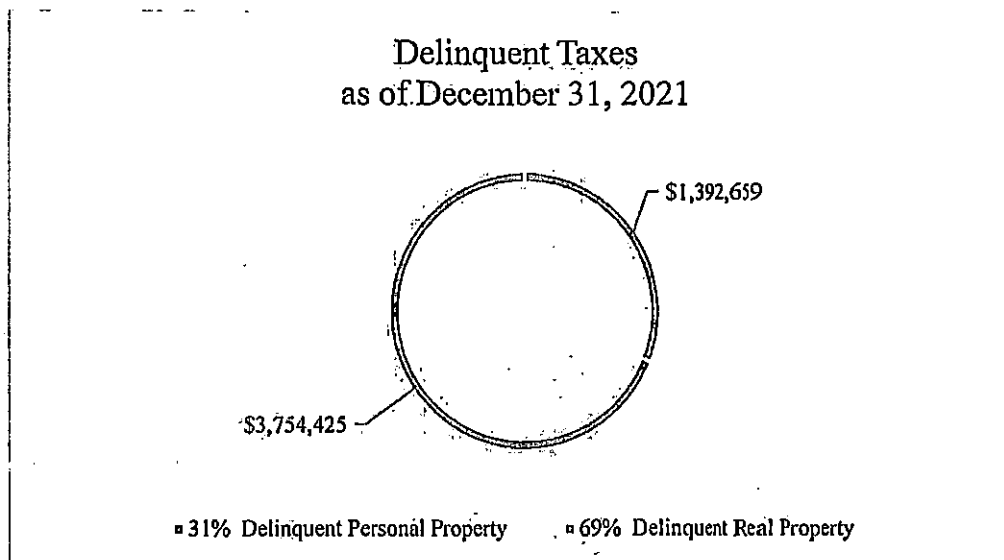
Delinquent Taxes

The Board of County Commissioners recognizes the significance and equity of collecting Delinquent Taxes. As such, the Board directed County staff to develop and implement a plan to ultimately increase the collection rate to 99% percent. As of the Fiscal Year 2020-2021 Audit, the County's collection rate is 96.39%. The collection remedies for collecting delinquent taxes are provided in North Carolina General Statute § 105-366 through North Carolina General Statute § 105-375. The appointed Tax Collector may utilize attachment and garnishment, levy and sale of personal property, foreclosure, etc. to collect delinquent taxes. Based on the guidance from the Commissioners and the collection remedies available, County staff have devised a comprehensive plan to achieve the Board's goal.

As of June 30, 2021, the delinquent taxes balance was \$542,402, which equate to 3.6% percent of the total tax levy* (\$15,017,398). As of December 31, 2021, the delinquent taxes balance was \$5,147,083, which equates to 29.1% percent of the total tax levy. As a point of reference, one (0.01¢) penny on the tax rate generates approximately \$140,000 in tax revenue. The delinquent taxes balance equates to approximately ten (0.10¢) cents on the tax rate.

*Assumes collection rate of 100%

Exhibit 2



Comparative Statement General Fund Expenditures

As of December 31, 2021, the General Fund expenditures for Fiscal Year 2021-2022 totaled \$12 million, at 44% of the annual budgeted amounts.

General Fund expenditures are monitored and appropriation recommendations are submitted to the Commissioners throughout the Fiscal Year in accordance with the Board's guidance, statutory requirements, external economic variables as well as General Fund revenue receipts.

Exhibit 3

Description	Fiscal Year 2020-2021			Fiscal Year 2021-2022		
	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted	Budgeted	Year to Date Actuals	Percentage of Actuals to Budgeted
Governing Body	\$ 138,933	\$ 58,980	42.5%	\$ 196,979	\$ 77,136	39.2%
Fees For Taxes	62,500	28,768	46.0%	50,000	28,651	57.3%
Administration	520,680	251,318	48.3%	553,871	305,839	55.2%
Hr & Risk Services	446,582	210,886	47.2%	421,553	199,059	47.2%
Finance	369,642	173,259	46.9%	421,573	233,584	55.4%
Tax Assessor	313,295	115,102	36.7%	318,156	115,295	36.2%
Tax Collector	255,130	114,727	45.0%	254,666	118,726	46.6%
Elections	312,463	177,002	56.6%	248,988	124,720	50.1%
Register Of Deeds	215,143	116,640	54.2%	198,610	109,412	55.1%
Land Records	208,764	96,415	46.2%	236,925	120,349	50.8%
Sheriff	2,489,383	1,158,552	46.5%	2,372,121	1,180,410	49.8%
Jail	2,011,205	885,417	44.0%	2,052,010	831,831	40.5%
Emergency Management	368,746	114,258	31.0%	402,189	201,939	50.2%
Emergency Services	1,523,765	1,152,062	75.6%	1,499,897	750,608	50.0%
E911 Central Communications	693,346	316,574	45.7%	738,328	384,888	52.1%
Animal Control	105,490	44,037	41.7%	109,838	55,156	50.2%
Medical Examiner	17,500	7,450	42.6%	18,225	4,700	25.8%
Building Inspections	133,535	60,842	45.6%	151,121	78,207	51.8%
Economic Development	153,582	-	0.0%	124,723	51,347	41.2%
Public Buildings	1,198,372	497,677	41.5%	1,207,018	492,912	40.8%
Veterans Service	70,826	31,687	44.7%	72,736	37,261	51.2%
Soil Conservation	138,223	57,955	41.9%	137,501	66,565	48.4%
Coop Extension	147,793	51,492	34.8%	150,636	24,458	16.2%

Exhibit 3 Continued

Steps to Health Grant	2,061	-	0.0%	1,200	-	0.0%
Health Department	513,833	257,933	50.2%	524,548	255,067	48.6%
Courts Department	74,101	41,309	55.7%	74,049	49,956	67.5%
Mental Health	86,390	43,157	50.0%	86,400	41,404	47.9%
Community Based Alternative	105,016	52,508	50.0%	105,016	52,508	50.0%
DJJ & Delinquency Prevention	138,810	67,605	48.7%	138,810	68,215	49.1%
ROAP Grant	53,466	16,915	31.6%	27,412	-	0.0%
Legal Department	78,000	37,500	48.1%	78,000	37,500	48.1%
Central Services	21,750	8,303	38.2%	21,750	7,023	32.3%
Central Services-Telephone	125,700	59,245	47.1%	122,700	44,846	36.5%
Central Services-Tech Support	675,681	400,142	59.2%	555,663	294,828	53.1%
Aging Administration	365,786	149,007	40.7%	366,139	187,254	51.1%
Aging - Public Assistance	496,373	134,577	27.1%	402,805	111,588	27.7%
DSS Administration	2,555,041	1,228,664	48.1%	2,638,251	1,383,413	52.4%
DSS - Public Assistance	1,196,477	423,567	35.4%	917,460	350,309	38.2%
DSS - Grants	25,643	10,515	41.0%	60,000	41,063	68.4%
Local Funds	431,500	190,691	44.2%	525,500	186,301	35.5%
Debt Service - Judicial Center	915,819	144,859	15.8%	890,819	132,359	14.9%
Debt Service - DSS Renovation	281,374	-	0.0%	275,948	-	0.0%
Debt Service - AES School	626,109	70,608	11.3%	599,900	49,950	8.3%
Contribution Fire/Rescue	357,590	166,068	46.4%	356,542	159,771	44.8%
Public Schools	5,415,792	2,637,294	48.7%	5,410,853	2,650,102	49.0%
Special Appropriations	193,481	105,381	54.5%	189,475	107,272	56.6%
Operating Transfers	1,223,000	363,818	29.7%	800,000	271,595	33.9%
Contingency	1,249,090	751,016	60.1%	334,835	-	0.0%
Transfers/Adjustments	-	-	-	-	-	100.0%
Totals	\$ 29,102,781	\$ 13,081,782	45.0%	\$ 27,441,739	\$ 12,075,378	44.0%

Comparative Statement Enterprise Fund Revenues & Expenditures

Hertford County has one kind of Proprietary Fund. Enterprise Funds are used to report the same functions presented as business-type activities in the government-wide financial statements. Hertford County uses Enterprise Funds to account for its water and sewer activities and for its sanitation operations. Actual revenues and expenditures for the Enterprise Funds are recorded on the full accrual accounting basis method, meaning that revenues are recorded when earned and expenditures when incurred.

Hertford County operates four (4) Enterprise Funds to include: 1) Northern Rural Water District Fund, 2) Southern Rural Water District Fund, 3) Tunis Sewer District Fund & 4) Sanitation (Solid Waste) Fund. Enterprise Funds distinguish operating revenue and expenses from non-operating items. Operating revenues and expenses generally result from providing services as well as producing and delivering goods in connection with an Enterprise Fund's principal ongoing operations.

The budgeted figures for Fiscal Year 2021-2022 were established to support the ongoing operations and anticipated capital improvements for each Enterprise Fund. The budgeted revenue figures include estimated carryover from the prior Fiscal Year. Actual carryover amounts from Fiscal Year 2020-2021 to Fiscal Year 2021-2022 are reported as a component of operating revenue.

Exhibit 4

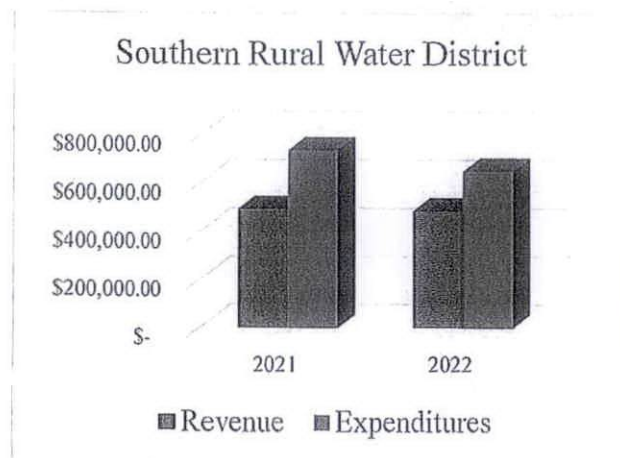


Exhibit 5

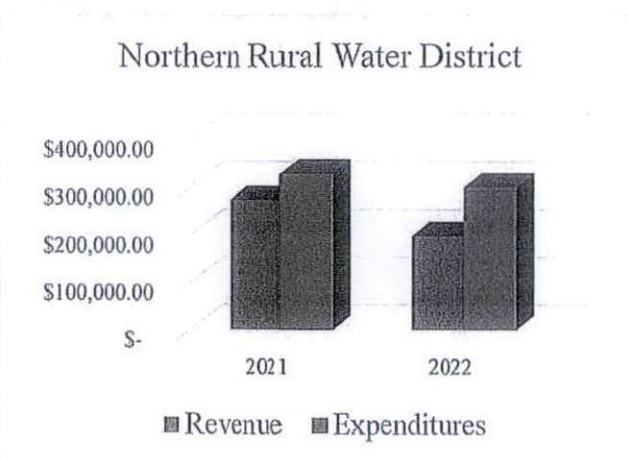


Exhibit 6

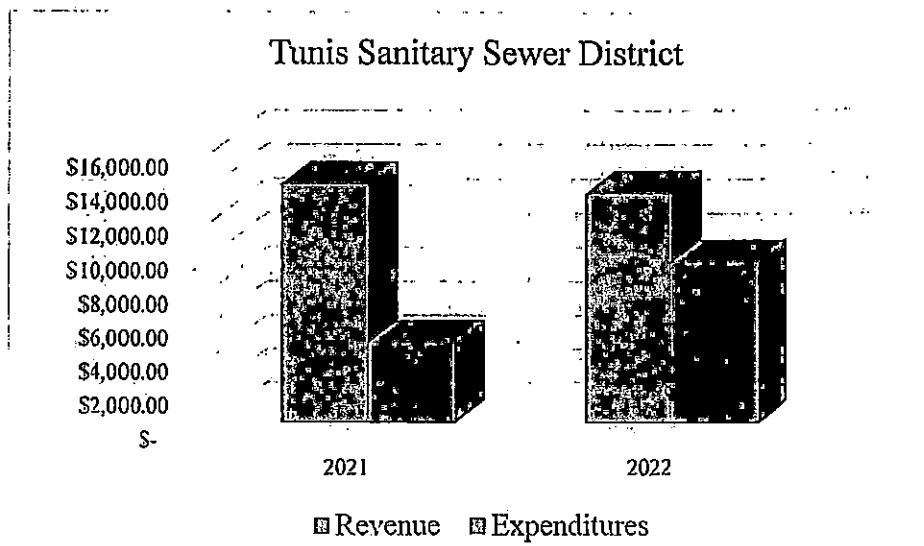
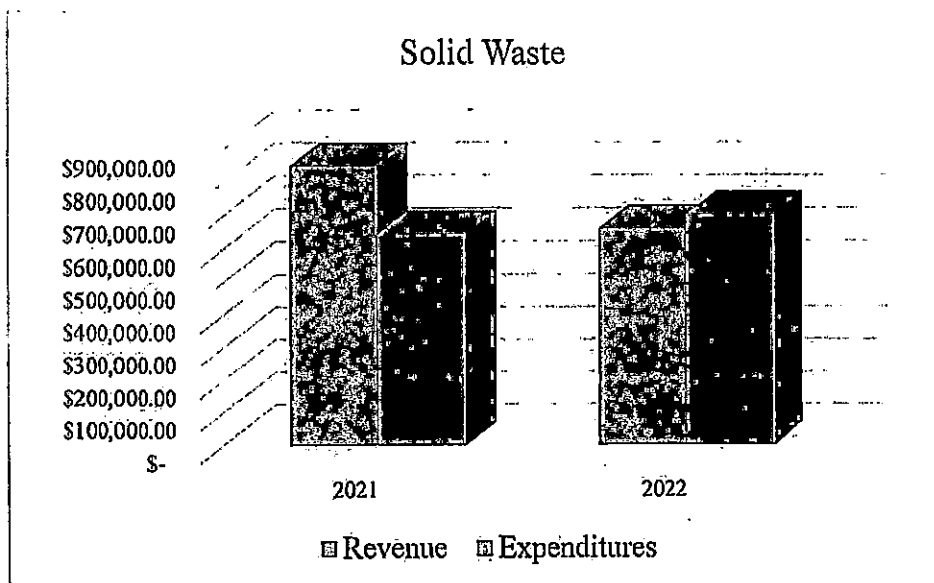


Exhibit 7



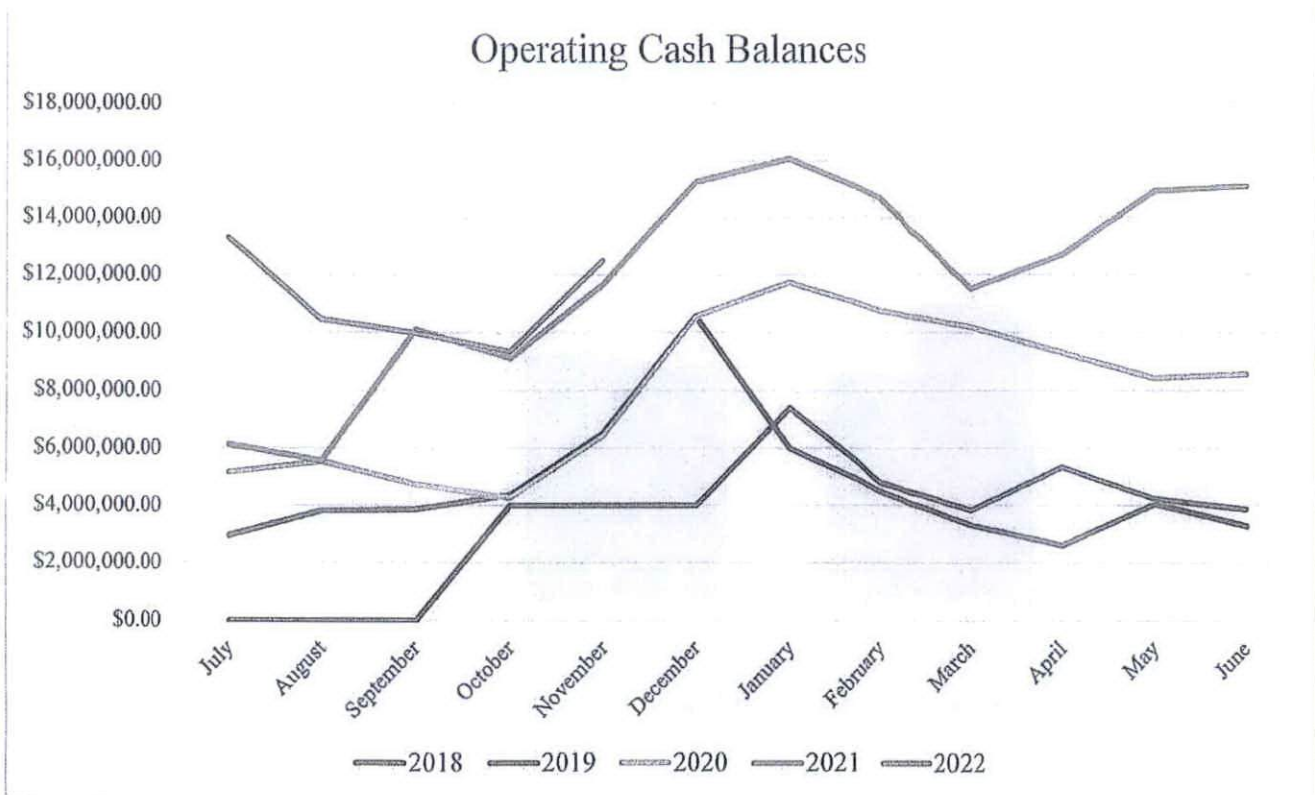
Operating Cash & Investment Balances

All deposits of the County are made in Board designated official depositories and are secured as required by North Carolina General Statute § 159-31. The County may designate, as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the County may establish time deposit accounts such as Negotiable Order of Withdrawal (NOW) and Super NOW accounts, money market deposit accounts and certificate of deposit.

North Carolina General Statute § 159-30(c) authorizes the County to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and bankers' acceptances and the North Carolina Capital Management Trust (NCCMT).

Hertford County pools money from several funds to facilitate disbursement and investment as well as to maximize investment income. Therefore, all cash and investments are considered cash and cash equivalents.

Exhibit 8



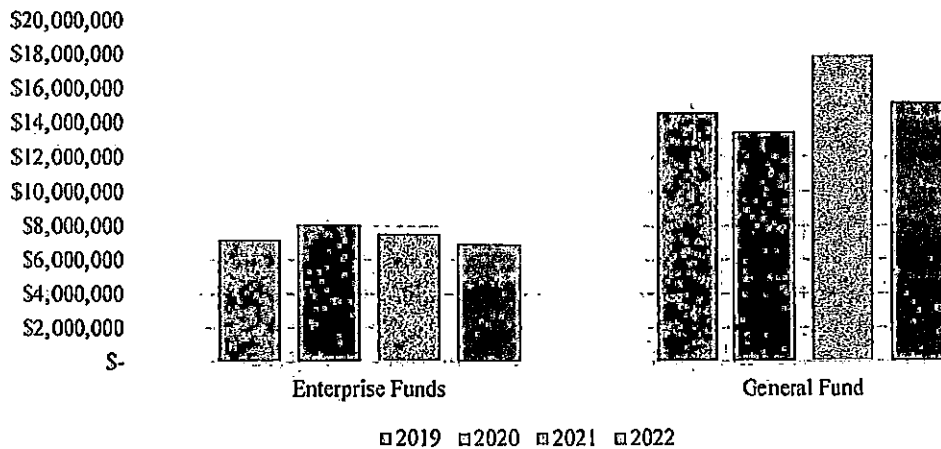
Outstanding Long-Term Debt

In the Government-wide Financial Statements and Proprietary Fund (Enterprise Fund) types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities on the statement of net position.

As part of the budget development process each Fiscal Year and in accordance with North Carolina General Statute § 159-35 & North Carolina General Statute § 159-36, Hertford County is required to appropriate adequate funding to satisfy all principal and interest payments associated with any long-term debt prior to contemplating any other expense or expenditure.

Exhibit 9

Hertford County- Outstanding Debt



					FY 2022	Debt
	Debt Outstanding	Debt Outstanding	Debt Outstanding	Debt Outstanding	Annual Debt	Retirement
	2019	2020	2021	2022	Service	Date
<i>Enterprise Funds</i>					Payment	
Northern Water District	\$ 2,168,661	\$ 3,422,297	\$ 3,251,149	\$ 3,047,269	\$ 203,521	FY 59
Southern Water District	\$ 4,582,869	\$ 4,230,340	\$ 3,877,812	\$ 3,525,284	\$ 352,530	FY 59
Tims Sanitary District	\$ 442,324	\$ 429,794	\$ 417,394	\$ 404,626	\$ 12,626	FY 54
Subtotal Enterprise Funds	\$ 7,193,854	\$ 8,082,431	\$ 7,546,355	\$ 6,977,179	\$ 568,677	
<i>General Fund</i>						
DSS Renovation	\$ 2,678,089	\$ 2,385,865	\$ 2,099,066	\$ 1,817,693	\$ 275,947	FY 28
Judicial Center	\$ 11,924,925	\$ 11,095,206	\$ 10,155,488	\$ 8,351,050	\$ 874,719	FY 33
Ahoshke Elementary School			\$ 5,625,608	\$ 4,999,500	\$ 599,900	FY 30
Subtotal General Fund	\$ 14,603,014	\$ 13,481,071	\$ 17,880,162	\$ 15,168,243	\$ 1,750,566	
Totals	\$ 21,563,502	\$ 21,563,502	\$ 25,426,517	\$ 22,145,422	\$2,319,243	

Economic Indicators

There are a multitude of Economic Indicators and Variables, which influence Hertford County's long-term financial viability and short-term fiscal stability. These Economic Indicators and Variables range from the diversity of the businesses in the community to the supporting infrastructure.

Economic Indicators and Variables:

- ♦ Hertford County's top ten (10) taxpayers have an assessed valuation of \$317,807,639, which equates to 17.88% of the total assessed value.
- ♦ The local unemployment rate was 6.1% in December 2021.
- ♦ The County's unemployment is above the national average of 4.6% as well as trending above the State average of 4.1% in December 2021.
- ♦ New construction value for the date range of July 1, 2021 through December 31, 2021 totaled \$3,214,029, which equates to a 1.12% decrease as compared with the same reporting period for Fiscal Year 2021-2022.

References:

<https://fred.stlouisfed.org/series/NCHERTIURN>

<https://www.statista.com/statistics/273909/seasonally-adjusted-monthly-unemployment-rate-in-the-us/>

<https://www.nccommerce.com/news/press-releases/north-carolina%E2%80%99s-june-employment-figures-released-2>

HCPS School Capital Outlay Requests

Fiscal Year 2021 – 2022 as of December 2021

Facility	Description	Amount
CS Brown	10 Ton Gas Pack/6 Ton Gas Pack/Painting all Walls	\$ 49,212.53
Hertford County High	Compressor & Paving of 6 Different Areas in Parking Lot/ Grading & Paving full lot	158,841.94
Bus Garage	3 Mini Split Systems & Engine for Activity Bus	51,670.82
Bearfield	15 Ton Split System Replacement	15,450.65
Hertford County Middle	Painting of Facility	44,000.00
Central Office	Superintendent Office Remodel	11,975.00
Transportation	Used Buick Terraza	5,000.00
Talmage/First St.	Land Purchase	7,580.89
Total		\$343,731.83

RCCC Capital Outlay Requests

Fiscal Year 2021 – 2022 as of December 2021

Facility	Description	Amount
Davis Bldg	New Roof	\$ 29,500.00
	Total	\$ 29,500.00

ECONOMIC DEVELOPMENT REPORT

Ms. Kelly Bowers, Economic Development Director, shared the Economic Development Report as follows: Hertford County's 2021 unemployment statistics in comparison to Bertie, Northampton County, Suffolk, VA and the State of NC, unemployment demographics, Economic Development's 2021 progress, projects in process, proposed project efforts being made to strengthen and diversify our community's business, commercial and manufacturing base.

After a brief discussion, the Board advised Manager Cotton for the Board to discuss the Master Economic Plan during an upcoming Board Workshop.

ARCHITECT PROPOSAL FOR OLD SOUTHERN BANK PROPERTY

On a motion by Com. Lassiter and a second by Com. Douglas, the Board voted to approve the Architect Proposal from Intrepid Architecture, PA for the Old Southern Bank Property to move forward in a contract negotiation and vet the contract through Attorney Revelle and bring back to the Board for final approval on the redesign in the amount of \$19,000.00 using the Arbor funds as presented by Manager Cotton.

PROPOSED COVID-19 VACCINATION, TESTING, AND FACE COVERING POLICY PRESENTATION

Human Resources Director, Ms. Kimberly Turner, addressed the Board presenting the Proposed COVID-19 Vaccination, Testing and Face Covering Policy for discussion. She shared with the Board the proposed policy was written in response to the increasing COVID-19 cases within the County and it is drafted utilizing OSHA guidelines.

After discussion between Manager Cotton, Attorney Revelle, Ms. Turner and the Board, the Board recommended that Ms. Turner further discuss the proposed policy with Manager Cotton to clearly ascertain what will be done for violation of the policy.

On a motion by Com. Lassiter and a second by Com. Douglas, the Board unanimously agreed that further discussion was needed regarding the proposed COVID-19 Vaccination, Testing and Face Covering Policy.

Hertford County's Vaccination, Testing, and Face Covering Policy

Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Hertford County encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope:

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of Hertford County, except for employees who do not report to a workplace where other individuals (such as coworkers or customers) are present; employees while working from home; and employees who work exclusively outdoors.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

Some employees may be required to have or obtain a COVID-19 vaccination as a term and condition of employment at Hertford County, due to their specific job duties (e.g., public facing positions). Employees subject to mandatory vaccination requirements should follow all relevant vaccination procedures in this policy and are not given the choice to choose testing and face covering use in lieu of vaccination.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline as outlined in the Hertford County Personnel Ordinance in Section IV: Conditions of Employment and Prohibited Acts, Article IV.10: Prohibited Conduct Generally, which may include reprimand, demotion, suspension, or dismissal.

Employees may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by the employee to the Human Resources Director. All such requests will be handled in accordance with applicable laws and regulations and in accordance with the Hertford County Personnel Ordinance Section III: Personnel Actions, Article III.7: Disability.

Procedures:

Procedures:

Overview and General Information

Vaccination

Any Hertford County employee that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated or in the process of being fully vaccinated no later than February 1, 2022. Any employee not fully vaccinated or in the process of being fully vaccinated by February 1, 2022 will be subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated or in the process of being fully vaccinated by February 1, 2022, an employee must:

- *Obtained two doses or a single-dose vaccine prior to the adoption of this policy*
- *Obtain the first dose of a two dose vaccine no later than February 1, 2022 and the second dose no later than February 28, 2022; or*
- *Obtain one dose of a single dose vaccine no later than February 1, 2022.*

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.

Employees are required to provide an inoculation card to verify vaccination status to Human Resources once fully vaccinated. Employees may schedule their vaccination appointments through an on-site clinic, their own medical provider, or with a mass-vaccination clinic. Human Resources will maintain these records in accordance with all applicable guidelines set forth in federal laws and the General Statutes of North Carolina.

Testing and Face Coverings

All employees who are not fully vaccinated or in the process of being fully vaccinated as of February 1, 2022 will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

Vaccination Status and Acceptable Forms of Proof of Vaccination

Vaccinated Employees

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via email directly to the Human Resources staff or in-person at the HR office.

Acceptable proof of vaccination status is:

1. *The record of immunization from a health care provider or pharmacy;*
2. *A copy of the COVID-19 Vaccination Record Card;*
3. *A copy of medical records documenting the vaccination;*
4. *A copy of immunization records from a public health, state, or tribal immunization information system; or*

5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Hertford County will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

All Employees

All employees, both vaccinated and unvaccinated, must inform Hertford County of their vaccination status, if they have not already done so as of the date of adoption of this policy. The following table outlines the requirements for submitting vaccination status documentation.

<i>Vaccination Status</i>	<i>Instructions</i>	<i>Deadline(s)</i>
<i>Employees who are fully vaccinated.</i>	<i>Submit proof of vaccination that indicates full vaccination.</i>	<i>February 1, 2022</i>
<i>Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).</i>	<i>Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.</i>	<i>February 1, 2022</i>
<i>Employees who are not vaccinated.</i>	<i>Submit statement that you are unvaccinated, but are planning to receive a vaccination by the deadline.</i>	<i>January 25, 2022</i>
	<i>Submit statement that you are unvaccinated and not planning to receive a vaccination.</i>	<i>January 25, 2022</i>

Supporting COVID-19 Vaccination

An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

Employees shall follow Hertford County's standard operating procedures when requesting sick leave under this policy in accordance with the Hertford County Personnel Policy Section VI: Leaves of Absence, Article VI.4: Sick Leave. Employees request sick leave from their supervisor for approval of time and notification to their supervisor promptly for sick leave if experiencing side effects from the vaccination.

Employee Notification of COVID-19 and Removal from the Workplace

Hertford County will require employees to promptly notify their supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider via telephone, email, or text message.

Supervisors will notify department heads of all reported COVID-19 positive diagnosis. Department Heads will notify Human Resources. Human Resources will determine and provide guidance as to applicable policies and laws to address each positive diagnosis.

Medical Removal from the Workplace

Hertford County has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. Hertford County will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate) as referenced in the Hertford County Communicable Illness Policy and Response Plan.

Return to Work Criteria

For any employee removed because they are COVID-19 positive, Hertford County will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return to work criteria in CDC's "Isolation Guidance" or receives a recommendation to return to work from a licensed healthcare provider.

Under CDC's current "Isolation Guidance," which is subject to future change, asymptomatic employees may return to work once 5 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- *At least 5 days have passed since symptoms first appeared, and*
- *At least 24 hours have passed with no fever without fever-reducing medication, and*
- *Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).*

If an employee has severe COVID-19 or an immune disease, Hertford County will follow the guidance of a licensed healthcare provider regarding return to work.

COVID-19 Testing

All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

(A) must be tested for COVID-19 at least once every seven days; and

(B) must provide documentation of the most recent COVID-19 test result to their supervisor no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to [the supervisor] upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Employees can fulfill the weekly testing requirements by visiting local free testing sites. If any employee chooses to obtain testing from other facilities that charge for testing, Hertford County will not be responsible for covering the costs of those tests; however, county insurance coverage may be used to cover eligible costs.

Face Coverings

Hertford County will require all employees who are not fully vaccinated to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly

over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

Face coverings can be obtained from your department or self-provided.

The following are exceptions to Hertford County's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where Hertford County has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

New Hires:

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

Employees will be provided a copy of this policy during New Hire Orientation. Vaccination cards and COVID-19 test results shall be provided to Human Resources the day of New Hire.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions:

Please direct any questions regarding this policy to the Hertford County Human Resources Department.

Adopted on _____ day of _____ 2022.

The Honorable Ronald J. Gatling, Chairman
Hertford County Board of Commissioners



HERTFORD COUNTY

Communicable Illness Policy and Response Plan

April 2020

Purpose

The purpose of the Communicable Illness Policy and Response Plan is to minimize the impact (temporary/short-term) communicable illnesses may have on Hertford County's workforce. Hertford County Government realizes employees with high risk exposure and communicable illnesses need to continue with normal life activities, including working. Hertford County may need to make a determination on whether or not it is acceptable for an employee with a (temporary/short-term) communicable illness or high-risk susceptibility to be present in the workplace. In deciding whether an employee with an apparently short-term communicable illness or high-risk vulnerability may continue to work, the employee must be able to:

- Perform essential job duties (with or without reasonable accommodation)
- Meet regular performance standards
- In the judgment of management, the employee's continued presence must pose no risk to the health of the employee, other employees, customers or the public

If an employee disputes Hertford County's determination that such a risk exists, the employee may submit a statement from his/her healthcare provider that the employee's continued presence in the workplace poses no significant risk to the employee, other employees, customers or the public.

Hertford County Government Responsibilities

Protect

- Hand sanitizer, disinfectant spray and disposable sanitizing wipes will be provided in high traffic facilities in strategic locations (as available).
- Housekeeping staff will be instructed to routinely disinfect commonly-touched hard surfaces.
- No additional disinfection beyond routine cleaning is recommended by the CDC.
- Limit public's access to workplace and minimize face-to-face contact. (at discretion of BOC)

Prevent

- Hertford County provides eligible employees with sick leave in accordance with the Hertford County Personnel Policy, Section VI: Leave of Absence. Employees who have a fever and symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Follow current CDC Guidelines
- When an employee uses sick leave, it is not reflected as a negative consequence on their annual performance appraisals if the employee complies with the Sick Leave policy.
- Social distancing
- Face Coverings

Prepare

- Hertford County's Communicable Illness Control and Response Plan
- Hertford County will provide educational information to employees regarding:
 - Temporary/short term communicable illness prevention, hygiene, cough etiquette, hand washing, how to identify symptoms and incubation and recovery period.
- Information will be disseminated through posters, the intranet, flyers, payroll messages, etc.

Employee Responsibilities

Protect

- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective if soap and water are not available.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Help to sanitize routinely touched work surfaces.

Prevent

- Stay home when you are sick, except to get medical care.
- Keep away from others as much as possible to keep from spreading the virus.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it. Cough in your sleeve, if you don't have a tissue available.
- Do not use co-workers' phones, equipment or desk.
- Utilize email for disseminating information, conference calls or other remote access applications for meetings.
- Social distancing
- Face Coverings

Prepare

- Have work tasks organized so the work process is as smooth as possible if you are out.
- Inquire about telecommuting options.
- Be aware a supervisor or department head may send you home if you show signs of respiratory illness in order to protect the health of the public and co-workers.
- Be familiar with sick leave policies and office procedures for calling in sick.
- Be mindful of your individual risk factors and implement controls necessary to address those risks.

Supervisor Responsibilities

Protect

- Encourage employees to access educational information on temporary communicable illnesses, how it's spread, it's incubation period and how to prevent it.
- Prompt identification and isolation of potentially infectious individuals

Prevent

- Encourage washing hands thoroughly with soap, the use of hand sanitizer and disinfectant in employee work areas.
- Encourage covering coughs and sneezes.
- Instruct employees with temporary communicable illnesses to stay home.
- Social distancing
- Face Coverings

Prepare

- Communicate your office protocol for employees to report illness or to request sick leave.
- Develop a plan for the impact of pandemic on your employees and the citizens of Herford County.
- Cross train employees so when an employee is out of the office, co-workers may step-in to assist or manage the important tasks.
- Be familiar with completion of critical tasks.
- Review telecommute options.

Disclaimers

It is the goal of Hertford County, during any time period of infectious disease outbreak, to strive to operate effectively and ensure that all essential services are continuously provided and those employees are safe within the workplace.

Hertford County will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. Hertford County reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace. Family and Medical Leave time may be granted if the illness or condition qualifies for FMLA designation.

Hertford County will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards are exercised to maintain the personal confidence about persons who have communicable diseases.

The Hertford County Communicable Illness Policy and Response Plan is a guide that is subject to change in accordance with the needs of Hertford County.

The Hertford County Communicable Illness Policy and Response Plan will be effective no later than April 2, 2020.

Resources

- Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020 https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fguidance-business-response.html
- Guidance on Preparing Workplaces for COVID-19, March 2020, OSHA

Ensuring a healthy workforce requires the participation of everyone. In order to protect the health and operation of Hertford County, it is important to protect our health, to prevent the spread of germs, and to prepare for illness and absenteeism.

Hertford County's COVID-19 Protocol

- ❖ Follow CDC Guidelines (attached)
- ❖ Hertford County Face Coverings/Masks protocol (attached)
- ❖ Provide Human Resources with negative test results after 5 days of isolation/quarantine
- ❖ Provide doctor's return to work note to Human Resources if test positive after 5 days and not exhibiting symptoms
- ❖ If returning to work with doctor's note, wear face coverings/masks at all times, social distance when necessary, limit face-to-face interactions with staff, co-workers, and the public until receive a negative test result

CDC guidelines are subject to change; therefore, contact Human Resources to discuss your specific COVID-19 concerns.

For guidance on Hertford County's COVID-19 protocol contact Human Resources.

Protocols established January 2022 and may be revised as needed.



County Manager Cotton commented as follows: The Home Consortium has a virtual meeting on January 27, 2022 and a Board member is needed to serve on the consortium.

On a motion by Com. Lassiter and second by Com. Douglas, the Board agreed to appoint Vice-Chair Horton to serve on the Home Consortium.

COMMISSIONERS' COMMENTS

The Commissioners commented as follows:

Chairman Gatling commented reminding the Board that five Commissioners' scholarships would be awarded to five deserving seniors of Hertford County High School, CSB STEM and Early College in May 2022. Clerk Tyler was instructed to bring the criteria to the February meeting. Also, Clerk Tyler was asked to bring information on the Hertford County Humanitarian Award and bring criteria.

Com. Douglas thanked everyone for attending the meeting.

Com. Lassiter thanked everyone for attending the meeting and wished everyone a Happy New Year.

Vice-Chair Horton thanked everyone for attending the meeting and thanked Manager Cotton and Clerk Tyler for presenting the photo tokens to the Board.

CLOSED SESSION

On a motion by Com. Mitchell and a second by Com. Lassiter, the Board unanimously approved to move to Closed Session as allowed under NCGS § 143-318.11(a)(3) to consult with the County Attorney.

Minutes of Closed Session are on file in the Office of the Clerk to the Board.

On a motion by Com. Lassiter and a second by Com. Douglas, the Board unanimously approved to return to the Regular session.

ADJOURN

On a motion by Com. Lassiter and a second by Com. Douglas, the Board adjourned the meeting.

Approved February 21, 2022

The Honorable Ronald J. Gatling, Chairman
Dr. Renee Tyler, Clerk to the Board, NCCCC