

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

1. CALL TO ORDER - CHAIRMAN

2. APPROVAL OF WORK SESSION AGENDA - CHAIRMAN

2.1. BOC - Changes to the Agenda Pg. 3

3. DISCUSSION ITEMS - NO ACTION

4. DISCUSSION ITEMS FOR ACTION

4.1. Salisbury-Rowan Community Action Agency, Inc. - Presentation of FY 2024-25 Application for Funding Pg. 5

4.2. Sheriff's Office - Re-appropriation of National Highway Traffic Safety Administration (NHTSA) as well as State Criminal Alien Assistance Program (SCAAP) funds from FY23 to FY24 Pg. 37

4.3. BOC - Appointments to Boards and Committees Pg. 42

4.4. Cooperative Extension - Cannon Foundation Grant Pg. 44

4.5. County Manager - Memorandum of Agreement for NC State University for Cooperative Extension Services Pg. 46

4.6. EMS -New Stretchers and Power Loads Lease Pg. 60

4.7. DHS - Cabarrus Health Alliance Grant Funds - Elevate Program Pg. 63

4.8. DHS - Low Income Household Water Assistance Program (LIHWAP) additional funding Pg. 73

4.9. DHS - Foster Care Board Payments Pg. 78

4.10. Human Resources - DHS Compensation Market Study Pg. 90

5. APPROVAL OF REGULAR MEETING AGENDA

5.1. BOC - Approval of Regular Meeting Agenda Pg. 103

6. CLOSED SESSION

6.1. Closed Session - Pending Litigation and Economic Development Pg. 106

7. ADJOURN

In accordance with ADA regulations, anyone in need of an accommodation to participate in the meeting should notify the ADA coordinator at 704-920-2100 at least 48 hours prior to the meeting.

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Approval of Work Session Agenda - Chairman

SUBJECT:

BOC - Changes to the Agenda

BRIEF SUMMARY:

A list of changes to the agenda is attached.

REQUESTED ACTION:

Motion to approve the agenda as amended.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Changes to the Agenda



**CABARRUS COUNTY BOARD OF COMMISSIONERS
CHANGES TO THE AGENDA
November 6, 2023**

ADDITIONS:

Closed Session

6.1 Closed Session – Pending Litigation and Economic Development

MOVED:

Discussion Item – No Action (Moved From)

3.1 EMS – 21 New Stryker Stretchers & 20 MTS Power Load

Discussion Items For Action (Moved To)

4.6 EMS – EMS - New Stretchers and Power Loads Lease



CABARRUS COUNTY

BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Salisbury-Rowan Community Action Agency, Inc. - Presentation of FY 2024-25 Application for Funding

BRIEF SUMMARY:

Representatives from the Salisbury-Rowan Community Action Agency, Inc. (SRCCA) will present their FY 2024-25 Application for Funding at the work session. This agency provides services for economically disadvantaged citizens in Cabarrus and Rowan counties.

REQUESTED ACTION:

Motion to suspend the rules of procedure due to time constraints.

Motion to acknowledge receipt of the SRCCA's FY 2024-25 Community Services Block Grant funding application.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Sherry M. Tillmon, Program Director- Salisbury Rowan Community Action Agency, Inc.

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Grant Application

North Carolina Department of Health and Human Services
Division of Vocational and Rehabilitation Services



Community Services Block Grant Program

Fiscal Year 2023-24 Application for Funding

Project Period July 1, 2024– June 30, 2025

Application Due Date: November 20, 2023

Agency Information			
Agency:	Salisbury-Rowan Community Action Agency, Inc.		
Agency:	Salisbury-Rowan Community Action Agency, Inc.		
Federal I.D.	560840196		
UEI Number:	P6KMS6HXV228		
Administrative Office Address:	1300 West Bank Street Salisbury, NC 28144-3910		
Mailing Address (include the 4-digit zip code extension):	1300 West Bank Street Salisbury, NC 28144-3910		
Telephone Number:	704-633-6633		
Fax Number:	704-633-5570		
Proposed Funding:	CSBG: \$670,733	Additional Resources: \$8,001,354	Agency Total Budget: \$8,672,087
Application Period:	Beginning: July 1, 2024		Ending: June 30, 2025
Board Chairperson:	Wendell Fant		
Board Chairperson's Address: (where communications should be sent)	1300 West Bank Street Salisbury, NC 28144-3910		
Board Chairperson's Term of Office (enter beginning and end dates):	Date Initially Seated – July 2017 Current Term Expiration – July 20, 2026		
Executive Director:	Dione Adkins		
Executive Director Email Address:	dioneadkins@srcaa.com		
Agency Fiscal Officer:	Tanya Branch		
Fiscal Officer Email Address:	tanyabbranch@srcaa.com		
CSBG Program Director:	Sherry M. Tillmon		
CSBG Program Director Email Address:	tillmons@srcaa.com		
Counties Served with CSBG funds:	Rowan County Cabarrus County		
Agency Operational Fiscal Year:	2024-2025		

North Carolina Department of Health and Human Services
Office of Economic Opportunity –
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Total Seats Per Agency Bylaws	15	Total Current Vacant Seats	2
-------------------------------	----	----------------------------	---

Total Number of Seats Reserved for Each Sector	Poor	5	Public	5
Total Number of Vacant Seats Per Each Sector	Poor	1	Public	0

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [monthly/year]	Number of Terms Served [completed]	Current Term Expiration [monthly/year]
Representatives of the Poor					
1. James Coppening	Rowan	White Rock Community	09/2018	1	09/2024
2. Diane Rollins	Rowan	Head Start Parents	11/2019	1	11/2025
3. Patricia Ricks	Rowan	Dixonville/Lincoln Community Association	06/2022	0	06/2025
4. Essie Ruffin	Rowan	Dunbar School Alumni Association, Inc.	07/2022	0	07/2025
5.					
6.					
Public Elected Officials					
1. David Post	Rowan	Salisbury City Council	02/2020	0	02/2026
2. Barbara Mallett	Rowan	Town of East Spencer	01/2018	1	01/2024
3. Amy Brown	Rowan	Rowan County Board of Commissioners	04/2018	1	06/30/24
4. Wendell Fant	Cabarrus	Cabarrus County Board of Commissioners	07/2017	1	07/2026
5.					
6.					
Representatives of Private Organizations					
1. Benjamin Davis, Jr.	Rowan	Livingstone College	09/2018	1	09/2024
2. Caren Lightfoot	Rowan	Salisbury-Rowan Utilities	03/2022	0	03/2025
3. Christina Ray	Rowan	Family Crisis Council of Rowan, Inc.	02/2023	0	02/2026
4. Angela Alford	Rowan	Rowan/Salisbury Schools	2/2023	0	02/2026
5. Don Holloman	Cabarrus	Cabarrus Rowan Community Health Centers, Inc.	03/2023	0	03/2026
6.					

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

Board of Directors Chairperson

**Community Services Block Grant Program
Fiscal Year 2024-25 Application for Funding
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

- a. Low-Income Community:

The Salisbury-Rowan Community Action Agency (SRCAA) 2020 Community-Wide Strategic Planning and Needs Assessment provides information and analysis on issues relating to poverty in the agency's core service areas. As part of the assessment, qualitative data was collected from the low-income community by way of surveys, focus groups and interviews.

Representatives of the Low-income population are seated on the Salisbury-Rowan Community Action Agency, Inc.'s (SRCAA) Board of Directors to ensure broad community participation and involvement. The Head Start Policy Council Advisory is made up of low-income persons who meet once per month to review programs and to address meeting the needs of the low-income community. Members from that Council are represented on the board, and each representative of the low-income community participates in the focus groups, surveys and interviews intended to identify the needs of the communities. Representatives of the low-income community advocate for the needs of the participants at varying levels, and participants themselves are free to express their concerns with staff and the program director. In addition, they are surveyed during workshops facilitated to improve their personal and professional development.

Client satisfaction data is also collected throughout the year to assist the agency with identifying needs and to create strategies for meeting the needs of the low-income community. Understanding the needs of the community and what the report data indicates, helps to provide a more accurate report on the significant findings and trends in the Community Needs Assessment Document. Understanding the data also enables the agency to make more informed decisions on service provisions to enable more customers to achieve their goals.

The customer and community surveys completed included the opportunity for people completing the survey to indicate identifiable information, so that the agency is clear on who the need belongs to in terms of demographics and characteristics. Results were used in the planning and development of the agency's strategic plan.

- b. Agency Staff:

Staff is encouraged to participate in partnerships and collaborations with community partners and task forces designed to meet the needs of mutually served participants. These partnerships and collaborations offer opportunities for staff to participate in forums to share input and to address causes of poverty, concerns, and resources in low-income communities where staff works. Staff as well as partners serving the same populations were surveyed during the community assessment process. Staff and partner feedback is considered in the revisions of the strategic plan and the management of service delivery at the Salisbury-Rowan Community Action Agency, Inc. (SRCAA) as part of the strategic plan's Collaboration Project, which is aimed at identifying overlap in the service delivery as well as procedures and processes used by various departments

c. Agency's Board Members:

The Board utilizes the strategic planning process to provide direction for the agency and the staff in order to address the needs of the community. The Salisbury-Rowan Community Action Agency, Inc. (SRCAA) utilizes the Six National Goals to guide the process. By integrating ROMA into the development of the plan the Board of Directors were able to:

- Assess poverty needs and conditions within the community.
- Define a clear agency anti-poverty mission for community action and a strategy to address those needs.
- Identify both immediate and longer-term strategies in the context of existing resources and opportunities in the community.
- Identify specific improvements, or results, to be achieved among low-income people and the community; and
- Organize and implement programs, services, and activities, such as advocacy, within the agency and among "partnering" organizations, to achieve anticipated results.

During the implementation of planning, the Board of Directors decides on whether it is necessary to abandon any programs, discontinue serving a particular population or provide specific services. This provides an opportunity to determine goal achievement, during which time the agency can report and evaluate goal progress and compare progress to benchmarks. The strategic planning process also provides opportunity for the agency to then self-assess to determine what adjustments need to be made to the plan in an effort to stay current on the needs of the community and remain an organization that is cognizant of the needs of the low-income community in order to proactively strategize against and eliminate the causes of poverty.

2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area:

- a. Community-based organizations:
- b. Faith-Based Organizations:
- c. Private Sector:
- d. Public Sector:
- e. Educational Sector:

Community Partners, members of the faith-based community, public and private sectors were surveyed to obtain the most up-to-date information on their assessments of conditions and changes in the agency's service areas.

Qualitative data was gathered and presented in the Community Needs Assessment by way of the following:

- Surveys- completed by Head Start Parents and CSBG Participants, community partners, local service providers and board members
- Focus groups- conducted with program participants and front-line agency staff
- Interviews- conducted with community partners

Client satisfaction data was also included. This data was beneficial in identifying what services have been most effective in meeting the needs of the community, as well as identifying if the needs and wants of the customers have changed.

3. Describe your agency's method and criteria for identifying poverty causes including how the agency collected and analyzed qualitative and quantitative data in identifying those causes.

Our agency identifies poverty causes by staying abreast of current local, state and national poverty reports, and staying active members of the North Carolina and National Community Action Agency Association. Another method used to identify poverty is assessing the needs of the low-income community as well as the agencies and organizations who serve them. The 2020 Community-wide strategic planning and needs assessment conducted for our agency included feedback from low-income individuals in our service areas, and community organizations serving those individuals about the socio-economic landscape of our counties and state. This information is updated and reviewed annually.

Qualitative data was gathered and presented in the Community Needs Assessment by way of the following:

- Surveys- completed by Head Start Parents and CSBG Participants, community partners, local service providers and board members.
- Focus groups- conducted with program participants and front-line agency staff.
- Interviews- conducted with community partners
- Customer satisfaction surveys

Understanding the needs of the community and what the report data indicated helped to provide a more accurate report on the significant findings and trends in the Community Needs Assessment Document. Understanding the data also enabled the agency to make more informed decisions on service provisions to enable more customers to achieve their goals.

In an effort to determine the top needs, the top six (6) percentages of needs were identified for each service area under the needs categories listed from information gathered from both data sources, then the top need of each category was prioritized from highest to lowest, with the highest percentage of identified needs being listed first.

The assessment trends and findings indicated the following needs:

- Employment opportunities
- Increased services to support an adequately educated and skilled workforce.
- Affordable housing

Factors that are determined to impact poverty or change the current landscape are consistent over the years. However, other socio/environmental factors such as economic downturns, fluctuation in the job market, growth in various industries or simultaneous decline in others, impact communities and the ability of residents to gain, maintain or improve employment options.

Strategies implemented to best meet the needs of low-income persons and address poverty causes include:

- a. Focusing on wages that would move a family above poverty based on family size and identifying job opportunities for families that would most likely result in success for them.

- b. Creating a more intensive work search/employment plan that requires job seekers to be accountable to their Family Development Specialist.
 - c. Requiring families to take incremental steps toward achieving self-sufficiency through the attainment of specific job skills; therefore, filling the skills gap for employers who indicated a lack of for their specific job openings.
4. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

SRCAA's approach used with families is one of empowerment and strengths. This model called "Family Development," requires the entire network to think of ways to empower families to achieve their own goals and to improve the internal systems of service delivery. The model teaches workers to partner with families and help them set proper goals and activities for themselves so they can become self-sufficient.

In addition, SRCAA staff is credentialed as Global Career Development Facilitators. As Global Career Development Facilitators (GCDF), staff is trained to assist individuals with informed decisions when considering their individual career development through the utilization of best practices, a variety of personality, interest and employment assessment tools, and career development models.

The last few years in North Carolina and in the United States have left many families in the lower socio-economic strata to be faced with more challenges to their economic independence and their present and future security. So, by empowering families and teaching self-advocacy, families have the ability to identify, and reach attainable goals.

Other strategies involve inviting families to participate in volunteer activities and to represent the agency at community forums, as well as other agency events, to tell their story and to be proud to share their accomplishments when asked. Success stories are being published regularly in the agency's electronic newsletter and Family Services' participants who have risen above poverty or achieved several program successes, represent the program at the Annual Board meeting.

SRCAA also provides various educational and professional development sessions/workshops, as well as other training mechanisms to empower low-income families and individuals. The overall goal of SRCAA is to assist low-income individuals to gain a sense of ownership and a stake in their community while strengthening their families. The agency will continue to be an active member of state and national associations that advocate on behalf of low-income families to eradicate poverty.

5. Describe how your agency plans to make more effective use of coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

SRCAA staff, program managers and the Executive Director participate on relevant Boards, Committees and planning entities in both Rowan and Cabarrus Counties such as the NC Workforce Development Committee, Goodwill Industries - Business Advisory Council, Equus Workforce Solutions partner meetings, and other sponsored managers meetings which include Department of Social Services', the Salisbury and East Spencer Housing Authority partner meetings, the Project Re-Entry, and Project Safe partners meetings.

SRCAA has solidified several other partnerships and collaborative efforts in both Rowan and Cabarrus County that enable us to leverage both services and funds to increase support provided

to the community. These partnerships validate how relationships and collaborations between public-private and nonprofit organizations can address and reduce barriers to poverty for community residents. Our agency will continue to increase our visibility and our impact by forming new partnerships emphasizing on building stronger relationships within the faith-based community, in addition to continuing to host community forums.

The agency continues to have involvement of the development of an Employment and Training Advisory Committee to improve linkages and leveraged support for program participants in Rowan and Cabarrus County. The purpose of the committee is to (a) Provide expertise or advice on employer needs, industry changes and training requirements or prerequisites for training, (b) provide opportunities for employment, internships and apprenticeships, (c) provide feedback and assess the agency's impact to further enhance services, (d) serve as an unbiased and independent sounding committee.

Target linkages include employers and occupational training providers under the following industries:

- Healthcare
- Manufacturing
- Culinary
- Hospitality
- Construction
- Information Technology
- Transportation and Logistics
- Office Occupations
- Small Business Administration

6. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

SRCAA, Inc. collaborates with the local Departments of Social Services programs, specifically the Work First Family Assistance (WFFA) Program in an effort to provide training and employment support to participating families. This partnership allows case managers from both organizations the opportunity to leverage support and resources for families, as well as promote the accountability of the participant. Additional collaborations with our local, Divisions of Workforce Development, Crisis assistance providers, Goodwill Industries, and various faith-based and nonprofit organizations enable SRCAA to serve, refer and minimize the duplication of services. By attending monthly partnership and committee meetings, staff are keenly aware of services provided by other agencies and organizations. By continuing to collaborate with other human service agencies, this helps to close any service gaps in SRCAA's service areas.

SRCAA is closing service gaps internally as well, by making internal collaborations for dual enrollments more intentional. For example: Head Start/ Early Head Start parents who are eligible for CSBG services are enrollees of the program. Likewise, CSBG participant's eligible are enrollees of Head Start/ Early Head Start. Internal staff and external agencies consult and execute service strategies to ensure the needs of the families are met. In real time, there can effectively be several persons assigned to one family. By investing time in case conferencing, and strategizing, service duplication is eliminated, and the chances that families are less overwhelmed and able to

achieve attainable goals in addition to meeting the requirements of multiple organizations are increased.

7. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

SRCAA continues to participate in community-wide coalition-building and resource development to meet the needs of individuals and families and reduce barriers to family and community growth. At the beginning of the school year, parents sign a partnership agreement that they will be fully involved with their children and set goals for their family. This gives low-income families the capability to make decisions, initiate programs, and obtain resources to encourage stronger families in our area. Parent training is also offered in areas such as: Parenting skills, child and health development, preparation of food, and child abuse and neglect. By offering these services, parents' skills are strengthened, and parents understand the responsibility they have to their children. SRCAA continues to provide support to families as they learn new skills.

Internally, SRCAA is making an Intentional effort to train Family Development Specialists of Head Start in the Parent, Family and Community Engagement Framework. The ultimate goal of the framework is to ensure families understand what school readiness is. One way to improve and enhance the families in Head Start will be to ensure they are enrolled in the Family Self Sufficiency program. Imminently, Family Development Specialist will train families in core competencies of parenting and school readiness.

SRCAA also focuses on the engagement of fathers. Family Services (CSBG) partners with Head Start to improve the way fathers are treated as integral family members in the goal attainment process. SRCAA believes that by improving fathers' ability to be actively and positively involved in the lives of their children, the efforts will strengthen families and further combat the continued causes of poverty, particularly in the number of children facing poverty in our service areas. Services are designed to be a catalyst for moving individuals and families out of poverty by addressing barriers that impact employment, skills training, financial literacy and other social services support needs, that can assist fathers toward becoming economically stable as well as an emotional and financial support to their children.

8. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

Salisbury Rowan Community Action Agency, Inc. (SRCAA) staff ensures that income eligible participants are enrolled in Food and Nutrition Services through the Department of Social Services. In addition, SRCAA has established partnerships with local food banks, churches, and nonprofit organizations for the purpose of providing participants referrals for emergency food assistance. Referrals are provided to participants to apply with the local Department of Social Services for the Food and Nutrition Services Program. For those families and individuals who are ineligible for Food and Nutrition Service benefits, SRCAA staff will provide emergency food assistance or a referral to eligible food banks.

**Community Services Block Grant Program
Fiscal Year 2024-25 Application for Funding
Planning Process Narrative (continued)**

9. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. Provide the dollar amount of your allocation that will go towards employment training.

Since 2013, when Workforce Innovation Opportunity Act (WIOA) Adult Services in NC were transferred through contractual agreement from the Division of Workforce Solutions (DWS) to the private contractor Equus as part of the Integrated Service Delivery model being implemented statewide. The contracted provider in both Rowan and Cabarrus (our service area) has become a partner with SRCAA and referral source. Initially, meetings were held, in both counties to forge an existing relationship that is mutually beneficial for both entities which reduces duplication of services in similar populations. Connections with employment and training activities have been instrumental in providing interventions and a direct link to the labor market.

The Salisbury-Rowan Community Action Agency will expend \$91,965.75 or 75% of the supportive services budget for employment training and education during the 2024-2025 fiscal program year.

10. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

SRCAA, Inc. provides office space for case managers of the Weatherization Assistance /HARRP Program which provides services to Rowan County residents in an effort to save energy and reduce expenses. Community residents in need of these services will continue to be referred to the Weatherization Assistance Program. In addition, referrals will be provided to participants to enroll in the Energy Assistance Program through the Department of Health and Human Services, as well as the crisis assistance programs through Cooperative Christian Ministries, Rowan Helping Ministries, The City of Kannapolis and the Salvation Army.

11. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

SRCAA is committed to ensuring that the youth receive support through the coordination of services offered by both SRCAA as well as WIOA. In addition to offering General Education Diploma (GED) opportunities, youth participate in employment and professional development workshops offered through the CSBG program. Additionally, the youth and their families are encouraged to apply for the CSBG program to provide further support in obtaining self-sufficiency.

12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

Family Development Specialist completes a comprehensive assessment with program participants to address the needs of the families. When a non-custodial parent does not provide adequate financial and emotional care of the child/children, the participant is informed of the availability of child support services and provided a referral in both Rowan and Cabarrus County to the Department of Social Services' Child Support Division to enable the participant to file for child

support. In the event that the participant needs assistance with completing the necessary paperwork to file for support or are in need of transportation to the Department of Social Services, the Family Development Specialist will provide the necessary supportive services to ensure access to services.

13. Describe activities that your agency has undertaken or plans to undertake, to address the Department's priorities which includes:

- Combat the **Opioid Crisis** by focusing on policies and practices that prevent opioid misuse, addiction and overdose;
- Develop better outcomes for **Early Childhood** learners to ensure that they are healthy, safe and nurtured, learning and ready to succeed;
- Expand **NCCARE360**, a statewide database that provides resource information for medical providers and human services professionals in response to social determinants of health like housing stability, food security, transportation access and interpersonal safety; and
- Implement **Healthy Opportunities** that improve the health, safety and well-being of North Carolinians by addressing conditions in which people live that directly impacts health.

According to the NC Department of Health and Human Services Deaths, hospitalizations, and emergency department (ED) visits due to medication or drug overdose, have become a growing public health concern nationally and in North Carolina. Historically, prescription opioids have been a major driver of this epidemic. However, illicit drugs are now contributing to this problem in increasing numbers. The majority of overdose deaths now involve illicit opioids like heroin or fentanyl, a synthetic narcotic. The number of overdose deaths involving stimulants is also on the rise. The state of North Carolina experienced 1,495 overdose ED visits for Med/Drugs with dependency potential as compared to 1,421 in August of 2022.

Between November 2022 – August 2023, Rowan County has experienced 120 Opioid related Emergency Department visits as compared to 93 in 2022. Cabarrus County has experienced 125 opioid related Emergency Department visits as compared to 140 in 2022. Those emergencies were documented by the Emergency Medical Services with the months of January and June reporting the highest emergency room visits for the year in Rowan County and the months of January and June the highest deaths in Cabarrus County. (Injuryfreenc.dhhs.gov).

Due to the overwhelming impact that both service counties are still experiencing, it is the intent of the Salisbury-Rowan Community Action Agency, Inc. to continue assisting in the ongoing fight against opioid misuse, addiction and overdose by educating staff on the signs of misuse, and the identification of treatment centers. Staff will also continue partnering in county initiatives lead by Opioid Task Forces.

Early Childhood:

For more than fifty (50) years, the Salisbury-Rowan Community Action Agency, Inc. has operated the Head Start/Early Head Start education program as well as the Child and Adult Food Care Program. As an addition to the program, SRCAA, Inc. has worked to increase partnerships that directly enhance the learning environment for students. One of the partnerships is with the newly emerging technology non-profit organization, AppSeed.

AppSeed provides computer tablets named Seedlings to every Head Start/Early Head Start student enrolled at SRCAA, Inc. Each tablet comes preloaded with educational apps that teach reading, writing and mathematical skills. Children are also allowed to take the tablets home to allow parental engagement in learning.

SRCAA, Inc. has also developed a community-wide initiative by way of natural outdoor learning environments that meet the nutritional and overall health related needs of children and their families enrolled in SRCAA's Head Start/Early Head Start Program.

The natural outdoor learning environments consist of gardens with edible fruits and vegetables. Head Start students, parents, staff and volunteers all participate in the development and completion of each project.

The natural outdoor learning environments provide children with the following opportunities:

- Equal opportunity and access for children with disabilities to increase physical fitness, and interact with non-disabled peers
- Improved overall nutrition
- Increased physical activity
- Enhanced gross motor skills and cognitive abilities
- Enhanced creativity
- Increased social interactions

NCCARE360:

The Salisbury-Rowan Community Action Agency, Inc. is an active member of the NCCARE360 database, and provides resource information and referrals to program participants, and any inquiring community member in need of various services. Additionally, staff at SRCAA, Inc. provides information about NCCARE360 to community partners who may be unaware of the data base to help enhance usage and expand the volume of referral resources.

Healthy Opportunities:

The Salisbury-Rowan Community Action Agency, Inc. is a partnering member of the Healthy Rowan Coalition. Through this coalition SRCAA, Inc. participates with other partnering agencies to address issues of health, quality of life and nutrition within Rowan County. SRCAA, Inc. also makes ongoing referrals for healthcare, mental health and nutrition services to all interested community members and program participants in both Rowan and Cabarrus County.

**Community Services Block Grant Program
Fiscal Year 2024-25 Application for Funding
OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2024- June 30, 2025

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

SRCAA will address the needs of employment skills training and education attainment for low-income individuals and families. The agency will provide supportive services for families or individuals to develop occupational and life skills to increase income so they may rise above the income poverty level.

SRCAA's Family Services will use the Family Development approach to partner with participants and the community to:

- Develop/Sustain a strategy to address those needs, both immediate and longer term, in the context of existing resources and opportunities in the community.
- Identify specific outcomes to be achieved among low-income people and the community; and Organize and implement program services, and activities, such as advocacy, support and guidance within the agency and among "partnering" organizations, to achieve anticipated results.

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

Socio/economic factors such as working below the poverty wage rate, in addition to the need for occupational skills development, impacts communities and the ability of residents to gain, maintain or improve employment options, consequently creating the foundation of poverty.

According to the United States' Census bureau, the estimated population in Rowan County as of July 2022 was 149,645. Of that population, currently 17% live in poverty. In Cabarrus County, the estimated population as of July 2022 was 232,797. Of that population 9.4 % currently live in poverty. The state of North Carolina's population as of July 1, 2022 was 10,698,973 with the overall poverty rate of 12.8%.

- (A) Explain why the problem exists.

COVID-19 changed our world in countless ways, but one of the biggest was its impact on the war for talent. Labor participation rates hover at historic lows; supply chains for essential raw materials and finished goods are disintegrating quickly and remaining broken; competition for the best and brightest workers continues to ratchet up in intensity; and workers with needed skill sets for many occupations remain in short supply. The local CEO of Rowan Economic Development Commission- Rod Crider states the number one challenge in the workforce is shortage of workers and it has led to higher wage rates, which helps to fuel inflation. Other employers are seeing greater emphasis on hiring people with the right soft skills and then providing them with company-

specific training. Educators may see this privatization of training as competition.
<https://siteselection.com/cc/workforce/2022/the-top-10-workforce-issues-of-2022.cfm>

In accordance with state law, the Department of Commerce annually ranks the economic health of each of North Carolina's counties based on four factors: average unemployment rate, median household income, percentage growth in population and adjusted property tax base per capita. Rowan county currently sits on Tier 2 of the ranking system. Their upgrade to this tier was current as in previous years they were at Tier 1 (most distress). Their upgrade demonstrates the county's ability to bounce back from the effects of COVID 19. The primary culprit for Rowan County's regression in the rankings is its unemployment rate. Rowan County as compared to Cabarrus County, who currently sits on the Tier 3 (least distress) residents are able to work from home because they have white collar jobs tied to Charlotte. There's some of that in Rowan County, but the economy is largely still blue collar.

Rowan County has been experiencing a shift in local tourism. As reported previously by the Salisbury Post, the local tourism industry had been devastated by COVID-19 restrictions, with some hotels going from employing dozens of workers to just 12 which caused tourism attractions to face decreased revenue. However, a report received from Rowan County Tourism as recent as September 6, 2023 reports that the period between Jan. 2022 and June 2023 was the strongest 18 months on record for county tourism. Revenue from overnight stays was 27 percent higher than it was in pre-pandemic 2019, which is when the previous record was set. According to the report, hotel occupancy rates averaged 70 percent through 2022, and overall visitor spending in that year grew 11.7 percent from 2021. Visitors spent about \$209 million in 2022 and supported over 1,400 jobs. <https://www.qcnews.com/news/u-s/north-carolina/rowan-county/rowan-county-sets-new-records-in-tourism-report/>

The economy of Cabarrus County, NC employs 111k people. The largest industries in Cabarrus County, NC are Health Care & Social Assistance (14,860 people), Retail Trade (13,348 people), and Educational Services (10,146 people), and the highest paying industries are Finance & Insurance (\$91,178), Finance & Insurance & Real Estate and Rental Leasing (\$79,479).

As reported by Visit North Carolina, Concord Domestic and International visitors to and within Cabarrus County spent \$566.74 million in 2022, an increase of 17.9 percent from 2021. Cabarrus County had the ninth highest visitor spending growth rate of the top Forty- Five of North Carolina's 100 counties. The findings from this report confirm that tourism in Cabarrus County is no longer in recovery mode but is instead thriving above pre-pandemic levels.

https://independentstribune.com/news/local/2022-visitor-impact-cabarrus-spending-increased-by-17-9-percent-to-566-74-million/article_a6f33300-481d-11ee-8f8b-071db9ea35f2.html

Males in North Carolina have an average income that is 1.33 times higher than the average income of females, which is \$52,490. The income inequality in North Carolina (measured using the Gini index) is 0.47, which is lower than the national average.

From 2020 to 2021, employment in Cabarrus County, NC grew at a rate of 5.23%, from 105k employees to 111k employees.

The most common job groups, by number of people living in Cabarrus County, NC, are Sales and Related Occupations (12,376 people), Management Occupations (12,125 people), and Office & Administrative Support Occupations (11,207 people).

The economy of Rowan County, NC employs 65.5k people. The largest industries in Rowan

County, NC are Health Care & Social Assistance (10,679 people), Manufacturing (10,644 people), and Retail Trade (7,625 people), and the highest paying industries are Management of Companies & Enterprises (\$92,9854), Utilities (\$70,840), and Finance & Insurance (\$57,917).

The most common job groups, by number of people living in Rowan County, NC, are Production Occupations (7,164 people), Office & Administrative Support Occupations (6,2419 people), and Sales Related Occupations (5,616 people). (Datausa)

As reported by the North Carolina Pandemic Recovery Office, North Carolina's Establishment Employment climbed by 6,400 over the month to a May 2023 total of 4,901,500. In addition, the April figure was revised to 4,895,100 - up by 7,400 over March rather than the previously reported rise of 3,600. According to these updated estimates, the state has added 9,800 per month in 2023, which is a slight improvement over the 9,600 average monthly increase found during the past twelve months. The average monthly gain during the 37-month recovery and expansion has been 22,750 workers, and the current total establishment employment count sits 6.0 percent above its pre-Covid level. The employment that was lost because of the Covid-induced recession has not yet been made up in four of the 21 industries.

Four industries in North Carolina experienced job losses over the past year: Transportation, Warehousing, & Utilities (down 2,300 or 1.2 percent), Administrative & Waste Management (down 300 or 0.1 percent), State Government (down 200 or 0.1 percent), and Mining & Logging (down 100 or 1.8 percent). In two of these sectors -Mining & Logging and State Government - the jobs that were lost during the 2020 recession have yet to be replaced.

For the first time, Rowan County's average private sector wages have surpassed \$50,000. Rowan County's average wage of \$50,138 is the 14th-highest out of North Carolina's 100 counties, including the fifth highest of the 40 Tier II counties. Additionally, since reaching a peak of 16.0% during the pandemic Macy's, Inc. announced that it is expanding into China Grove and creating 2,800 jobs. <https://www.wbtv.com/2023/01/06/rowan-edc-compiles-countys-10-biggest-economic-development-stories-2022/> Chick-fil-A Supply, a subsidiary of Chick-fil-A Inc., is opening a new distribution center which will create an estimated 112 new jobs in Rowan County. New positions include drivers, managers, office staff, and warehouse personnel. The average annual wage is around \$58,574, about \$8,000 more than the Rowan County average. <https://myfox8.com/news/more-than-100-jobs-coming-to-rowan-county-with-chick-fil-a-supply-center/>

NC Department of Commerce reports that Eli Lilly and Company, a global healthcare and biopharmaceutical company, plans to invest \$1 billion and create nearly 600 new jobs in Cabarrus County. Lilly will create positions for engineers, scientists, and manufacturing operators, among others. Although wages will vary depending on position, the average salary for all the new positions will be \$70,555, which is greater than the current average wage in Cabarrus County of \$43,687.

Red Bull, Rauch North America and Ball Corp will open a manufacturing facility in Cabarrus County in the 3rd quarter of 2023. It is expected to create over 630 jobs. The beverage production hub was the largest economic development announcement in Cabarrus County history. The new facility is expected to provide an economic impact of \$1.8 billion to North Carolina's economy. <https://www.bizjournals.com/charlotte/news/2022/11/08/concord-red-bull-rauch-the-grounds-investment.html?ana=wsoc>

Workforce Shortages

The pandemic caused a major disruption in our day-to-day lives, including our workforce. This impact and continued ripple effect has been referred to by many as The Great Resignation. Many sectors have become increasingly affected by growing workforce shortages over the last several years, and while COVID-19 left its impact, these shortages were already on the rise. According to an article from University of North Carolina - Chapel Hill's School of Government, North Carolina was already projected to face a shortage of around 12,500 nurses by 2033 before the pandemic and is now set to face projected shortages of up to 21,000 nurses in the coming decade due to burnout. Another profession heavily affected by shortages is teachers and school staff. A national survey indicated that nearly half of all teachers considered switching positions or professions. In February 2022, it was reported that 130 teachers left Cabarrus County Schools so far during the 22-23 School Year. The district reported that many teachers left to teach elsewhere or got out of the profession completely.

The leisure and hospitality industry, which includes restaurants and hotels, is still missing 7.2 percent of jobs. This reflects 1.2 million jobs statewide that haven't been filled compared to job numbers before the pandemic, which has led restaurants to close, operate with alternative hours, or work with a smaller staff. Prior to the pandemic, stores and restaurants associated with Concord Mills Mall collectively represented 4,000 jobs in the county. (Cabarrus County State of the County Health Report) <https://embed.clearimpact.com/Container/Embed?id=10003857>

The Cabarrus County Chamber identified workforce recruitment and retention, as well as childcare challenges as the largest issues for local employers. Lack of access and affordability for childcare impacts worker availability as there are no third shift centers currently open in the community. It is also recognized that childcare centers have expensive overhead due to regulation and have difficulty hiring and retaining quality teachers, making it difficult for centers to afford healthcare and other benefits for staff. (Cabarrus County State of the County Health Report)

Significant strides toward recovery have been made, but true economic healing has still not been realized in many communities across North Carolina.

The North Carolina Department of Commerce reports the COVID-19 recession hit North Carolina's workforce hard, causing hundreds of thousands to lose their jobs. But the recession didn't last long: our economy started growing again as soon as businesses reopened in summer 2020, and our state fully recovered the number of jobs we lost during the recession a mere one year later.

But not all sectors of our economy recovered at the same pace. Despite an elevated number of job vacancies, our state's elementary and secondary schools have been among the slowest to return to pre-pandemic employment levels amid widespread reports of difficulty recruiting and retaining public school teachers as well as cafeteria workers, bus drivers, and other personnel. While many other sectors have struggled to hire and retain workers in the wake of the COVID-19 pandemic, a shortage of teachers as well as non-instructional support staff presents a two-fold workforce challenge: a failure to fill these jobs today impacts our ability to prepare our children for the jobs of the future.

Employment in elementary and secondary schools was already trending downward prior to the pandemic, but COVID-19 accelerated this trend, leading to a steep decline in 2020 and continued employment losses the following year. North Carolina had only 253,400 school workers in 2021, around 9,100 fewer than would be expected based on the pre-pandemic growth trend.

A tight labor market with a surplus of job openings and a shortage of workers has led to hiring difficulties across most sectors of our economy and most regions of our state. In some sectors, such as bars and restaurants, many workers seized on this newfound opportunity to leave their employers and pursue higher-paying work in higher-paying industries. However, this was not the case in North Carolina's elementary and secondary schools: while the number of school workers leaving for employment in other industries increased slightly during the COVID-19 pandemic, this factor explains only 4% of the overall shortfall in school employment.

(B) Identify the segment of the population and give the number of people experiencing the problem.

According to the United States' Census bureau, the estimated population in Rowan County as of July 2022 was 149,645. Of that population, currently 17% live in poverty. In Cabarrus County, the estimated population as of July 2022 was 232,797. Of that population 9.4 % currently live in poverty. The state of North Carolina's population as of July 1, 2022, was 10,698,973 with the overall poverty rate of 12.8%. Based on the Federal Reserve Economic Data (FRED), the median income in NC is \$65, 070; however, at a much lower rate, Rowan County's current median income is \$62,091 and Cabarrus County's current median income is \$85,479 according to the Office of State Budget and Management. According to the NC Commerce Labor Statistics, As of August 2023, the State of North Carolina's unemployment rate was 3.3 as compared to last year's 3.9%. Rowan County's unemployment rate was 3.5 compared to 3.9% last year. Cabarrus County unemployment rate was 3.3% compared to 3.6 last year. For the purposes of this grant whose participants must be income eligible, 17% of Rowan's population is below the poverty level and 9.4% of Cabarrus is below the poverty level.

Recent hiring challenges in the restaurant sector have been driven by a number of factors including demographics, the COVID-19 pandemic, and a tightening labor market:

- Labor force participation in North Carolina has fallen over the past two decades, due primarily to demographic factors (e.g., increased retirements), leading to fewer workers available to fill open positions.
- The COVID-19 pandemic accelerated the longstanding trend of declining labor force participation, particularly for in-person service positions, like restaurant jobs, which are exposed to the risk of viral transmission.
- These declines in labor supply have combined with a surge in job openings to fuel the tightest labor market on record, with a record low number of jobseekers per job opening. A tight labor market has given workers more opportunities to switch to higher-paying jobs in higher-paying sectors, leaving lower-paying businesses like restaurants at a disadvantage.

While restaurants had a hard time filling open positions during the first two years of the COVID-19 pandemic, more recent evidence suggests hiring conditions have improved since then.

Employment in North Carolina's Accommodation and Food Services sector plummeted 44% during the COVID-19 recession, but has been climbing upwards ever since and, by August 2022, had nearly recovered to its pre-pandemic level [Figure 5].³ Meanwhile, the number of unfilled job openings for Food Preparation and Serving-Related Occupations has fallen substantially after reaching an all-time high in October 2021.⁴ Restaurants are likely to see continued improvements in hiring conditions as our economy slows down from the rapid pace of growth seen in 2021 and the number of job openings in North Carolina declines to more a sustainable level.

(C) Provide demographic information of those adversely effected inclusive of:

(a) Gender

According to the US Census, 12.8 of families living in North Carolina are currently at or below the poverty level. Families with children experience poverty at a much higher rate. Women and single mothers experience an increased rate of poverty at 34% in comparison to two parent homes. As reported in the US Census Bureau, women make up 50.5% of Rowan County's population and 60.2% of the county's workforce. In Cabarrus County, women make up 51% of the county's population and 68% of the workforce.

(b) Age

Families face impoverishment due to the lack of employment opportunities, education and occupational skills training for the employment opportunities that are available. According to the US Census Bureau. North Carolina's High school graduation rate for persons over 25 was 89%. In Cabarrus County, the graduation rate for this same group was 90.7% and persons with bachelor's Degrees or higher was 34.8% compared to the states 33%. In Rowan County, there was a marked difference. High school graduates over 25 years of age, was only 86.9 % and those with bachelor's degrees or higher was only 19.9%.

According to the US Census, in 2021, the estimated number of those living in poverty in Rowan County is 17% of the population. The estimated number of those living in poverty in Cabarrus County is 9.4% of the population.

(c) Race/Ethnicity for the agency's service area

With regard to race, 69.9% of North Carolinians are White, 22.2% are Black and 10.5% are of Hispanic or Latino origin. In Rowan County 78.7% are White, 17.2% are Black and 10.6% are of Hispanic origin. In Cabarrus 68.2% are White, 21.8% are Black and 11.9% are of Hispanic origin as stated by the US Census Bureau.

(D) Explain how the persons are adversely affected.

With the current rates of unemployment in both Rowan County's and Cabarrus County's Unemployment, there are some notable differences in the level of occupational skills between participants in each of the service counties, with Cabarrus having a more skilled labor force than Rowan. In addition, Cabarrus has more opportunities for growth and is adjacent to Mecklenburg County, one of the nation's fastest growing municipalities, which increases employment opportunities for residents. Additionally, Mecklenburg County is in excess of 45 miles from Rowan County, and according to the US Census Bureau, more than 4,900 Rowan County residents commute there; however, for those constituents working the lower paying jobs, the cost of commuting alone negatively impacts their personal budgets, therefore hindering the family from moving above the federal poverty level.

Section II: Resource Analysis (use additional sheets if necessary)

(E) Resources Available:

a. Agency Resources:

Salisbury-Rowan Community Action Agency, Inc. (SRCAA) has the internal capacity to serve its families. Support from our other internal programs Head Start / Early Head Start allows us to assess families' needs beyond what is provided by Community Services Block Grant (CSBG) funding.

Family Development Specialists in both the CSBG Self-Sufficiency Program and Head Start / Early Head Start collaborate to leverage support, services and referrals to help families overcome barriers and achieve goals. In addition to the Self-Sufficiency Program and Head Start/ Early Head Start, English as Second Language (ESL) and Adult Basic Education (ABE)/ General Education Diploma (GED) courses are offered at the Salisbury-Rowan Community Action Agency, Inc. (SRCAA).

By providing the opportunity for families to participate in multiple services and the internal collaborative efforts of SRCAA staff, the potential for success for program participants increases.

b. Community Resources:

Salisbury-Rowan Community Action Agency, Inc. (SRCAA) partners with many nonprofit human service agencies, schools, colleges, community development organizations, governmental entities and faith organizations to aid our participants in reaching their goals and to change the way business is conducted in the community on their behalf. Managers and staff in both counties actively build partnerships and work together with those partners to address poverty causes and seek solutions for the eradication of the barriers to economic self-sufficiency for Rowan and Cabarrus County residents.

(F) Resources Needed:

c. Agency Resources:

SRCAA continues to enhance its internal systems. The information technology systems used by our staff provide outcome data; however, there are multiple departments using different systems. Since January 2013, Information technology (IT) was outsourced to improve internal IT communication systems. This advancement allows staff working with families to serve them more efficiently and expediently. Other resources are needed to develop a database system for interface and tracking the work being done with families agency wide. Reporting of outcomes to various funders would be greatly enhanced if these resources became available.

d. Community Resources:

Community resources that decrease the rising numbers of homeless persons and or those in need of affordable housing in Cabarrus and Rowan County is a resource needed. Community service providers have identified the need for increased strategies to address housing and homelessness. Additional community resources, such as the Homeless Task force in both Rowan and Cabarrus County, work to develop a community-wide strategy to end homelessness through affordable housing and other immediate solutions for low-income families to reduce homelessness or transiency. This is important to our participants to continue to be informed of different avenues and strategies to expedite placements in subsidized housing options.

Section III: Objective and Strategy

(G) Objective Statement:

To provide support and comprehensive services to assist seventy (75) new individuals/families and sixty (65) carryover families to increase their skills and income to rise above poverty level by June

30, 2025.

Strategies for Objective:

Provide support and comprehensive services to low-income families and individuals to develop occupational skills and increase income so they may rise above the poverty income level.

Strategies

- To provide family development and case management services for low-income families so that they can rise above the poverty level.
- To ensure that program participants understand their role in the partnership with SRCAA so they are able to identify, create and attain their goals.
- To continue our partnership with area corporate, private and community partners to eliminate the barriers of poverty that prevent our participants from achieving self-sufficiency.
- To collaborate with local offices of the Department of Health and Human Services to address the needs of our participants.
- To collaborate with the Department of Workforce Solutions to keep the community abreast of employment trends and available work.
- To continue providing individual participant counseling, mentoring and referrals to increase participant awareness of community and agency resources.
- To plan and implement goals and set strategies with the families.
- To continue to invite low-income individuals to join advisory boards and committees.
- To increase fund development to close the gap between CSBG funding and participants need.
- To continue to research, participate in national and local conversations about poverty and its eradication, expanding the knowledge base of staff and participants.

OEO Form 210 (continued)

Section IV: Results Oriented Management and Accountability Cycle (use additional sheets if necessary)

Organizational Standard 4.3 requires that an agency's strategic plan and Community Action Plan document the continuous use of the ROMA cycle and use the services of a ROMA trainer.

(H) **Community Needs Assessment:** Please summarize the primary needs of your community as determined through the Community Needs Assessment, and explain which of those are Family, Agency, or Community Needs, and why.

Need 1: Opportunities for job skills training is needed for low-income individuals to obtain skills necessary to qualify for employment (agency)

Through the agency's partnerships with education providers and employment service agencies, low-income individuals will be provided with the opportunity to increase skills which will increase employment placement.

Need 2: Low-income individuals need increased income in order to maintain basic living expenses and reduce the need for crisis assistance.

Through obtaining employment with a living wage, individuals will increase their income and therefore maintain living expenses.

Need 3: The community needs increased development to improve opportunities for low-income people to obtain standard housing.

The community needs additional programs and/or resources to assist the community with obtaining standard housing.

- (I) Achievement of Results and Evaluation: Please discuss your agency's achievement of results from last year. What were the successes and why were those areas successful? What areas did not meet targets or expectations and why were those areas not as successful? What improvements or changes will be made for this year's work plan to achieve desired results and better meet the needs of the community?

The Salisbury- Rowan Community Action Agency, Inc. did not achieve all planned outcome targets within the 80%- 120% variance levels for the 2022-2023 program fiscal year, with the exception of the number of low- income participant families served which was met at 81%, The number of participant families obtaining employment which was met at 107%, the number of participant families completing education/training programs which was met at 100% and the number of participant families provided emergency assistance which was met at 88%.

Several local company layoffs in the Great Charlotte metro area have occurred within the year that has affected the number of individuals rising above poverty. Hitachi Metals North Carolina in China Grove started lay off September 30, according to the Worker Adjustment and Retraining Notification Act (WARN) notice sent to the state. Those workers will be paid and get benefits through their termination date. <https://www.wsoctv.com/news/local/rowan-county-auto-manufacturer-shut-down-leaving-more-than-80-people-jobless/LBSMQZ5UTZHCFIY6ITJGRL36WI/>

The Krispy Crème donut factory in Cabarrus County cut 102 jobs in May 2023. <https://wraltechwire.com/2023/03/14/krispy-kreme-closing-donut-factory-cutting-102-jobs/> The Trucking Company Yellow Corp. is shutting down U.S. freight operations and has laid off an estimated 1,000 across the state, including almost 500 in eastern North Carolina and 200 in Charlotte. <https://www.bizjournals.com/triad/news/2023/08/04/yellow-corp-layoffs-north-carolina-transportation.html> The need for an upskilled workforce and/or additional education and training to make a living wage is needed and necessary.

The interest in Rowan County and Cabarrus County has increased significantly resulting in greater demand for county services and infrastructure. Both counties are attracting new residents and see the need for upgrading benefits in order to obtain and retain employees.

<https://www.wbtv.com/2023/04/28/rowan-county-updates-incentives-policy-businesses/>

26% of Cabarrus residents are cost burdened. 44% of renters have difficulty affording their homes. 2570 families faced eviction this year in Cabarrus County. They are ranked #6 for the state of NC for evictions among renter households. (1 = highest and 100 = lowest) \$25.63 hour Housing Wage: The hourly wage needed to afford a Fair Market Rent apartment. \$1333 monthly is fair market rent for Cabarrus County. An income of \$53,320 per year is needed to afford the Fair Market Rent.

25% of Rowan County residents are cost burdened. 44% of renters have difficulty affording their homes. 1405 families faced eviction this year in Rowan County. They are ranked #18 in the state of NC for evictions among renter households. \$18.85 hour housing wage: The hourly wage needed to afford a Fair Market Rent apartment. \$980 monthly is fair market rent in Rowan County. An income of \$39,200 per year is needed to afford the Fair Market Rent. Many of our participants do not have wages to sustain the rate for which housing cost in both Rowan and Cabarrus County, which often results in evictions or homelessness. <https://nchousing.org/county-fact-sheets/>

Rowan County is in the process of being certified as an ACT Work Ready Community (WRC), a national effort that will help Rowan to strengthen the talent pipeline by identifying skill gaps and quantifying the skill level of its workforce. Targeted industries in Rowan County are: Advance Manufacturing, Office and Technology, Healthcare and Logistics and Distribution. Employment and supports are needed in the area of Logistics due to the counties access is our greatest transportation asset with same day access to all Eastern U.S. markets via three interstates. Rowan county is just 45 minutes from two major international airports and home to the general aviation Mid-Carolina Regional Airport. For shipping, North Carolina Ports offers two excellent locations to go with the Port of Charleston in South Carolina.

Health care employment and supports are needed because the healthcare industry has a proven track record in Rowan County and quickly becoming a hub for medical services centered around the Novant Health Rowan Medical Center and W. G. (Bill) Hefner VA Medical Center. These leading healthcare centers sit amid a growing number of companies engaged in pharmaceutical, medical supply and educational facilities. It is the largest industry in Rowan County in terms of employment. <https://rowanedc.com/achieve-healthy-results/>

Rowan and Cabarrus County offers education through institutions of higher learning such as RCCC that offer certifications through the North Carolina Community College which equips students with the skills needed to have a competitive advantage when applying for jobs in a variety of biotechnology and pharmaceutical manufacturing facilities.

<https://www.wbtv.com/2023/08/02/rowan-cabarrus-community-college-offers-biowork-certification-jobs-biotechnology-pharmaceutical-manufacturing/> There are other industries such as local truck driving Companies, Dental Schools and Cosmetology schools that also provide educational support. Many of the programs take up to one year before a certification can be obtained. Education support is needed to have the opportunity to gain access to competitive employment with both Rowan and Cabarrus County.

The Salisbury-Rowan Community Action Agency, Inc. will continue to take both a proactive and continued active role in ensuring that services are designed and provided to combat the issues of poverty. As previously mentioned, the agency's most recent activities involved the development of an Employment and Training Advisory Committee to improve linkages and leveraged support for program participants in Rowan and Cabarrus County. The purpose of the committee is to (a) Provide expertise or advice on employer needs, industry changes and training requirements or prerequisites for training, (b) provide opportunities for employment, internships and apprenticeships, (c) provide feedback and assess the agency's impact to further enhance services, (d) serve as an unbiased and independent sounding committee.

(J) Please name the ROMA trainer who provided services used in developing this community Action Plan and describe what specific services were provided.

Dione Adkins (NCRI) provided guidance in the development of the Community Action Plan, which included conducting training for the governing Board of Directors concerning their duties for the implementation of the plan.

**Community Services Block Grant Program
Fiscal Year 2024-25 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification				
1. Project Name:	Self- Sufficiency Program			
2. Mission Statement:	Salisbury-Rowan Community Action Agency, Inc. provides services for individuals, children and families to enhance their quality of life and promote opportunities for self-sufficiency.			
4. Objective Statement:	To provide support and comprehensive services to assist seventy () new individuals/families and sixty (60) carryover families to increase their skills and income to rise above poverty level by June 30, 2025			
5. Project Period:	July 1, 2024 – June 30, 2025			
6. CSBG Funds Requested for this Project:	July 1, 2024	To	June 30, 2025	
7. Total Number Expected to Be Served:	140			
a. Expected Number of New Clients	75			
b. Expected Number of Carryover Clients	65			

One-Year Work Program
OEO Form 212 (continued)

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Low-income participant families are in need of Community Action services and support	Provide supportive services, referrals and goal planning assistance to support low-income families and individuals	140 low-income families and individuals will be served by Community Action	7a, 7z.1	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families are below the poverty level	Provide supportive services, referrals and goal planning assistance to support low-income families and individuals to rise above the poverty level	10 low-income families and individuals will rise above the poverty level	1b, 3d, 3f, 3g, 3h, 7a	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need to obtain employment	Provide supportive services, referrals, goal planning assistance and employment guidance to assist participant families with obtaining employment	35 low-income individuals will obtain employment	1c, 1d, 1e, 1f, 1g, 7a	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need to obtain better employment	Provide supportive services, referrals, goal planning assistance and employment guidance to	8 low-income individuals will obtain better employment	1h, 1h1, 1h2, 1h3	Director of Family Services, Family Development Specialists, Intake Specialist

	assist participants families with obtaining better employment			
Low-income participant families need to obtain employment with medical benefits	Provide supportive services and referrals to assist participants families with obtaining employment with medical benefits	10 low-income individuals will obtain employment with medical benefits	1h3	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need to obtain education and employment training	Provide supportive services, referrals and goal planning assistance to assist participant families with completing education/training programs	15 low-income individuals will complete education/training programs	2f, 2g, 2h, 2i, 2j	Director of Family Services, Family Development Specialists, Intake Specialist
Homeless low-income participant families need to obtain standard housing	Provide supportive services, referrals and goal planning assistance to assist participant families with securing standard housing	5 low-income families or individuals will secure standard housing	4b, 4c, 4d	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need employment supports	Provide supportive services, and referrals to provide participant families with employment supports	70 low-income individuals will be provided with employment supports	4f	Director of Family Services, Family Development Specialists, Intake Specialist
Low-income participant families need educational supports	Provide supportive services, and referrals to provide participant families with educational supports	60 low-income individuals will be provided with educational supports	2z	Director of Family Services, Family Development Specialists, Intake Specialist

Low-income participant families need professional and self-development education	Provide 10 professional and self-development sessions / workshops per county for program participant families to enhance employment skills, life skills and personal development	10 workshops sessions per county will be provided to program participant families and individuals	2e, 5a, 5b, 5c, 5d, 5e, 6a1, 6a2, 6a3	Director of Family Services, Family Development Specialists, Intake Specialist
--	--	---	---------------------------------------	--

**Community Services Block Grant Program
Fiscal Year 2024-25 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

9. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2024-25 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	140
The number of low-income participant families rising above the poverty level.	10
The number of participant families obtaining employment.	35
The number of participant families who are employed and obtain better employment.	8
The number of jobs with medical benefits obtained.	10
The number of participant families completing education/training programs.	15
The number of participant families securing standard housing.	5
The number of participant families provided emergency assistance.	25
The number of participant families provided employment supports.	70
The number of participant families provided educational supports.	60
The average change in the annual income per participant family experiencing a change.	This measure does not require a target but must be reported.
The average wage rate of employed participant families.	This measure does not require a target but must be reported.

Community Services Block Grant Program
Fiscal Year 2024-25 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

10. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total *number of persons served* in the table.

Number of Families to be Served Per County		
Agency Name: Salisbury-Rowan Community Action Agency, Inc.		
Project Name: Self - Sufficiency Program		
County	Rowan	Cabarrus
Total Planned	70	70
		Total
		140
Project Name:		
County		
Total Planned		Total

**Community Services Block Grant Program
Fiscal Year 2024-25 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

a. Board of Directors:

The Board of Directors is responsible for the overall performance and evaluation of all agency programs. The Planning and Evaluation Committee is responsible for working with the Executive Director and staff to develop agency programs and services. The committee has direct oversight to review, evaluate, and monitor all programs to ensure compliance. The Board of Directors receives and reviews monthly reports detailing the performance of the agency's programs at each Board meeting.

b. Low-Income Community:

The low-income community has input in the agency's programs through public hearings, participating on community forums, and representation on the agency's Board of Directors.

c. Program Participants:

Program participants have the opportunity to evaluate the program by completing evaluations/surveys, participating in community forums and by serving as volunteers.

d. Others:

Partners participate in Community Round Tables during tri-annual Community Assessments in both Rowan and Cabarrus County. This allows the agency and its partners to identify collaboration opportunities and improve service delivery. It also allows others to express concerns about meeting the needs of our participants during a formalized feedback process.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

1.0 Purpose – The procedure for collecting, analyzing and reporting customer satisfaction data to the Board of Directors establishes a system for evaluating the services provided by the Salisbury-Rowan Community Action Agency, Inc. (SRCAA, Inc.)

2.0 Scope – The procedure is applicable to all employees of the Salisbury-Rowan Community Action Agency, Inc. (SRCAA, Inc.)

3.0 Procedure

3.1 Overview - Customer satisfaction surveys may provide valuable feedback on the effectiveness of the service delivery of the Salisbury-Rowan Community Action Agency, Inc., and may be used to improve the quality systems with the customer in mind; therefore, SRCAA, Inc. encourages comments and feedback from any individual or family which it serves.

3.2 The services provided by the Salisbury-Rowan Community Action Agency, Inc. shall be evaluated through the use of customer surveys submitted by the customer in a locked box located in plain view of the customer's entrance or exit of the building.

3.4 Responses to the customer survey shall be collected and analyzed for a thirty-day period. The Administrative Assistant or designee shall forward the results of customer satisfaction surveys to the appropriate management.

3.5 If during review of the responses to the customer satisfaction surveys and it is determined that a complaint needs to be addressed, the complaint(s) shall be followed up by the appropriate Program Director.

3.6 Tabulated results of the Customer Satisfaction Surveys shall be reported monthly to the Board of Directors during regularly scheduled meetings. Surveys shall be maintained for a period of one year.

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

The Board of Director's reviews the agencies administrative policies on an annual basis. These policies include fiscal, personnel and procurement. When necessary, the policies are revised and updated. The Manual and an Employee Handbook has been introduced to all staff. The policies are monitored as part of the self-assessment process.

4. Describe how the Board acts on monitoring, assessment, and evaluation reports.

The Board of Directors reviews all monitoring, assessment and evaluation reports. The board also reviews corrective measures and ensures that policies and procedures are modified based on the reports that are received. The Board also ensures that the results of the assessment are put into an action plan to improve the agency's performance.

5. Describe the Board's procedure for conducting the agency self-evaluation.

The Board of Directors along with staff conducts an annual evaluation of the agency's program governance, management systems, fiscal, partnership engagement and program effectiveness. This evaluation is headed by an outside consultant. Upon completion the information is compiled, documented and discussed in order to develop a work plan.

6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

The results from the evaluation include a) the need to expand funding beyond federal dollars, b) Increase board and management system collaborations, c) the need to further enhance our service delivery to provide support and assistance to the diverse families of the low-income community, d) increase our partnerships and collaborations to address the identified needs of the community. The information from the Board's self-evaluation will be used to enhance the strategic plan, departmental work plans and staff performance plans.

Planned activities for the next evaluation will measure progress on the following: 1) effective board governance 2) understanding the role of the governing board under Community Action 3) Understanding the role of financial oversight and monitoring by the governing board. The next scheduled board evaluation will be conducted in March 2024.



CABARRUS COUNTY

BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Sheriff's Office - Re-appropriation of National Highway Traffic Safety Administration (NHTSA) as well as State Criminal Alien Assistance Program (SCAAP) funds from FY23 to FY24

BRIEF SUMMARY:

The Cabarrus County Sheriff's Office requests to reappropriate funding from the 2023 NHTSA (National Highway Traffic Safety Administration) as well as SCAA (State Criminal Alien Assistance Program) funds from FY23 to FY24. Attached are the budget amendments.

REQUESTED ACTION:

Motion to adopt budget amendments.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Chief Deputy Tessa Burchett, Cabarrus County Sheriff's Office

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ❑ Budget Amendment
- ❑ Budget Amendment
- ❑ SCAAP Backup

Date: **November 20, 2023**

Amount: **\$15,635.00**

Dept. Head: **Sheriff Van W. Shaw**

Department: **2110 - Sheriff's Office**

Internal Transfer Within Department

Transfer Between Departments/Funds

Supplemental Request

This budget amendment is to establish FY 2024 budget for National Highway Traffic Safety Administration Grant.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	9	2110-9445-NHTSA	National Highway Traffic Safety Administration Grant	-	15,635.00	-	15,635.00
001	6	2110-622301-NHTSA	National Highway Traffic Safety Administration Grant	-	15,635.00	-	15,635.00



Date: **November 20, 2023**

Amount: **\$167,965.00**

Dept. Head: **Sheriff Van W. Shaw**

Department: **2110 - Sheriff's Office**

Internal Transfer Within Department

Transfer Between Departments/Funds

Supplemental Request

This budget amendment appropriates unspent State Alien Assistance Program (SCAAP) funds received in FY 2023 and budget the corresponding expenditure. This budget amendment also budget revenues and expenditures for SCAAP funds received in FY 2024

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	9	2130-9853	State Criminal Alien Asst. Program (SCAAP) Reappropriation of FY 2023 Budget Expense	-	115,937	-	115,937
001	6	2130-6901	Fund Balance Appropriated	-	115,937	-	115,937
001	9	2130-9853	State Criminal Alien Asst. Program (SCAAP) FY 2024 Funds Received	-	52,028	-	52,028
001	6	2130-6352	State Criminal Alien Assistance Grant	-	52,028	-	52,028



CABARRUS COUNTY
 Sheriff's Department - Jail
 SCAAP Grant - History
 Expenditure Account - 00192130-9853
 As of 10.03.2023

FY	Date	00162130-6352 Revenue	Expenditure Encumbrance	BA Transfer Out	Reappropriated to 343	Starting in FY 2014 Match Grant	Available	Notes
2013	FY13 Activity	44,819.00	7,690.00				90,443.76	FY 14 reappropriation
2014	11/05/13	51,896.00					142,339.76	
2014	06/30/14	-				(510.58)	142,850.34	Correct SCAAP Match for Fy 2013 grant
	03/28/14	-	172.24				142,678.10	Amazon BOA CK 1089
	05/23/14	-	40.24				142,637.86	Amazon BOA CK 1095
	05/23/14	-	278.48				142,359.38	Amazon BOA CK 1095
	06/30/14	-				9,238.18	133,121.20	Match Jail Reentry Initiative Grant 2014
2015	10/07/14	43,249.00					176,370.20	
	05/27/15	-	71.67				176,298.53	Amazon BOA CK 1132
	05/27/15	-	24.23				176,274.30	Amazon BOA CK 1132
	05/27/15	-	23.06				176,251.24	Amazon BOA CK 1132
	05/27/15	-	17.98				176,233.26	Amazon BOA CK 1132
	06/30/15	-				126.21	176,107.05	Match Jail Reentry Initiative Grant 2014 (complete)
2016	10/19/15	30,108.00					206,215.05	(see Jail Reentry calculation spreadsheet)
2016	01/19/16	-	23.40	47,000.00			-	159,191.65
2017	07/01/16	29,582.00	4,767.00	12,932.00	60,000.00		111,074.65	Cont to CPF Detention Center Security Cameras - \$47,000 to 34392110-9342-CAM
2018	07/01/17	-	-	-	-		-	111,074.65
2018	11/17/17	-	28,937.92	-	-		-	82,136.73
2018	06/30/18	-	15,444.92	-	-		-	66,691.81
2018	06/30/18	-	15,444.92	-	-		-	51,246.89
2019	08/21/18	-	195.20	-	-		-	51,051.69
2019	01/09/19	32,951.00	-	-	60,000.00		-	24,002.69
2020	11/20/19	35,677.00					-	34392110-9342-CAM
2020	01/22/20	45,397.00					-	59,679.69
2021	01/28/21			25,000.00			105,076.69	reappropriated in FY 21 - budgeted in account number 00192130-9853
2022	10/05/21	7,500.00					80,076.69	Jail Cameras
2022	12/13/21	61,915.87					72,576.69	Scanning Software
2022	05/11/22	2,925.00					10,660.82	Timekeeping Systems
2023	08/03/22	47,448.00					7,735.82	Project Mgmt Services
2023	03/01/23	60,753.00					55,183.82	SCAAP Grt - FY21 Activity
2024	09/15/23	52,028.00					115,936.82	SCAAP Grt - FY22 Activity
							167,964.82	SCAAP Grt - FY23 Activity

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

BOC - Appointments to Boards and Committees

BRIEF SUMMARY:

The following appointment to Boards and Committees are recommended for November:

Appointment - Human Services Advisory Board

On behalf of the Human Services Advisory Board, Dr. Patricia West has accepted the request for reappointment to continue to serve as a member of the Human Services Advisory Board. Her current term expires December 31, 2023. Dr. West's first term began with filling an unexpired term on February 20, 2023 and she is eligible for reappointment to serve another term.

Appointments and Removals - Juvenile Crime Prevention

During its October 18 meeting, the Council voted unanimously to accept the resignation of Jamica LaFranque who served as a Member-at-Large.

REQUESTED ACTION:

Provide information.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Cooperative Extension - Cannon Foundation Grant

BRIEF SUMMARY:

Request approval of a budget amendment to increase both revenue and expenses to accommodate additional funding awarded to Cabarrus County 4-H Afterschool Program through the Cannon Foundation.

REQUESTED ACTION:

Motion to adopt budget amendment.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Tracy LeCompte, Cooperative Extension Director

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Budget Amendment

Budget Revision/Amendment Request

Date: 11/20/2023

Amount: 35,000.00

Dept. Head: Tracy LeCompte

Department: Cooperative Extension

Internal Transfer Within Department

Transfer Between Departments/Funds

Supplemental Request

This budget amendment is increasing both revenue and expenses to accommodate additional funding awarded to Cabarrus County 4-H Afterschool Program through the Cannon Foundation.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	5410 6606 4HCAN	Program Fees due to Cannon Foundation Grant	-	35,000.00		35,000.00
001	9	5410 -9104 4HCAN	Temporary Employees	3,500.00	16,500.00		20,000.00
001	9	5410-9201-4HCAN	Social Security	200.00	1,040.00		1,240.00
001	9	5410-9202-4HCAN	Medicare	195.00	95.00		290.00
001	9	5410-9230-4HCAN	Worker's Comp	247.00	-	223.00	24.00
001	9	5410-9356-4HCAN	Special Program Supplies	2,300.00	17,363.00		19,663.00
001	9	5410-9610-4HCAN	Travel	675.00	100.00		775.00
1	9	5410-9640-4HCAN	Insurance & Bonds	215	125		340.00
Total							77,332.00

Budget Officer

Approved
Denied

County Manager

Approved
Denied

Board of Commissioners

Approved
Denied

Signature

Signature

Signature

Date

Date

Date

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

County Manager - Memorandum of Agreement for NC State University for Cooperative Extension Services

BRIEF SUMMARY:

Cabarrus County has a Memorandum of Agreement (MOA) with NC State University that spells out the responsibilities and expectations for the university and the county in order to carry out extension services in the county. Cabarrus County has had an MOA with NC State University for quite some time, however, it is time to renew the agreement. The agreement has been reviewed by legal and has very few changes from the previous version.

REQUESTED ACTION:

Motion to approve the Memorandum of Agreement between Cabarrus County and NC State University.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Kelly Sifford, AICP
Assistant County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- MOU
- Addendum
- Summary



EXTENSION

Memorandum of Agreement

Between
The Board of County Commissioners
Cabarrus County
And
North Carolina State University

Preamble

North Carolina State Extension (NC State Extension) was established as a part of the College of Agriculture and Life Sciences of North Carolina State University (NCSU) by federal and state legislation for the specific purpose of “extending” the educational services of the University to the people of the state, on subjects related to agriculture and natural resources, family and consumer sciences, 4-H youth development, and community and rural development. The laws creating the Cooperative Extension Service were specifically designed to assure that the findings of research in these areas are communicated to the people of the State.

Under the Federal Appropriations Act of 1972, funds were provided to the 1862 land-grant universities (including NCSU) to enhance the extension outreach of the 1890 universities, which included North Carolina A & T State University (NCA&T). The Food and Agriculture Act of 1977 further stipulated that these funds be appropriated directly to the 1890 institutions, and formalized the North Carolina Cooperative Extension Program as an official part of the School of Agriculture and Environmental Sciences at NCA&T.

North Carolina Cooperative Extension (Cooperative Extension) provides the opportunity for North Carolina State Extension and North Carolina A & T Extension to work together to better serve the people of the State through the delivery of locally relevant programs, education and expertise.

The legislation further provided for a cooperative relationship among three levels of government – federal, state, and county – to ensure that the needs of all three levels are addressed. The primary purpose of Cooperative Extension is to provide the people of North Carolina with the most current and relevant unbiased research-based information – particularly that which is related to strengthening the economy through profitable, sustainable and safe food, forest and green industry systems; protecting the environment and natural resources; and empowering youth and families to lead healthier lives and become community leaders. These purposes are furthered by Cooperative Extension employees who are charged with carrying out the extension education programs of the universities and the U.S. Department of Agriculture.

Cooperative Extension has sufficient flexibility to permit attention to the special problems, needs, and interests of the citizens and leadership in each county. Therefore, the programmatic, personnel, and funding complement reflects the unique needs of each county. County Advisory Councils are consulted on a regular basis to assist in prioritizing the county educational program content. Program clientele or recipients of services include individuals, families, communities, municipalities, agricultural and seafood processing and marketing firms, other businesses and certain organizations. These services are delivered to adults and youth in both urban and rural settings.

To assure that educational programs offered by Cooperative Extension meet the needs of the local clientele, it is important that both elected and appointed decision makers at each level of government understand their respective responsibilities and relationships in conducting and funding this work. To this end, this Memorandum of Agreement will detail the individual relationships and mutually agreed-upon responsibilities of NCSU and each county or tribal community that signs this Memorandum of Agreement.

Part I.
NC State Extension will:

1. Establish minimum requirements and qualifications for employment in Cooperative Extension work.
2. Receive and examine applications for employment.
3. Interview and screen applicants to determine their qualifications and availability.
4. Consult with the Board of County Commissioners, or the County Manager as designee, regarding qualified applicants for appointment to vacant or new Cooperative Extension positions.
5. Consult with the Board of County Commissioners, or the County Manager as designee, regarding the salaries and salary splits of all Cooperative Extension employees, including but not limited to County Extension Directors, Extension Agents, and County Operations Support Staff (COSS).
6. Prepare and submit an annual budget to the Board of County Commissioners, or the County Manager as designee, for securing the county's share of funds for salaries and operating expenses each based on the state fiscal year.
7. Provide funds for official travel necessary to conduct Cooperative Extension work and postage funds, to the extent that funds are available, and for purposes authorized by state and federal policies.
8. Accept responsibility and provide the leadership for administration and supervision of Cooperative Extension programs and personnel, including compliance with affirmative action and equal employment opportunity requirements. NC State will investigate all cases of discrimination, harassment, or retaliation following applicable NC State policies.
9. Investigate and manage all employee relations issues related to NC State employees housed in local offices. We will work collaboratively with local county government and NC A&T University when an issue impacts their employees.
10. Develop and administer a personnel management plan that will provide the annual review of each employee's performance, counseling for job improvement where needed, and periodic county program reviews.
11. Provide a staff of specialists to train agents in current technology and other changes affecting agriculture and natural resources, family and consumer sciences, 4-H and youth, and community and rural development, and to otherwise assist them in conducting work in these areas.

12. Provide Cooperative Extension professionals with training programs as needed to maintain effective program delivery.
13. Seek regular input from the County and maintain a County Advisory Leadership System to ensure that county Cooperative Extension programs are based on the particular needs of people in their respective county.
14. Prepare and submit a "Report to the People" to the Board of Commissioners, or the County Manager as designee, at least annually, informing the Board or Manager of Cooperative Extension programs and work accomplished.

Part II. The Board of County Commissioners will:

1. Provide the County's share of salaries and benefits for Cooperative Extension personnel.
2. Comply with North Carolina's Workers Compensation Act, N.C. General Statute § 97-2(2).
3. Provide offices, equipment, utilities, telephones, office supplies, instructional materials and other items needed for efficient operation of the County Extension Center and its programs; and comply with the accessibility provisions of the Americans with Disabilities Act.
4. Review and consider the annual budget request from NCSU, and take appropriate action by July 1 of each fiscal year.
5. Provide regular input to the District and County Extension Directors on the particular needs of people in their respective county to help ensure that county Cooperative Extension programs are based on specific needs and meet county programming plans.

Part III. NC State Extension and the Board of County Commissioners mutually agree:

1. That all county Cooperative Extension employment appointments and separations will be made in consultation between NCSU and the Board of County Commissioners, or the County Manager as designee, and that no official action related to such appointments or separations will be taken by either party regarding appointment or separation prior to discussion of the matter with the other party.
2. That the Board of County Commissioners and NCSU shall each be responsible for compliance with applicable laws and regulations relating to their respective operations.
3. To cooperate in implementing affirmative action and equal employment opportunity plans of NCSU.

4. The parties will work together to maintain an environment of high-quality cooperation and services. At the request of any party, a meeting or conference will promptly be held between the Parties' representatives to resolve any problems or develop any improvements.
5. That the policies established by the State of North Carolina under N.C. General Statute §126 and followed by the UNC System for SHRA employees be used in the granting and administration of leave related to the earning rates, transfer policies, payout computation and timing, and administration of vacation, sick, civil, community involvement, military, Family and Medical Leave, Family Illness Leave, leaves of absence, and other approved leave programs for Cooperative Extension personnel.
6. That Cooperative Extension employees will follow county policies relative to office hours, office closings for inclement weather, and holidays, and for the management and use of county property.
7. That personnel procedures are as follows:
 - (a) Establishing Accounts to Operationalize the Payroll Process.
 - i. To operationalize the payroll arrangement, NCSU will establish a Trust Fund Account for the County at NCSU that will serve as the vehicle for the transfer of funds from the County to NCSU for use in paying the county's agreed-upon share of salary and benefits for Cooperative Extension personnel.
 - ii. Procedure for Providing Funds to the Account. A State Treasurer's Electronic Payment System (STEPS) form will be completed and the original submitted to the Assistant Extension Director of HR and Operational Strategy via the appropriate District Extension Director. The County Finance Officer, or the designated County representative, will receive notification from the NCSU College of Agriculture and Life Sciences HR Office prior to the University's payroll date, generally the last working day of each month, advising the amount due for the current payroll. Within 5 business days following the payday, the respective University will draft against the County's established trust account in the amount communicated.
 - iii. Administration of the Account. The trust account will be maintained in accordance with the respective NCSU accounting policies and procedures. The trust account will be audited and reconciled by the NCSU College of Agriculture and Life Sciences Business Office to ensure the month-end account balance remains zero.
 - (b) Employee Benefits.
 - i. Retirement Benefits. All Extension Personnel will participate solely in either the North Carolina Teachers and State Employees Retirement System (TSERS) and accompanying North Carolina Disability Income Plan, or the Optional Retirement Plan, based on eligibility criteria established by the State. They will be eligible solely for respective NCSU employee benefits for which they qualify based on their appointment and FTE, and former federal appointees will maintain federal benefits, the employer-paid parts of which will be paid for solely by NCSU.

(c) Taxes and Fringe Benefits.

i. The County will be responsible for providing their proportional share of fringe benefits for all Cooperative Extension personnel, including but not limited to the following:

1. Employer contributions to all applicable Federal and State taxes.
2. Employer contribution to TSERs per N.C. General Statute §135, or to ORP per N.C. General Statute §135-5.1.
3. Employer contribution to the Health Insurance matching charges per N.C. General Statute §135.

(d) Workers' Compensation will be administered pursuant to N.C. General Statute §97-2(2). The County will provide full and direct coverage for those employees subject to the County workers' compensation insurance within the county insurance program. Employees for whom the County will maintain workers' compensation coverage are the following:

1. All administrative and any other positions designated as County Operations Support Staff (COSS); and
 - a. All Program Assistants/Associates who are not funded by directly allocated federal funds such as EFNEP, or Program Assistants/Associates who are paid in part by EFNEP funds but which account for less than 50% funding.
 - b. NCSU will provide full and direct coverage for their respective Cooperative Extension employees subject to NCSU's workers' compensation insurance. Cooperative Extension employees for whom NCSU will maintain workers' compensation coverage are the following:
 - i. All County Extension Directors and Extension Agents; and
 - ii. All Program Assistants or Associates who are funded by directly allocated federal funds such as EFNEP, or Programs Assistants or Associates who are paid in part by EFNEP funds at equal to or more than 50% funding.

(e) Employee Separation

1. NCSU will process severance pay for reductions-in-force (RIFs) as delineated in the COSS Employee Handbook for County Operations Support Staff (COSS).
2. Upon an employee's separation, the County will pay out its proportional share of annual/vacation leave, up to a maximum of 240 hours per the OSHR and/or UNC System guidelines, and any applicable bonus leave balance.

3. The County will pay its proportional share of state longevity for COSS employees upon an employee's service anniversary date.
4. The County will pay out its proportional share of any accrued "extra" time (hour-for-hour) or overtime (1.5 hour-for-hour) to Cooperative Extension employees that are subject to Fair Labor Standards Act or the North Carolina Wage and Hour Act upon an employee's earning anniversary date or as due to the employee at the time of separation.

(f) Optional County-paid Salary Increases or Bonuses to Cooperative Extension Personnel.

At their discretion, Counties may award additional permanent salary increases or one-time pay awards ("bonuses") to Cooperative Extension personnel. If such salary increases or bonuses are proposed by the County under the "non-lock-in" payroll arrangement, they must be communicated to the appropriate District Extension Director's office no later than the first day of any month in which the proposed increase or bonus is to be applied. Increases must be entered in the current fiscal year.

(g) Lock-In Provision

This section describes the preferred arrangement to support the salary agreement between the County and NCSU for Extension personnel. All counties will participate in the Lock-In provision unless designated on an Opt-Out Addendum the arrangement as Non Lock-In.

1. **Salary Adjustments for Extension Employees under the Lock-In Provision.** The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments and both the County and NCSU will adhere to the plan's effective dates and implementation instructions. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
Cost-of-living adjustments (COLA),
Merit adjustments,
Bonuses (in any form conveyed), and
Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

2. County Increases in the Lock-In Provision

The County may elect to include NCSU employees in County increases, bonuses, etc. at any time. See 7(f) for more information on submitting county increases. Lock-In Provision indicates that all State adjustments will be honored and automatically drafted, but the County is not limited to just the State increases in this agreement.

Part IV.

DURATION, AMENDMENT, AND TERMINATION

The parties will conduct a periodic review of this collaboration and responsibilities to determine and evaluate whether the parties are achieving the goals and accomplishing the responsibilities activities herein. No amendment of the terms of this Agreement will be effective unless made in writing and signed by each Party's authorized signatory.

Signatures of the persons below authorize execution of this document, effective as of July 1, 2023, and continuing year-to-year, unless otherwise terminated in writing by either party under written notification to the other party no less than one-hundred twenty (120) days prior to the proposed termination date. Termination of this Memorandum of Agreement shall have the effect of terminating the Cooperative Extension activities and programs in the County.

Signature: _____ Date: _____

Chairperson or Designee Board of County Commissioners
Cabarrus County

Signature: _____ Date: _____

Director
North Carolina Cooperative Extension
North Carolina State University

Signature: _____ Date: _____

Dean
College of Agriculture and Life Sciences
North Carolina State University

Addendum Attached Executed _____

NC STATE
EXTENSION
Addendum to Memorandum of Agreement
Cabarrus County

This addendum documents the current salary percentages provided by the County and by NCSU.

Salary Percentages for Cabarrus County as of October 30, 2023.

Position Title	Salary Percentage County	Salary Percentage NCSU
County Extension Director – Natural Resources	50	50
Agent – 4-H Youth Development	50	50
Program Associate – 4-H Youth Development	100	0
Agent – Agriculture/Horticulture	50	50
Agent – Family and Consumer Sciences	66	34
Program Assistant - EFNEP	37	63
Administrative Assistant	50	50
Support Specialist	100	0

County Ag Add-On = .5

Any position added to this county's staff of Extension Personnel through mutual agreement between the County and NCSU subsequent to the effective date of this modification will have its funding splits documented in correspondence between this County and NCSU and will become part of this Agreement.

Summary of Changes

2006 Memorandum of Understanding
2023 Memorandum of Agreement
NC State Extension and Board of County Commissioners

Changes are reflected in the 2023 MOA as follows:

Updated terms throughout the document:

- North Carolina Cooperative Extension Service (NCCES) - NC State Extension
- Memorandum of Understanding - Memorandum of Agreement
- Secretaries - COSS
- Extension – Cooperative Extension
- Send-In – Non Lock-In
- NCSU/NC A & T – NCSU
- SPA – SHRA
- State Retirement System - TSERS

Part I, Page 3

Item 5 – added the words “*salary splits*”

Deleted: *Determine jointly with the County Board of Commissioners, or the County Manager as designee, the share of salaries to be paid by each and provide the University share of these salaries.*

Item 7 – added “*postage*”

Deleted: *Provide Extension employees with funds for postage, bulletins, leaflets and other publications for delivering Extension programming and conducting regular business.*

Item 8 – Added: *NC State will investigate all cases of discrimination, harassment, or retaliation following applicable NC State policies.*

Item 9 – Added: *Investigate and manage all employee relations issues related to NC State employees housed in local offices. We will work collaboratively with local county government and NC A&T University when an issue impacts their employees.*

Part II, Page 4

No changes.

Part III, Page 4

Item 3 – Change “*applying*” to “*implementing*”

Item 4 – Added new item: *The parties will work together to maintain an environment of high-quality cooperation and services. At the request of any party, a meeting or conference will promptly be held between the Parties' representatives to resolve any problems or develop any improvements.*

Item 5 – Deleted: *Educational leaves of absence for EPA employees provided under University policy will be reviewed in consultation with the County.*

Item Deleted: That Extension employees will not be classified under a county classification system.

Part III, Page 5

Item 7 – Remove Section 7.1 (refers to “Send-In”)

Section 7.2 remove references to “send-in”, otherwise no changes to personnel procedures

Part III, Page 6

Section 7(e) Deleted: *under Office of State Personnel guidelines for County-based employees subject to the State Personnel Act (SPA) and unemployment compensation as mandated by the State.*

Section 7(e) Added: *COSS Employee Handbook for County Operations Support Staff (COSS).*

Section 7(f) Added: *Increases must be entered in the current fiscal year.*

Part III, Page 7

Added: *This section describes the preferred arrangement to support the salary agreement between the County and NCSU for Extension personnel. All counties will participate in the Lock-In provision unless designated on an Opt-Out Addendum the arrangement as Non Lock-In.*

Deleted: Optional Lock-in Provision

This section, if enacted by separate signature of the County, effects an optional "lock-in" agreement between the County and NCSU/NCA&T for Extension personnel. The "lock-in" provision establishes constants to be maintained over the course of the agreement for cost-share percentages.

Sections 8.1 and 8.2 of MOU combined into 7(g) of MOA reflecting all Extension Employees rather than splitting SPA and EPA (terms no longer used)

Deleted: Section 8.3 and 8.3 Option A and Option B of MOU

Part III, Page 8

Added: Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

County Increases in the Lock-In Provision

The County may elect to include NCSU employees in County increases, bonuses, etc. at any time. See 7(f) for more information on submitting county increases. Lock-In Provision indicates that all State adjustments will be honored and automatically drafted, but the County is not limited to just the State increases in this agreement.

Part IV, Page 8

Deleted: A semi-annual meeting will be convened to maintain communication of ideas, developments, concerns and changes within the scope of the Counties and Cooperative Extension relationship. Members of the committee will include representatives of the North Carolina Association of County Commissioners (NCAAC), representatives from County Governments as recommended by the NCAAC, and administrators and designees of Cooperative Extension.

Added: The parties will conduct a periodic review of this collaboration and responsibilities to determine and evaluate whether the parties are achieving the goals and accomplishing the responsibilities activities herein. No amendment of the terms of this Agreement will be effective unless made in writing and signed by each Party's authorized signatory.

Deleted:

Signature:

Administrator

North Carolina Cooperative Extension Program North Carolina A&T State University

Added:

Addendum Attached Executed _____

Addendum was added to the agreement to provide a mechanism for counties to "opt out" of Lock-In payroll arrangement in the initial signing of the MOA or at any time with a 120 day notice.

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

EMS –New Stretchers and Power Loads Lease

BRIEF SUMMARY:

The current stretcher lease expires 06/30/2024. The new lease is 10 years with an update of equipment at the 5-year mark. Early presentation to the BOC is to allow adequate time for new lease preparation and to include in FY25 budget preparation.

REQUESTED ACTION:

Motion to approve lease agreement after review and revision by the County Attorney.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Jimmy Lentz - Chief, Cabarrus County Emergency Medical Services

Jonathan Maulden - Deputy Chief, Cabarrus County Emergency medical Services

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

□ Stryker Equipment Lease

Prepared For: Cabarrus County

Quote Date: 9/19/23

Expiration Date: 9/30/23

Remit to: **Stryker Medical**
 P.O. Box 93308
 Chicago, IL 60673-3308
 Rep: Shannon Cook
 Email: shannon.cook1@stryker.com
 Phone: 727-421-4148

Delivery Address

Name: Cabarrus County
 Account #: 1556630
 Address: 31 WILLOWBROOK DR NW
 CONCORD, NC

Bill To Address

Name: Cabarrus County
 Account #: 1073555
 Address: PO BOX 707
 CONCORD, NC

Estimated FMV Annual ALS360 Program Payment	\$	435,596.55
Estimated FMV Total ALS360 Program	\$	4,355,965.50

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

CAPITAL PRODUCT	DESCRIPTION	QTY
639005550001	MTS POWER LOAD	20
650705550001	6507 POWER PRO 2, HIGH CONFIG	21
650700450301	ASSEMBLY, BATTERY CHARGER	21
650700450102	ASSEMBLY, POWER CORD, NORTH AM	21
650707000002	KIT, ALVARIUM BATTERY, SERVICE	21
PROCARE PRODUCT	DESCRIPTION	QTY
77500010	POWER-PRO 2 PREVENT SERVICE	21
77601102	Prevent+ 1 Year Power Load	20
77100003	Cot Upgrade or Install	40

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

DHS - Cabarrus Health Alliance Grant Funds - Elevate Program

BRIEF SUMMARY:

Cabarrus County has been awarded \$15,000 in grant funding from Cabarrus Health Alliance to assist with the administration of The ELEVATE Program.

The Elevate program seeks to advance health equity for adolescents, their families, and communities in Cabarrus and Rowan County. Cabarrus Health Alliance (CHA), and project partners: Rowan-Salisbury Schools, Kannapolis City Schools, Cabarrus and Rowan Departments of Social Services, Boys and Girls Club of Cabarrus, and El Puente Hispano will replicate evidence-based programs (EBPS) in the school, foster care, and community-based organizations/nonprofit settings in Cabarrus and Rowan counties, North Carolina. The EBPs are replicated to scale and support Black and Latinx youth, who face the greatest disparities in STI and teen pregnancy rates, respectively.

The Elevate program goals include:

- Replicate medically accurate, age, and culturally appropriate EBPs
- Incorporate positive Youth Development approaches
- Leverage the systems that impact adolescent health to improve equity and sustainability.

REQUESTED ACTION:

Motion to accept grant award and adopt associated budget amendment.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Latecia Loadholt, DHS Deputy Director

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Budget Amendment
- Elevate Program Memo
- Memorandum of Agreement

Budget Revision/Amendment Request

Date: 10/16/2023

Amount: 15,000.00

Dept. Head: Karen Calhoun

Department: DHS

Internal Transfer Within Department

Transfer Between Departments/Funds

Supplemental Request

Cabarrus Health Alliance (CHA) is awarding Cabarrus County DHS as a subrecipient to receive funds under the Advancing Equity project called Elevate. The Elevate program seeks to advance health equity for adolescents, their families, and communities in Cabarrus and Rowan County. CHA and project partners: Rowan-Salisbury Schools, Kannapolis City Schools, Cabarrus and Rowan Dept. of Social Services, Boys and Girls Club of Cabarrus, and El Puente Hispano will replicate evidence-based programs (EBPs) in the school, foster care, and community-based organizations/non-profit settings in Cabarrus and Rowan counties, North Carolina. The EBPs are replicated to scale to support Black and Latinx youth, who face the greatest disparities in STI and teen pregnancy rates, respectively.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	5630-627601-ELVT	Teen Pregnancy Prevention Program	-	15,000.00	-	15,000.00
001	9	5630-947601-ELVT	Teen Pregnancy Prevention Program	-	15,000.00		15,000.00
001	9						0.00
001	6						0.00
001	9						0.00
001	9						0.00
001	9						0.00

Budget Officer

County Manager

Board of Commissioners

Approved

Denied

Approved

Denied

Approved

Denied

Signature

Sianature

Signature

Date _____

Date

Date



TO: Cabarrus County Board of Commissioners
Cabarrus County Manager, Mike Downs

FROM: Letecia Loadholt, DHS Deputy Director

DATE: October 16, 2023

SUBJ: CHA Grant Funds – Elevate Program

Cabarrus County has been awarded \$15,000 in grant funding from Cabarrus Health Alliance to assist with the administration of The ELEVATE Program.

The Elevate program seeks to advance health equity for adolescents, their families, and communities in Cabarrus and Rowan County. Cabarrus Health Alliance (CHA), and project partners: Rowan-Salisbury Schools, Kannapolis City Schools, Cabarrus and Rowan Departments of Social Services, Boys and Girls Club of Cabarrus, and El Puente Hispano will replicate evidence-based programs (EBPs) in the school, foster care, and community-based organizations/nonprofit settings in Cabarrus and Rowan counties, North Carolina. The EBPs are replicated to scale and support Black and Latinx youth, who face the greatest disparities in STI and teen pregnancy rates, respectively.

The Elevate program goals include:

- Replicate medically accurate, age, and culturally appropriate EBPs
- Incorporate positive Youth Development approaches
- Leverage the systems that impact adolescent health to improve equity and sustainability.

MEMORANDUM OF AGREEMENT (MOA)

BETWEEN

The Public Health Authority of Cabarrus County, *d.b.a.* Cabarrus Health Alliance
AND

Cabarrus County Department of Human Services under AH-TP1-23-001: *Advancing Equity in Adolescent Health through Evidence-Based Teen Pregnancy Prevention Programs and Services*

This document constitutes a Memorandum of Agreement (hereinafter referred to as “MOA” or “the MOA”) between The Public Health Authority of Cabarrus County, *dba* Cabarrus Health Alliance (hereinafter called “CHA”) and Subrecipients.

I. Purpose & Background

The U.S. Department of Health and Human Services Office of Population Affairs (OPA) has announced fiscal year 2023 funds to implement AH-TP1-23-001: *Advancing Equity in Adolescent Health through Evidence-Based Teen Pregnancy Prevention Programs and Services* (herein after called *Advancing Equity*). Consistent with the authority of Division H, Title II of the Consolidated Appropriations Act, 2023 (Public Law No. 117-328), this notice solicits applications for projects to serve communities and populations with the greatest needs and facing significant disparities to advance equity in adolescent health through the replication of evidence-based teen pregnancy prevention programs (EBPs) and services. Funding for projects authorized under this Notice of Funding Opportunity (NOFO) is to replicate EBPs and not for service delivery.

The purpose of this MOA is to document the efforts and collaboration of CHA and its local partners to carry out the objectives of the *Advancing Equity* funding, if awarded.

II. Roles & Responsibilities

A. *CHA agrees to the following roles and responsibilities under this MOA in support of the goals of this cooperative agreement:*

- Serve as prime recipient of funds under AH-TP1-23-001
- Coordinate cross-county Learning Collaborative activities
- Provide primary programmatic and financial reporting to the OPA
- Keep all subrecipients informed of their subaward budgets and balance through the end of the subaward or entire cooperative agreement.
- Provide to subrecipients required training consistent with the Notice of Award, including but not limited to: evidence-based programs (EBP), data collection, monitoring, staff development, trauma-informed approaches, and equity; as appropriate.
- Ensure fiscal procedures in order to track, monitor, and report expenditures in a timely manner, consistent with the NOFO and 45 CFR 75
- Maintain compliance with other provisions and restrictions as described in the NOFO or Notice of Award, including Employee Whistleblower Protections, Copyright Interest Provisions, Funding Restrictions, HHS Grants Policy Statement, HHS 690, Title XI and Section 1557.

B. *The Subrecipient agrees to the following roles, responsibilities and contributions under this MOA in support of the goals of this project:*

Roles:

- Serve as the subrecipient of awarded funds under the *Advancing Equity* project, AH-TP1-23-001
- Maintain organizational capacity to effectively, efficiently, and implement locally-tailored evidence- and practice-based strategies within the period of performance
- As indicated in the NOFO, Subrecipient agrees to meet each of the below expectations in the execution of the subaward:
 1. Focus on areas of greatest need and facing significant disparities
 2. Engage in a planning period
 3. Replicate to scale evidence-based teen pregnancy prevention programs with fidelity and quality
 4. Engage with CHA to review materials prior to implementation to be age-appropriate and medically-accurate, culturally and linguistically-appropriate, trauma-informed, and inclusive of all youth
 5. Engage youth, caregivers, and the community throughout your subaward
 6. Connect or strengthen your network of adolescent-friendly supportive services
 7. Ensure equitable, safe, supportive, and inclusive environments
 8. Monitor and improve the overall project to ensure services offered are equitable, accessible, of the highest quality, and best fit for the communities and populations served

Responsibilities:

- Receive training from OPA, Cabarrus Health Alliance, or *Advancing Equity*-contracted partners to include but not limited: evidence-based programs (EBP), data collection, monitoring, staff development, trauma-informed approaches, and equity, as appropriate, or as indicated in the Notice of Award
- Participate in cross-county Learning Collaborative activities
- Implement communication strategies that will support awareness, acceptance of, and recruitment into the selected evidence-based programs (i.e. parent/guardian, school board, or administrator communications, as appropriate to each setting)
- Assure that materials and language used are respectful of and responsive to the cultural and linguistic needs of the population being served. This includes being respectful and responsive to individual cultural health beliefs and practices, preferred languages, health literacy levels, and communication needs
- Develop and/or leverage partnerships and/or coalitions to help mobilize resources, influence systems, and serve as catalysts for changing policies, programs, and practices within the community
- Monitor progress of the subaward budget, activities, and deliverables, including participation in the Monitoring and Improvement Plan (MIP) as appropriate to the subaward
- Provide timely progress reports on subaward context, outcome-related performance measures, health equity approaches, successes, challenges, and lessons learned throughout periodic reporting as established in the Notice of Award
- Participant in any required OPA or CHA evaluation guidance, technical assistance, or support webinars, trainings, monthly calls, and/or written materials
- Ensure fiscal procedures in order to track, monitor, and report expenditure in a timely manner, consistent with the NOFO and 45 CFR 75

- All prior financial approval requests must be submitted by the 15th of the month proceeding the month in which items wishes to be executed. CHA requests five business days to review and approve in writing approval or denial or request for more information.
- All expenditure reports are due by the 30th of the month following the completion of the project and/or request for reimbursement (ex: reimbursement for staffing costs for the month of April should be submitted no later than 30th of May).
- Maintain compliance with other provisions and restrictions as described in the NOFO or Notice of Award, including Employee Whistleblower Protections, Copyright Interest Provisions, Funding Restrictions, HHS Grants Policy Statement, HHS 690, Title XI and Section 1557.

Contributions

- Cabarrus County Department of Human Services will select at least one evidence-based program by October 2023 to implement upon approval from OPA
- Cabarrus County Department of Human Services will reach at least 25 youth through the selected evidence-based program(s) each year
Cabarrus County Department of Human Services will reach at least 1 caregiver/parent through the selected evidence-based program(s) each year
- Cabarrus County Department of Human Services will train at least 3 other youth serving professionals in year 1
- Cabarrus County Department of Human Services will ensure all EPB facilitators are trained in selected evidence-based programs by sending staff to CHA sponsored trainings
- Cabarrus County Department of Human Services will address trainer turnover by ensuring new trainer(s) attend all required or booster trainings
- Cabarrus County Department of Human Services agrees to attend Learning Collaborative meetings during project period

III. It is mutually understood and agreed by and between the Parties that:

- CHA and the Subrecipient will work in collaboration to share information on cases for which both the Parties are involved.
- Both the Parties agree to provide all services detailed within this MOA.
- Both the Parties agree to coordinate the project activities of all groups participating in their local portion of this project.
- Both the Parties agree to abide by Federal and State guidelines regarding equal opportunity, drug-free workplace(s), and financial reporting.

IV. Responsible Personnel

The Responsible Personnel will oversee all phases of this project's implementation and operation. Members of the aforementioned will include:

- *From CHA:* Megan Shuping or designee
- *From Subrecipient:* Karen Calhoun

V. Confidentiality

All information as to personal facts and circumstances obtained by either of the Parties in connection with the provision of services and/or other activity under this MOA:

- ...shall be privileged communication;
- ...shall be held confidential;
- ...shall not be divulged without the Responsible Personnel's written consent except as may be otherwise required by applicable law or regulation, upon which prior written notice shall be sent to the affected party.

VI. General Terms and Conditions

A) Suspension and Debarment

Subrecipient represents and warrants that it will not enter into a contract award (2 CFR 180.220) with parties listed on the government-wide exclusions in the System for Award Management (SAM) or Debarred Vendors identified by the NC Department of Administration.

B) Availability of Funds

The Parties agree and understand that payment of services specified in this MOA is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the CHA. MOA shall automatically terminate if funds cease to be available.

C) Federal Funds

The following federal provisions apply to all aspects of this MOA pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); the Federal Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") codified at 2 C.F.R. 200 Subpart F; and Record Retention Requirements (2 CFR § 200.324).

D) Civil Rights

Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin; Title IX of the Education Amendments of 1972 (P.L. 88-352) as amended (20 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) which prohibits discrimination on the basis of handicaps; The Age discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age; The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse, the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatments and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol or alcoholism; Title VIII of the Civil Acts Right of 1968 (42 U.S.C. 3601 et seq) as amended, relating to nondiscrimination in the sale, retail, or financing of housing; the Food Stamp Act and

USDA policy, which prohibits discrimination on the basis of religion and political beliefs; and the requirements of any other nondiscrimination statutes may be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity covered by this MOA.

E) *Rehabilitation Act*

Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity covered by this MOA.

F) *The American with Disabilities Act 1990*

ADA makes it unlawful to discriminate in employment against a qualified individual with a disability and outlaws discrimination against individuals with disabilities in State and local government services and public accommodations. The Region 4 LHD certifies that it and its principals will comply with regulations in ADA Title II (Public Services) and Title III (Public Accommodations) in fulfilling the obligations under this MOA.

Resources

Cabarrus Health Alliance will issue a subaward of \$15,000 to Cabarrus County Department of Human Services (Subrecipient) for the purposes of carrying out the aforementioned Roles and Responsibilities. The subaward will be re-issued annually, contingent on available funds and completion of subaward deliverables. All subawards are contingent on funding from the OPA under Cooperative Agreement AH-TP1-23-001.

Effective Date and Signature

This MOA shall be effective upon the signature of CHA and Cabarrus County Department of Human Services authorized officials. It shall be in force from July 1, 2023 to June 30, 2028. CHA and Rowan County Health Department indicate agreement with this MOA by their respective signatures, as follows.

I hereby agree to serve as the lead agency for my sections of this project, and I agree to abide by the terms and conditions contained in this Memorandum of Agreement between The Public Health Authority of Cabarrus County and Cabarrus County Department of Human Services for the purpose and scope described in detail in this document.

Cabarrus County Department of Human Services
103 S. Cannon Blvd
Kannapolis, NC 28083

Authorized
Signature:

Name:

Title:

Date:

CABARRUS HEALTH ALLIANCE
300 Mooresville Road
Kannapolis, NC 28081

Authorized
Signature:

Name: Erin Shoe, MPH

Title: CEO, Director of Public Health Services

Date: _____

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

Sue K. Yates
Chief Financial Officer
Cabarrus Health Alliance

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

DHS - Low Income Household Water Assistance Program (LIHWAP) additional funding

BRIEF SUMMARY:

DHS received a revised funding authorization for additional LIHWAP funds in the amount of \$43,647.54.

REQUESTED ACTION:

Motion to adopt budget amendment.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Lora Lipe, Economic Financial Support Services Program Administrator

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- LIWAP Detail
- Budget Amendment



NC DEPARTMENT OF
HEALTH AND HUMAN SERVICES

DIVISION OF SOCIAL SERVICES

Low-Income Household Water Assistance Program (LIHWAP)

FUNDING SOURCE: American Rescue Plan Act (ARPA)

EFFECTIVE DATE: 7/01/2023

AUTHORIZATION NUMBER: 2

ALLOCATION PERIOD

FROM JUNE 2023 THRU MAY 2024 SERVICE MONTHS

FROM JULY 2023 THRU JUNE 2024 PAYMENT MONTHS

Co. No.	COUNTY	Unique Entity Identifier	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
			Federal	Total	Federal	Total	Federal	Total
01	ALAMANCE	F5VHYUU13NC5	169,035.91	169,035.91	-	-	169,035.91	169,035.91
02	ALEXANDER	XVEEJSNY7UX9	13,702.80	13,702.80	-	-	13,702.80	13,702.80
03	ALLEGHANY	GTC2BCN7SKK3	-	-	-	-	-	-
04	ANSON	PK8UYTSNJCC3	74,856.36	74,856.36	-	-	74,856.36	74,856.36
05	ASHE	PBZ9TLZMHUS9	19,351.24	19,351.24	-	-	19,351.24	19,351.24
06	AVERY	UZ19JT8JXLF3	-	-	-	-	-	-
07	BEAUFORT	Q14JUM5NZQ43	1,058.12	1,058.12	-	-	1,058.12	1,058.12
08	BERTIE	FSW9MGNZAK39	33,178.77	33,178.77	-	-	33,178.77	33,178.77
09	BLADEN	TLCTJWDJH1H9	16,259.90	16,259.90	-	-	16,259.90	16,259.90
10	BRUNSWICK	MJBMXLN9NJT5	6,923.05	6,923.05	-	-	6,923.05	6,923.05
11	BUNCOMBE	W5TCDKMLHE69	90.15	90.15	-	-	90.15	90.15
12	BURKE	KVJHUFURQDM5	20,285.48	20,285.48	-	-	20,285.48	20,285.48
13	CABARRUS	PF3KTEELMHV6	43,647.54	43,647.54	-	-	43,647.54	43,647.54
14	CALDWELL	HL4FGNJNGE97	40,943.91	40,943.91	-	-	40,943.91	40,943.91
15	CAMDEN	FVT7YDQ5CAA5	1,532.55	1,532.55	-	-	1,532.55	1,532.55
16	CARTERET	UC6WJ2MQMJS8	47,288.92	47,288.92	-	-	47,288.92	47,288.92
17	CASWELL	CL7NKCTNQG75	1,804.77	1,804.77	-	-	1,804.77	1,804.77
18	CATAWBA	GYUNA9W1NFM1	46,267.19	46,267.19	-	-	46,267.19	46,267.19
19	CHATHAM	KE57QE2GV5F1	11,630.05	11,630.05	-	-	11,630.05	11,630.05
20	CHEROKEE	DCEGK6HA11M5	5,350.64	5,350.64	-	-	5,350.64	5,350.64
21	CHOWAN	YJJ7KT3E58F5	-	-	-	-	-	-
22	CLAY	HYKLQVNWLXK7	2,567.70	2,567.70	-	-	2,567.70	2,567.70
23	CLEVELAND	MXEZRW9DKR86	1,620.70	1,620.70	-	-	1,620.70	1,620.70
24	COLUMBUS	V1UAJ4L87WQ7	14,243.70	14,243.70	-	-	14,243.70	14,243.70
25	CRAVEN	LTZ2U8LZQ214	103,023.82	103,023.82	11,647.38	11,647.38	114,671.20	114,671.20
26	CUMBERLAND	TH2WJPJRMGV3	22,408.29	22,408.29	-	-	22,408.29	22,408.29
27	CURRITUCK	VDL5DNFQX374	3,975.44	3,975.44	-	-	3,975.44	3,975.44
28	DARE	ELV6JGB11QK6	-	-	-	-	-	-
29	DAVIDSON	C9P5MDJC7KY7	19,509.37	19,509.37	-	-	19,509.37	19,509.37
30	DAVIE	GSJ6K8J2PD57	7,992.30	7,992.30	-	-	7,992.30	7,992.30
31	DUPLIN	KZN4GK5262K3	17,941.50	17,941.50	-	-	17,941.50	17,941.50
32	DURHAM	LJ5BA6U2HLM7	73,885.24	73,885.24	-	-	73,885.24	73,885.24
33	EDGECOMBE	DYB5XFVNE8H3	46,571.27	46,571.27	-	-	46,571.27	46,571.27
34	FORSYTH	ZTVELM361423	224,022.75	224,022.75	-	-	224,022.75	224,022.75
35	FRANKLIN	FFKTRQCNN143	6,623.43	6,623.43	-	-	6,623.43	6,623.43
36	GASTON	QKY9R8A8D5J6	115,662.45	115,662.45	-	-	115,662.45	115,662.45
37	GATES	F4L4FXEB3BK3	3,177.95	3,177.95	-	-	3,177.95	3,177.95
38	GRAHAM	W3JTGJ1KP5D7	6,400.65	6,400.65	-	-	6,400.65	6,400.65
39	GRANVILLE	DAZ3PRU8U4J5	52,250.67	52,250.67	-	-	52,250.67	52,250.67
40	GREENE	VCU5LD71N9U3	11,338.99	11,338.99	-	-	11,338.99	11,338.99
41	GUILFORD	YBEQWGFJPMJ3	339,498.55	339,498.55	-	-	339,498.55	339,498.55
42	HALIFAX	MRL8MYNJJ3Y5	60,340.04	60,340.04	-	-	60,340.04	60,340.04
43	HARNETT	JBDCD9V41BX7	336,286.36	336,286.36	-	-	336,286.36	336,286.36
44	HAYWOOD	DQHZEVAV95G5	4,687.80	4,687.80	-	-	4,687.80	4,687.80
45	HENDERSON	EXFKXBHH7EG7	20,703.88	20,703.88	-	-	20,703.88	20,703.88
46	HERTFORD	YJEUCNJ7BQK7	35,780.83	35,780.83	-	-	35,780.83	35,780.83
47	HOKE	C1GWSADARX51	18,711.63	18,711.63	-	-	18,711.63	18,711.63

Low-Income Household Water Assistance Program (LIHWAP)
AUTHORIZATION NUMBER: 2

	COUNTY	Unique Entity Identifier	Initial (or Previous) Allocation		Additional Allocation		Grand Total Allocation	
			Federal	Total	Federal	Total	Federal	Total
48	HYDE	ENMJWY3H3CJ9	8,813.99	8,813.99	-	-	8,813.99	8,813.99
49	IREDELL	XTRNLKJLA4S9	85,191.86	85,191.86	-	-	85,191.86	85,191.86
50	JACKSON	X7YWY6ZP574	2,437.91	2,437.91	-	-	2,437.91	2,437.91
51	JOHNSTON	SYGAGEFDHYR7	75,468.99	75,468.99	-	-	75,468.99	75,468.99
52	JONES	HE3NNNU27M7	21,562.11	21,562.11	-	-	21,562.11	21,562.11
53	LEE	F6A8UC99JW5	90.15	90.15	-	-	90.15	90.15
54	LENOIR	QKUFL37VPGH6	73,142.11	73,142.11	-	-	73,142.11	73,142.11
55	LINCOLN	UGGQGSSKBGJ5	26,001.63	26,001.63	-	-	26,001.63	26,001.63
56	MACON	LLPJBC6N2LL3	-	-	-	-	-	-
57	MADISON	YQ96F8BJYT9	782.25	782.25	-	-	782.25	782.25
58	MARTIN	HA4QLH34LNS3	11,743.35	11,743.35	-	-	11,743.35	11,743.35
59	MCDOWELL	TT3NTH2NDJ73	180.30	180.30	-	-	180.30	180.30
60	MECKLENBURG	EZ15XL6BMM68	90.15	90.15	-	-	90.15	90.15
61	MITCHELL	YL69DGLK4CH3	4,597.65	4,597.65	-	-	4,597.65	4,597.65
62	MONTGOMERY	E78AZJM3BFL3	10,393.47	10,393.47	-	-	10,393.47	10,393.47
63	MOORE	HFNSK95FS7Z8	29,432.94	29,432.94	-	-	29,432.94	29,432.94
64	NASH	NF58K566HQMT	16,112.54	16,112.54	-	-	16,112.54	16,112.54
65	NEW HANOVER	F7TLT2GMEJE1	811.35	811.35	-	-	811.35	811.35
66	NORTHAMPTON	CRA2KCAL8BA4	25,741.65	25,741.65	-	-	25,741.65	25,741.65
67	ONslow	LTXVW6QF6297	110,924.91	110,924.91	-	-	110,924.91	110,924.91
68	ORANGE	GFFMCW9XDA53	30,578.54	30,578.54	-	-	30,578.54	30,578.54
69	PAMLICO	FT59QFEAU344	5,565.02	5,565.02	-	-	5,565.02	5,565.02
70	PASQUOTANK	NRDUHMGL7ZW4	9,857.10	9,857.10	-	-	9,857.10	9,857.10
71	PENDER	T11BE678U9P5	1,667.77	1,667.77	-	-	1,667.77	1,667.77
72	PERQUIMANS	MBXQSJ2NMCK9	5,273.74	5,273.74	-	-	5,273.74	5,273.74
73	PERSON	FQ8LFJGMAB4	-	-	-	-	-	-
74	PITT	VZNPMLCFT5R6	170,955.41	170,955.41	-	-	170,955.41	170,955.41
75	POLK	QZ6BZPGLX4Y9	6,333.95	6,333.95	-	-	6,333.95	6,333.95
76	RANDOLPH	T3BUM1CVS9N5	60,375.39	60,375.39	-	-	60,375.39	60,375.39
77	RICHMOND	Q63FZNTJM3M4	72,841.20	72,841.20	-	-	72,841.20	72,841.20
78	ROBESON	LKBEJQFLAAK5	3,626.87	3,626.87	-	-	3,626.87	3,626.87
79	ROCKINGHAM	KGCCCHJZ243	50,055.84	50,055.84	-	-	50,055.84	50,055.84
80	ROWAN	GCB7UCV96NW6	108,614.88	108,614.88	-	-	108,614.88	108,614.88
81	RUTHERFORD	GTATPCDJVYN8	48,692.70	48,692.70	-	-	48,692.70	48,692.70
82	SAMPSON	RS3KYMFTKJL3	19,001.27	19,001.27	-	-	19,001.27	19,001.27
83	SCOTLAND	FNVTCUQGCHM5	1,759.35	1,759.35	-	-	1,759.35	1,759.35
84	STANLY	U86MZUYPL7C5	29,732.35	29,732.35	-	-	29,732.35	29,732.35
85	STOKES	W41TRA3NUNS1	8,204.10	8,204.10	-	-	8,204.10	8,204.10
86	SURRY	FMWCTM24C9J8	1,983.30	1,983.30	-	-	1,983.30	1,983.30
87	SWAIN	E29GLEXDH849	3,206.79	3,206.79	-	-	3,206.79	3,206.79
88	TRANSYLVANIA	W51VGHGM8945	13,973.25	13,973.25	-	-	13,973.25	13,973.25
89	TYRRELL	JLNEVJ2625L8	6,953.04	6,953.04	-	-	6,953.04	6,953.04
90	UNION	LHMKBD4AGRJ5	67,529.44	67,529.44	-	-	67,529.44	67,529.44
91	VANCE	EBWNMFHTNV41	7,660.27	7,660.27	-	-	7,660.27	7,660.27
92	WAKE	FTJ2WJPLWMJ3	379,482.65	379,482.65	-	-	379,482.65	379,482.65
93	WARREN	WLTATC4JLJ54	13,908.52	13,908.52	-	-	13,908.52	13,908.52
94	WASHINGTON	QWRZCQJFTEE4	14,933.84	14,933.84	-	-	14,933.84	14,933.84
95	WATAUGA	X7B4LX1QQMX6	8,972.80	8,972.80	-	-	8,972.80	8,972.80
96	WAYNE	DACFHCLQKMS1	80,953.81	80,953.81	-	-	80,953.81	80,953.81
97	WILKES	M14KKHY2NNR3	1,712.85	1,712.85	-	-	1,712.85	1,712.85
98	WILSON	ME2DJHMYWG55	6,387.49	6,387.49	-	-	6,387.49	6,387.49
99	YADKIN	PLCDT7JFA8B1	7,917.14	7,917.14	-	-	7,917.14	7,917.14
100	YANCEY	L98MCUHKC2J8	6,321.93	6,321.93	-	-	6,321.93	6,321.93
	Total		3,860,984.57	3,860,984.57	11,647.38	11,647.38	3,872,631.95	3,872,631.95

Low-Income Household Water Assistance Program (LIHWAP)**AUTHORIZATION NUMBER: 2****FUNDING SOURCE: Low-Income Home Energy Assistance****Project Description: Low Income Household Water Assistance Program (LIHWAP) provides funds to assist low-income households with water and wastewater bills.**Research & Development: Yes No**CFDA Number: 93.499****CFDA Name: Low-Income Home Energy Assistance****Award Name: Low-Income Home Energy Assistance ARPA****Award Number: 2101NCLWC6****Award Date: FFY 2021****Federal Agency: DHHS/ACF****GRANT INFORMATION:** This represents 100% federal dollars.**XS411 Heading: LIHWAP ARPA****Tracked on XS411: Federal Share 100%****OBLIGATIONS INCURRED AND EXPENDITURES MADE UNDER THIS ADVICE WILL BE SUBJECT TO LIMITATIONS PUBLISHED BY FEDERAL AND STATE AGENCIES AS TO THE AVAILABILITY OF FUNDS****AUTHORIZED SIGNATURE****DATE:**

September 29, 2023

Budget Revision/Amendment Request

Date: 11/20/2023

Amount: 43,647.54

Dept. Head: Karen Calhoun

Department: DHS

Internal Transfer Within Department

Transfer Between Departments/Funds

Supplemental Request

Cabarrus County received a one time supplement funding allocation for Low-Income Household Water Assistance Program (LIHWAP) to assist low-income households with water and wastewater bills. This is 100% federal fund. No county fund required.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	9	5615-946001-LIWAP	Low Income Energy Asst Program	-	43,647.54		43,647.54
001	6	5615-6204-LIWAP	Social Services Admin Reimbursements	-	43,647.54		43,647.54
001	9						0.00
001	6						0.00
001	9						0.00
001	9						0.00
001	9						0.00
001	9						0.00
001	9						0.00
Total							0.00

Budget Officer

Approved
 Denied

County Manager

Approved
 Denied

Board of Commissioners

Approved
 Denied

Signature

Signature

Signature

Date

Date

Date

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

DHS - Foster Care Board Payments

BRIEF SUMMARY:

A few significant changes in Child Welfare Legislation will impact our current FY2024 budget.

1. An increase in the board rate for Foster Care and Adoption Assistance that were not included in our initial budget request. This legislation was passed in June after our budget was approved. The language is cited below:

Foster Care Rates and Licensing: S. L. 2023-14, Section 6.7 increases the monthly foster care and adoption assistance rates effective July 1, 2023. For Children 0-5 years old, the rates will increase from \$514 to \$702; for children ages 6-12 years old rates will increase from \$654 to \$742; for children, aged 13-17 and 18-21 years of age will have a rate increase from \$698 to \$810. Foster care and adoption assistance rates are codified at G.S. 108A-49.1.

2. Kinship Care relative placements were not a part of our approved budget. S.L. 2023-14, Section 6.6 requires the Division of Social Services at the Department of Health and Human Services (DHHS) to develop and implement a policy that allows a relative (related by blood, marriage, or adoption) of a juvenile who is providing foster care to receive half the reimbursement rate of a licensed family foster home. The monthly rates of an unlicensed relative placement are \$351 (ages 0-5); \$371 (ages 6-12); and \$405 (ages 13-17). The State and County will share 50% of the nonfederal share of the costs. The state share, \$5,766,390 in recurring funds has been appropriated to the Division for the 2023-2025 biennium effective by November 16, 2023.

Summary:

We are seeing an increased number of children in foster care. We initially budgeted for 115 children and with the budget increase we projected 160 children for the increased rate of foster care and children identified in kinship placements. To date, we have 192 children in care currently.

Our initial budget estimate for FY 2024 was \$2,261,476.00 for placement costs. After the budget was passed, we received a letter in June from DHHS with increased budget rates going into effect on July 1, 2023. In September, we received additional notification about payments for kinship placements that will take effect on November 1, 2023. Based on the projections of the newly implemented rates and the increasing number of children coming into care; we are projecting a need of \$2,882,004 to cover the fiscal year for FY 2024. Please review the table below for a breakdown of expenses and revenues:

Expenses	Revenues	County Match
\$2,261,476.00 (current)	\$1,530,843.93	\$730,040.07
\$2,882,004.00 (new rates)	\$2,001,616.35	\$880,387.66
Total Funds from the County: \$150,347.59		

REQUESTED ACTION:

Motion to adopt budget amendment.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Latecia Loadholt, DHS Deputy Director

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Budget Request Memo
- Budget Amendment
- Sample Implementation Plan
- DCDL 9-1-2023



To: Cabarrus County Board of Commissioners
Cabarrus County Manager

From: Letecia Loadholt, DHS Deputy Director

Date: October 16, 2023

Subject: Budget Amendment - Foster Care Board Payments

A few significant changes in Child Welfare Legislation will impact our current FY2024 budget.

1. An increase in the board rate for Foster Care and Adoption Assistance that were not included in our initial budget request. This legislation was passed in June after our budget was approved. The language is cited below:

Foster Care Rates and Licensing: S. L. 2023-14, Section 6.7 increases the monthly foster care and adoption assistance rates effective July 1, 2023. For Children 0-5 years old, the rates will increase from \$514 to \$702; for children ages 6-12 years old rates will increase from \$654 to \$742; for children, aged 13-17 and 18-21 years of age will have a rate increase from \$698 to \$810. Foster care and adoption assistance rates are codified at G.S. 108A-49.1.

2. Kinship Care relative placements were not a part of our approved budget. S.L. 2023-14, Section 6.6 requires the Division of Social Services at the Department of Health and Human Services (DHHS) to develop and implement a policy that allows a relative (related by blood, marriage, or adoption) of a juvenile who is providing foster care to receive half the reimbursement rate of a licensed family foster home. The monthly rates of an unlicensed relative placement are \$351 (ages 0-5); \$371 (ages 6-12); and \$405 (ages 13-17). The State and County will share 50% of the nonfederal share of the costs. The state share, \$5,766,390 in recurring funds has been appropriated to the Division for the 2023-2025 biennium effective by November 16, 2023.

Summary:

We are seeing an increased number of children in foster care. We initially budgeted for 115 children and with the budget increase we projected 160 children for the increased rate of foster care and children identified in kinship placements. To date, we have 192 children in care currently.

Our initial budget estimate for FY 2024 was \$2,261,476.00 for placement costs. After the budget was passed, we received a letter in June from DHHS with increased budget rates going into effect on July 1, 2023. In September, we received additional notification about payments for kinship placements that will take effect on November 1, 2023. Based on the projections of the newly implemented rates and the increasing number of children coming into care; we are projecting a need of \$2,882,004 to cover the fiscal year for FY 2024. Please review the table below for a breakdown of expenses and revenues:

Expenses	Revenues	County Match
\$2,261,476.00 (current)	\$1,530,843.93	\$730,040.07
\$2,882,004.00 (new rates)	\$2,001,616.35	\$880,387.66
Total Funds from the County:		\$150,347.59

Budget Revision/Amendment Request

Date: 10/16/2023

Amount: 621,120.00

Dept. Head: Karen Calhoun

Department: DHS

Internal Transfer Within Department

Transfer Between Departments/Funds

Supplemental Request

BA request due to state increased the foster care board rate in June 2023 and budget was complete and set at the old rates from fy23. And a new initiative from the state to pay for kinship placements.

Increase in county costs is \$150,347.59

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	5630-6206	Foster Care & Home Board	1,551,139.00	470,772.41	-	2,021,911.41
001	6	5630-6901	Fund Balance Appropriated	254,761.63	150,347.59		405,109.22
001	9	5630-9462	Child State Foster Care	2,261,476.00	621,120.00		2,882,596.00
001	9						0.00
001	6						0.00
001	9						0.00
001	9						0.00
001	9						0.00
001	9						0.00
Total							0.00

Budget Officer

Approved
 Denied

Signature

Date

County Manager

Approved
 Denied

Signature

Date

Board of Commissioners

Approved
 Denied

Signature

Date

Sample County Implementation Plan of Unlicensed Kinship Payments

Identification of Current Impacted Children

1. Review draft eligibility criteria.
2. Identify all children who are in unlicensed kinship placements who meet the definition of relative per SB20: Child(ren) must be related to the kinship care provider through blood, marriage, or adoption, providing foster care as defined under G.S. 131D-10.2(9).

Counties utilizing Legacy/Child Placement and Payment System

If counties do not have a way of identifying the affected populations, we recommend using the PQA084 Quarterly Case List report. This report provides information on children's living arrangements. The affected population would typically be identified by Living Arrangements 52 (Home of Relative), 66 (Adoptive Home- Relative) and 99 (Other – Placement Approved by the Court).

Counties utilizing Child Welfare Information System

If counties do not have a way of identifying the affected populations, counties can pull the "CWIS Open Foster Care Cases and Living Arrangements" report from Client Services Data Warehouse (CSDW) to determine which children are residing in non-paid relative placements. The report can be found by using the following file path within CSDW:

- i. DHHS Main Document → DSS → Child Welfare → State Sanctioned.
3. Break down by age group and provide projected cost to DSS Finance Manager for budget purposes.

Budget

1. County DSS Finance Manager to present impact to budget line item for FY23-24 to agency Director
2. Director to determine if any budget amendment is required.
3. Director to present to County Commissioners, if needed.

Business Process

1. Develop county business process for Facility ID Request for unlicensed kinship initial ID requests, updates, renewals, and terminations; identify who is responsible for completing and who needs to be notified. (NC DSS will reimburse the state share of the cost to counties for unlicensed kinship payments through a facility ID number process, similar to the [DSS-5015 Foster Home Facility Action Request](#) form).
2. Develop business process for unlicensed kinship payment eligibility checklist—who will complete for current children in custody and who is responsible for new children entering

custody. (NCDSS will provide this form/checklist at the time of the final policy, however, counties can view the draft eligibility criteria at the bottom of this document.)

3. Develop business process for communicating with county DSS finance team to issue payments.

Training/Communication

1. Develop training plan for staff (NC DSS will offer office hours for county agencies in November - registration information will be sent in a future DCDL).
2. Develop communication plan for current unlicensed kinship placements.
3. Develop communication plan for potential unlicensed kinship placements.
4. Develop strategy for continued advocacy/encouragement for kinship caregivers to become licensed.
5. Develop communication plan for external stakeholders (Court, GAL program, etc.).

Target Date for Implementation: 11/16/23

Draft Eligibility Criteria

Once potential relative caregivers are identified, county agencies should review the following eligibility requirements to determine if the child and kinship caregiver meet criteria to begin receiving payments in November. This will assist counties in preparing for budgetary impacts and determine which kinship caregivers counties will need to set up as vendors.

Children and families must meet certain criteria to be eligible to receive reimbursement funding for unlicensed kinship care provider. All of the following criteria must be met:

- a. Child(ren) must be in the custody of a local child welfare agency while receiving payments;
- b. The kinship care provider must be approved by the Court and designated in the court order pursuant to [N.C.G.S. 7B-505](#);
- c. Child(ren) must be related to the kinship care provider through blood, marriage, or adoption, providing foster care as defined under G.S. 131D-10.2(9);
- d. The placement must be an unlicensed kinship care provider;
- e. The kinship provider must agree to receive payments;
- f. County child welfare agency has completed and approved appropriate background checks and kinship care assessments at appropriate intervals (refer to section KINSHIP CARE ASSESSMENT: LICENSURE AND APPROVAL in Permanency Planning Manual).



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

September 1, 2023

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS, SUPERVISORS, SOCIAL WORKERS, AND FISCAL STAFF

SUBJECT: FISCAL IMPACT ON COUNTY CHILD WELFARE BUDGETS

REQUIRED ACTION: Information Only **Time Sensitive** Immediate

PURPOSE

This letter is to inform county agencies of legislative approval under Senate Bill 20 for the establishment of reimbursement rates for unlicensed kinship care providers and the continuation of the Bridge funding.

Continuation of Bridge Funding for Congregate Care

The Family First Prevention Services Act incentivizes the placement of children in family homes by decreasing the allowance of federal funding to pay for congregate care. To support counties in this transition, the General Assembly appropriated funding to cover the loss of this federal revenue. This funding, called Foster Care Bridge funding, will continue to be available for the 2023-2024 State fiscal year and the distribution will continue to follow the process already in place. County agencies should also continue to follow the original guidance provided for data entry.

Reimbursement Rates for Unlicensed Kinship Providers

The General Assembly, during the 2023 legislative session with [Senate Bill 20](#), established a reimbursement fund to assist in supporting unlicensed kinship care providers who are related by blood, marriage, or adoption and are providing foster care as defined under G.S. 131D-10.2(9).

The Senate Bill 20 legislation includes reimbursement rates set for unlicensed kinship providers. All counties are required to participate in this program and work in partnership with the State to support kinship providers in the following manner:

1. Identifying foster children affected by this new legislation.
2. Using the current Foster Care board rates based on age groups.
3. Taking one quarter (1/4) of the board rate for county participation rate.

The State reimbursement share will also be one quarter (1/4) of the board rate.

The chart below illustrates the newly increased Foster Care and Adoption Assistance Rates as of July 1, 2023. It is important to have the current board rates, as Senate Bill 20 provides that unlicensed kinship providers are reimbursed at half the board rate.

Effective July 1, 2023, the Standard Board Rate:

Child Age Group	Standard Board Rate
0-5	\$702 / month
6-12	\$742 / month
13 and up	\$810 / month

Effective November 16, 2023, the approximate half board reimbursement rates for unlicensed kinship foster care by State and county participation are displayed below:

Child Age Group	Standard Board Rate	State Participation	County Participation
0-5	\$351 / month	175.50	175.50
6-12	\$371 / month	185.50	185.50
13 and up	\$405 / month	202.50	202.50

Because this law was enacted May 16, 2023, the responsibility for the county share may be a cost for which counties did not plan. We recommend counties start identifying affected populations, developing internal processes for payment, and preparing for budgetary impacts. If you do not have a way of identifying the affected populations, we recommend using the PQA084 Quarterly Case List report. This report provides information on children's living arrangements. The affected population would typically be identified by Living Arrangements 52 and 66.

As part of the process, county agencies will be creating payments directly to the primary parent in a kinship placement. Counties will need to work with their financial support unit to establish vendors. Information should be gathered for the primary payee of the kinship family including parent name, address, and phone number. Additional information requirements should include date of birth, social security number, race, and sex of the primary payee.

DHHS will provide updates as warranted. If you have any questions, please contact your Regional Child Welfare Specialist about kinship care and your local Business Liaison about Bridge Funding.

Sincerely,



Senior Director of Human Services
Division of Social Services, Child Welfare
North Carolina Department of Health and
Human Services

cc: Adrian Daye, Deputy Director for Child Welfare Practice
Katherine Swanson, Deputy Director for Child Welfare Operations
Erin Dickmeyer, Child Welfare Financial Officer
County Managers
Child Welfare Section Chiefs and Managers
Regulatory & Licensing Team Consultants
Regional Child Welfare Consultants
Local Business Liaisons

CWS-59-2023

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603

MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401

www.ncdhhs.gov • TEL: 919-855-6335 • FAX: 919-334-1018

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

SUSAN G. OSBORNE • Deputy Secretary for Opportunity and Well-Being

June 16, 2023

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

DEAR DIRECTORS OF PRIVATE CHILD PLACING AGENCIES AND RESIDENTIAL CHILD CARE AGENCIES

ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS, SUPERVISORS, SOCIAL WORKERS, AND FISCAL STAFF

SUBJECT: DCDL_CWS_40_2023_FOSTER CARE RATES AND PROVIDERS PARTICIPATING IN COST MODELED RATES FOR THE FISCAL YEAR 2023-2024

REQUIRED ACTION: Information Only Time Sensitive Immediate

PURPOSE

This letter will provide county agencies with guidance as to foster care rates. In addition, the attached listing indicates private agencies *who have completed the rate setting process and are eligible for Cost Modeled Rates* in the 2023-2024 fiscal year.

Standard board rates for foster care (and adoption services)

As of July 1, 2023, foster care board rates have increased. As related to foster care services, the following rates should be utilized for North Carolina licensed placements including, but not limited to DSS family foster homes, Therapeutic family foster care services, Residential Treatment (Level 2), and payments to licensed providers **not** participating in cost modeled rates.

Effective July 1, 2023, and ongoing the Standard Board rate for foster services is as follows:

Child Age Group	Standard Board Rate
0 – 5	\$ 702 / month
6 – 12	\$ 742 / month
13 and up	\$ 810 / month

Standardized Rates for Residential Child Care Agencies and Child Placing Agencies providing foster care services under Cost Modeled Rate Status

Through participation in an annual cost finding and rate setting process, Residential Child Care Agencies and Child Placing Agencies (CPA) establish a supportable basis for state and federal participation above the standard board rate. Including the increase in the board rates, the Cost Modeled Rates for the state fiscal year 2023-2024 are as follows:

Residential Child Care Agency Rates for Participating Providers (**see attached listing of agencies**)

Child Age Group	Maximization Rate
0 – 5	\$ 4,506 / month
6 – 12	\$ 4,598 / month
13 and up	\$ 4,692 / month

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603

MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401

www.ncdhhs.gov • TEL: 919-855-6335 • FAX: 919-334-1018

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Child Placing Agency Rates for Participating Providers (see attached listing of agencies):

Child Age Group	Maintenance Portion	Administrative Portion	Total Maximization Rate
0 – 5	\$ 702	\$ 1,047	\$ 1,749 / month
6 – 12	\$ 742	\$ 1,105	\$ 1,847 / month
13 and up	\$ 810	\$ 1,117	\$ 1,927 / month

Reimbursement is dependent on the approved funding source of the client **and** the rate status of the provider. Agencies should refer to the Child Placement and Payment System and Child Welfare System reports for allowed reimbursements amounts.

Rates for Residential Treatment Level 3 and Level 4

Special treatment placement's daily room and board rates *have not changed* for care in Level 3 and Level 4 homes. These rates will continue at the following:

Care Level of Home	Number of Beds	Daily Rate For Room and Board	Daily Rate For Treatment Services**
Level 3	0 – 4	\$ 43 / day	253.62
Level 3	5 and up	\$ 33 / day	210.49
Level 4	0 – 4	\$ 43 / day	341.63
Level 4	5 and up	\$40 / day	341.63

*** Medicaid HCSPCS MH/DD/SA Service Rates for treatment are established by DMA and are subject to change (last update 03/01/2022).*

For Reference, the current treatment rates for services in Level 1 or Level 2 are as follows:

Care of Home	Daily Rate For Treatment Services**
Therapeutic Foster Care Level 1	56.23
Therapeutic Foster Care Level 2	97.22
Group Home	140.13

*** Medicaid HCSPCS MH/DD/SA Service Rates for treatment are established by DMA and are subject to change (last update 03/01/2022).*

If you have any questions concerning rates or provider information, please contact Tina Bumgarner at Tina.Bumgarner.dhhs.nc.gov or by phone at (828) 397-3901.

Sincerely,



Lisa Tucker Cauley, MSW
Senior Director of Child, Family and Adult Services
Division of Social Services

Attachment

cc: Susan Osborne, Deputy Secretary for Opportunity and Well-being
Tammy Shook, Interim Deputy Director for County Operations
Adrian Daye, Deputy Director for Child Welfare Practice
Kimaree Sanders, Section Chief for Regulatory and Licensing
Peter West, Section Chief for County Operations
Kathy Stone, Section Chief for Safety and Prevention
Richard Stegenga, Director, Business Operations
Susan Kesler, DHHS Office of the Controller

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Discussion Items for Action

SUBJECT:

Human Resources - DHS Compensation Market Study

BRIEF SUMMARY:

Human Resources and compensation consultant Becky Drozdz HR will present the results and recommendations from the recent compensation market study for DHS positions. If approved, this project would be implemented prior to the end of calendar year 2023 to improve the competitiveness of DHS recruitment and retention.

REQUESTED ACTION:

Motion to approve recommended range and salary adjustments.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Lundee Covington, Human Resources Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ❑ Presentation
- ❑ Survey Summary
- ❑ Survey Summary - Reclasses

Market Pricing Study 2023

Cabarrus County, DHS

Presented November 6, 2023



Becky K. Drozdz

MBA, CCP, GRP, SPHR, SHRM-SCP



Guerrilla HR Background

- Background
 - 20+ years of HR and compensation experience
 - MBA from Marymount University
 - BFA from the University of Illinois
 - Certified Compensation Professional (CCP)
 - Global Remuneration Professional (GRP)
 - Certified Senior Professional in Human Resources (SPHR)
 - SHRM Senior Certified Professional (SHRM-SCP)
- Expertise
 - Benchmark Salary Data
 - Creation of Salary Grades/Pay Ranges
 - Internal and External Pay Equity Analysis
 - Human Resources Consulting



Labor Market Trends

- DHS last studied in 2019, minimal changes at that time
- US Compensation Growth Past Year, 4.5%
- Unemployment
 - US 3.8%
 - Charlotte Metro 3.3%

Year	SSA COLA	BLS 12 Mo Change in Comp	CabCo COLA	CabCo Merit
2020	1.3%	2.7%	1.0%	4.0%
2021	5.9%	3.1%	1.0%	4.0%
2022	8.7%	5.5%	1.0%	4.0%
2023	3.2%	4.5%	1.0%	4.0%

Market Study Methodology

- Study of job descriptions, duties, role based and transferable skills
- Market data
 - Cabarrus County sponsored survey (16 municipalities), Catapult Wage & Salary Survey, Economic Research Institute, CompAnalyst
 - Generally represents Charlotte metro region, NC, Public Administration, or All Industries
- Median data points, 50th percentile
- Market averages calculated giving each source given equal weight



Sponsored Survey Participants

- Brunswick County
- City of Kannapolis
- City of Raleigh
- Durham County
- Iredell County
- Johnston County
- Lincoln County
- Mecklenburg County
- Nash County
- New Hanover County
- Onslow County
- Randolph County
- Rowan County
- Union County
- Wake County
- Wilson County

Recommendations

- Grade reassessments
 - Based on market average and internal equity, adjust grade assignment for more than 60 applicable jobs
- Provide one-time 'market adjustment' increase of 5.0% per grade change,
 - Impacts approximately 350 positions that did not receive prior market adjustment

Financial Impact with Benefits and Tax	\$2,415,873
Less - Non DHS Positions	-\$269,426
Total DHS Cost	\$2,146,447
Less Estimated Reimbursement (Revenue) to be Received	-\$929,986
Estimated Net Cost of DHS Market Study to County (Net of Revenue)	\$1,216,461



Future Actions

- Conduct ad hoc analysis for new positions, hard to fill positions, or positions with high turnover
- Collect annual compensation trends for cost of labor adjustment

Contact Information

Becky K. Drozdz

www.guerrilla-hr.com

becky@guerrilla-hr.com

(803) 493-7222



10/31/2023

PROPOSED RECLASSIFICATIONS - PAY GRADE CHANGES
Current
RANGES PRIOR TO COLA

Classification Title	Grade	Minimum	Maximum	New Classification Retitle/Notes	Current Employees	Grade	Minimum	Maximum	Notes
CUSTOMER SERVICE									
0036 RECEPTIONIST - BILINGUAL	9	\$31,824.00	\$49,025.60		1	10	\$33,072.00	\$51,480.00	Move from 10 to new grade only
0813 INCOME MAINT TECHNICIAN	9	\$31,824.00	\$49,025.60	Eligibility Specialist I	2	13	\$38,230.40	\$59,633.60	Move from 10 to new grade only, combine with IMC I
* 0812 INCOME MAINT CASEWKR I	11	\$34,715.20	\$54,163.20	Eligibility Specialist I	10	13	\$38,230.40	\$59,633.60	
0053 FOREIGN LANGUAGE INTERPRETER	12	\$36,441.60	\$56,742.40		4	13	\$38,230.40	\$59,633.60	
0822 INC MAINT CSWKR I BILINGUAL	12	\$36,441.60	\$56,742.40	Eligibility Specialist I Bi	6	14	\$40,185.60	\$62,649.60	
* 0810 INCOME MAINT CASEWKR III	15	\$42,182.40	\$65,665.60	Eligibility Specialist III	1	17	\$46,550.40	\$72,446.40	
* 0067 CUSTOMER RELATIONS SUPERVISOR	17	\$46,550.40	\$72,446.40		1	18	\$48,838.40	\$76,128.00	
* 0808 INCOME MAINT SUPERVISOR	17	\$46,550.40	\$72,446.40	Eligibility Supervisor	2	20	\$53,830.40	\$83,886.40	
0061 CUSTOMER SERVICE PROG MANAGER	19	\$51,292.80	\$79,913.60		1	24	\$65,457.60	\$102,065.60	
0803 PROGRAM ADMINISTRATOR	23	\$62,337.60	\$97,136.00		1	26	\$72,134.40	\$112,465.60	
TRANSPORTATION									
0554 TRANSPORTATION CLERK	8	\$31,824.00	\$46,779.20		4	10	\$33,072.00	\$51,480.00	Grade change only
0555 TRANSPORTATION DRIVER	8	\$31,824.00	\$46,779.20		17	12	\$36,441.60	\$56,742.40	Move from 10 to new grade only
0552 TRANSPORTATION DRIVER/DISPATCH	9	\$31,824.00	\$49,025.60		2	12	\$36,441.60	\$56,742.40	Move from 10 to new grade only
0065 FLEET SUPPORT COORDINATOR	12	\$36,441.60	\$56,742.40		1	13	\$38,230.40	\$59,633.60	
0562 DRIVER SUPERVISOR	16	\$44,304.00	\$69,056.00		2	18	\$48,838.40	\$76,128.00	
0553 OPERATIONS & TRAINING SUPV	18	\$48,838.40	\$76,128.00		1	21	\$56,534.40	\$88,171.20	
0559 TRANSPORTATION MANAGER	21	\$56,534.40	\$88,171.20		1	24	\$65,457.60	\$102,065.60	
Adult & Aging									
P842 COMMUNITY SOCIAL SERVICE ASST	4	\$24,689.60	\$39,979.20	CCST	3	10	\$33,072.00	\$51,480.00	Grade change only, merge with CSST
P136 NUTRITION SITE SUPERVISOR	10	\$33,072.00	\$51,480.00	NS Coordinator	8	11	\$34,715.20	\$54,163.20	
0837 SOCIAL WORKER II	15	\$42,182.40	\$65,665.60		12	18	\$48,838.40	\$76,128.00	
0140 NUTRITION PROGRAM SUPERVISOR	16	\$44,304.00	\$69,056.00		1	19	\$51,292.80	\$79,913.60	
* 0836 SOCIAL WORKER III	17	\$46,550.40	\$72,446.40		10	19	\$51,292.80	\$79,913.60	
* 0834 SOCIAL WORK SUPERVISOR II	19	\$51,292.80	\$79,913.60		2	21	\$56,534.40	\$88,171.20	
* 0833 SO WORK SUPV III	21	\$56,534.40	\$88,171.20		2	23	\$62,337.60	\$97,136.00	
* 0832 SW PROGRAM MANAGER	22	\$59,363.20	\$92,518.40		1	25	\$68,702.40	\$107,078.40	
* 0831 SO WK PROG ADMIN I	23	\$62,337.60	\$97,136.00	So Wk PA II	1	28	\$79,539.20	\$124,009.60	
EFS - Support									
0872 IMC II TRAINEE	12	\$36,441.60	\$56,742.40		18	14	\$40,185.60	\$62,649.60	
* 0811 INCOME MAINT CASEWKR II	13	\$38,230.40	\$59,633.60	Eligibility Specialist II	21	15	\$42,182.40	\$65,665.60	
0823 CHILD SUPPORT AGENT I	14	\$40,185.60	\$62,649.60		1	15	\$42,182.40	\$42,182.40	
0821 CHILD SUPPORT AGENT II	16	\$44,304.00	\$69,056.00		15	17	\$46,550.40	\$72,446.40	
0862 FAMILY SUPPORT SPECIALIST	15	\$42,182.40	\$65,665.60		12	18	\$48,838.40	\$76,128.00	
0870 LEAD FAMILY SUPPORT SPECIALIST	17	\$46,550.40	\$72,446.40		2	19	\$51,292.80	\$79,913.60	
* 0819 CHILD SUPPORT LEAD AGENT	18	\$48,838.40	\$76,128.00		1	19	\$51,292.80	\$79,913.60	
* 0808 INCOME MAINT SUPERVISOR	17	\$46,550.40	\$72,446.40	Eligibility Supervisor	3	20	\$53,830.40	\$83,886.40	
0809 INCOME MAINT SUPERVISOR - BILINGUAL	17	\$46,550.40	\$72,446.40	Eligibility Supervisor - E	0	21	\$53,830.40	\$83,886.40	
0820 CHILD SUPPORT SUPERVISOR	20	\$53,830.40	\$83,886.40		3	21	\$56,534.40	\$88,171.20	
0818 CHILD SUPPORT MANAGER	21	\$56,534.40	\$88,171.20		1	24	\$65,457.60	\$102,065.60	
0802 ECONOMIC SUPPORT SVCS PA	23	\$62,337.60	\$97,136.00		1	26	\$72,134.40	\$112,465.60	

EFS - Medicaid									
*	0812	INCOME MAINT CASEWKR I	11	\$34,715.20	\$54,163.20	Eligibility Specialist I	13	\$38,230.40	\$59,633.60
*	0811	INCOME MAINT CASEWKR II	13	\$38,230.40	\$59,633.60	Eligibility Specialist II	42	\$42,182.40	\$65,665.60
*	0810	INCOME MAINT CASEWKR III	15	\$42,182.40	\$65,665.60	Eligibility Specialist III	17	\$46,550.40	\$72,446.40
*	0808	INCOME MAINT SUPERVISOR	17	\$46,550.40	\$72,446.40	Eligibility Supervisor	9	\$53,830.40	\$83,886.40
*	0807	IN MAINTENANCE PROGRAM MGR	19	\$51,292.80	\$79,913.60	Eligibility Program Mgr	5	\$59,363.20	\$92,518.40
	0805	PROGRAM ADMINISTRATOR	23	\$62,337.60	\$97,136.00		1	\$72,134.40	\$112,465.60
Consolidate 0802, 0803, 0805 - job des review needed									
Child Welfare									
	0843	COMMUNITY SOC SVC TECHNICIAN	8	\$31,824.00	\$46,779.20		3	\$33,072.00	\$51,480.00
	0874	PARENTING SPECIALIST	15	\$42,182.40	\$65,665.60		0	\$44,304.00	\$69,056.00
*	0836	SOCIAL WORKER III	17	\$46,550.40	\$72,446.40		17	\$51,292.80	\$79,913.60
	0871	LINKS SOCIAL WORKER	17	\$46,550.40	\$72,446.40		1	\$51,292.80	\$79,913.60
	0864	PREVENTION SOCIAL WORKER	18	\$48,838.40	\$76,128.00		3	\$51,292.80	\$79,913.60
	0844	SW INVEST/ASSESS & TREATMENT	20	\$53,830.40	\$83,886.40		29	\$56,534.40	\$88,171.20
	0844	SW INVEST/ASSESS & TREATMENT (Aux)	20	\$53,830.40	\$83,886.40		4	\$56,534.40	\$88,171.20
	0840	CHILD WELFARE TEAM LEAD	20	\$53,830.40	\$83,886.40		3	\$59,363.20	\$92,518.40
	0815	SR SWIAT	20	\$53,830.40	\$83,886.40	After Hours, Forensics	0	\$59,363.20	\$92,518.40
*	0833	SO WORK SUPV III	21	\$56,534.40	\$88,171.20		15	\$62,337.60	\$97,136.00
*	0832	SW PROGRAM MANAGER	22	\$59,363.20	\$92,518.40		5	\$68,702.40	\$107,078.40
*	0831	SO WK PROG ADMIN I	23	\$62,337.60	\$97,136.00	So Wk PA II	2	\$79,539.20	\$124,009.60
Quality Assurance / Program Integrity									
	0816	IN MAINTENANCE INVESTIGATOR II	15	\$42,182.40	\$65,665.60	Eligibility Investigator II	2	\$48,838.40	\$76,128.00
	0867	IM TRAINING COORDINATOR	18	\$48,838.40	\$76,128.00	Eligibility Training Coo	1	\$53,830.40	\$83,886.40
*	0807	IN MAINTENANCE PROGRAM MGR	19	\$51,292.80	\$79,913.60	Eligibility Program Mgr	1	\$59,363.20	\$92,518.40
	0814	HUMAN SERVICES EVALUATOR III	20	\$53,830.40	\$83,886.40		3	\$62,337.60	\$97,136.00
*	0830	STAFF DEV COORDINATOR/TRAINER	21	\$56,534.40	\$88,171.20		1	\$62,337.60	\$97,136.00
*	0832	SW PROGRAM MANAGER	22	\$59,363.20	\$92,518.40		1	\$68,702.40	\$107,078.40
Behavioral Health									
	0869	BEHAVIORAL HEALTH NAVIGATOR	21	\$56,534.40	\$88,171.20		1	\$62,337.60	\$97,136.00
	0017	BEHAVIORAL HEALTH DIRECTOR	33	\$101,504.00	\$158,204.80		1	\$111,824.80	\$174,470.40
Veterans									
	0942	VETERAN SERVICES OFFICER	17	\$46,550.40	\$72,446.40		4	\$51,292.80	\$79,913.60
	0941	VETERAN SERVICES DIRECTOR	23	\$62,337.60	\$97,136.00		1	\$65,457.60	\$102,065.60
DHS Leadership									
	0799	DEPUTY DIRECTOR	30	\$87,713.60	\$136,676.80		2	\$96,699.20	\$150,716.80
Other County Departments (impacted by Transportation)									
	0086	CUSTODIAN	6	\$27,227.20	\$42,369.60		31	\$36,441.60	\$56,742.40
	0629	GROUNDNS MAINTENANCE WORKER	8	\$31,824.00	\$46,779.20		10	\$36,441.60	\$56,742.40
	0087	SENIOR CUSTODIAN	10	\$33,072.00	\$51,480.00		3	\$40,185.60	\$62,649.60
	0304	MAIL CLERK/CUSTODIAN	10	\$33,072.00	\$51,480.00		1	\$40,185.60	\$62,649.60
	0628	SENIOR GROUNDS MAINTENANCE	10	\$33,072.00	\$51,480.00		0	\$40,185.60	\$62,649.60
									Vacant

Reclassifications

Position Number	Current Job Class Code Desc	Grade/Rank	Department		New Job Class Code Desc	Grade/Rank
5640022 0040	ADMINISTRATIVE SPECIALIST I	11	CHILD SUPPORT SERVICES-DSS	0048	ADMIN SPECIALIST II	13
5760004 0040	ADMINISTRATIVE SPECIALIST I	11	SENIOR SERVICES	0048	ADMIN SPECIALIST II	13
5640021 0040	ADMINISTRATIVE SPECIALIST I	11	CHILD SUPPORT SERVICES-DSS	0048	ADMIN SPECIALIST II	13
5660020 0040	ADMINISTRATIVE SPECIALIST I	11	ADULT AND FAMILY SERVICES	0048	ADMIN SPECIALIST II	13
5645051 0810	INCOME MAINT CASEWKR III	15	INCOME MAINTENANCE	0862	FAMILY SUPPORT SPECIALIST	18

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Approval of Regular Meeting Agenda

SUBJECT:

BOC - Approval of Regular Meeting Agenda

BRIEF SUMMARY:

The proposed agenda for the November 20, 2023 regular meeting is attached.

REQUESTED ACTION:

Motion to approve the agenda for the November 20, 2023 regular meeting as presented, and schedule the public hearing for 6:30 p.m. or as soon thereafter as persons may be heard.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Proposed November 20, 2023 Regular Meeting Agenda

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**November 20, 2023
6:30 PM**

MISSION STATEMENT

THROUGH VISIONARY LEADERSHIP AND GOOD STEWARDSHIP, WE WILL ADMINISTER STATE REQUIREMENTS, ENSURE PUBLIC SAFETY, DETERMINE COUNTY NEEDS, AND PROVIDE SERVICES THAT CONTINUALLY ENHANCE QUALITY OF LIFE

CALL TO ORDER BY THE CHAIRMAN

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

A. APPROVAL OR CORRECTIONS OF MINUTES

1. Approval or Correction of Meeting Minutes

B. APPROVAL OF THE AGENDA

C. RECOGNITIONS AND PRESENTATIONS

1. Human Resources - Recognition of Deputy Troutman on his retirement from Cabarrus County Sheriff's Office

D. INFORMAL PUBLIC COMMENTS

E. OLD BUSINESS

F. CONSENT AGENDA

(Items listed under consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.)

1. Appointment - Human Services Advisory Board
2. Appointments and Removals - Juvenile Crime Prevention
3. Cooperative Extension - Cannon Foundation Grant
4. County Manager - Memorandum of Agreement for NC State University for

Cooperative Extension Services

5. DHS - Cabarrus Health Alliance Grant Funds - Elevate Program
6. DHS - Foster Care Board Payments
7. DHS - Low Income Household Water Assistance Program (LIHWAP) additional funding
8. EMS – New Stretchers and Power Loads Lease
9. Human Resources - DHS Compensation Market Study
10. Sheriff's Office - Awarding of Service Weapon to Deputy Ken Troutman
11. Sheriff's Office - Re-appropriation of National Highway Traffic Safety Administration (NHTSA) as well as State Criminal Alien Assistance Program (SCAAP) funds from FY23 to FY24
12. Tax Administration - Refund and Release Reports – October 2023

G. NEW BUSINESS

1. Economic Development – Nicolock Paving Stones, LLC – Public Hearing 6:30 p.m.

H. GENERAL COMMENTS BY BOARD MEMBERS

I. WATER AND SEWER DISTRICT OF CABARRUS COUNTY

J. CLOSED SESSION

K. ADJOURN

In accordance with ADA regulations, anyone who needs an accommodation to participate in the meeting should notify the ADA Coordinator at 704-920-2100 at least forty-eight (48) hours prior to the meeting.

CABARRUS COUNTY



BOARD OF COMMISSIONERS WORK SESSION

**November 6, 2023
4:00 PM**

AGENDA CATEGORY:

Closed Session

SUBJECT:

Closed Session - Pending Litigation and Economic Development

BRIEF SUMMARY:

A closed session is needed to discuss matters related to pending litigation and economic development as authorized by NCGS 143-318.11(a)(3) and (4).

REQUESTED ACTION:

Motion to go into closed session to discuss matters related to pending litigation and economic development as authorized by NCGS 143-318.11(a)(3) and (4).

EXPECTED LENGTH OF PRESENTATION:

1 Hour or More

SUBMITTED BY:

Mike Downs, County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS: