



Union County, NC

Board of Commissioners

Meeting Minutes

Approved: September 6, 2022

Monday, December 6, 2021

6:00 P.M.

Board Room, First Floor

Closed Session

Present: Commissioner Richard B. Helms, Sr.; Commissioner Dennis Rape; Commissioner Stony D. Rushing; Commissioner Jerry B. Simpson; and Commissioner David Williams

Absent: None

Also Present: Mark Watson, County Manager; Michelle Lancaster, Deputy County Manager; Lynn G. West, Clerk to the Board of Commissioners; Brian Matthews, Assistant County Manager; Patrick Niland, Assistant County Manager; Jason Kay, General Counsel; Richard G. Long, Jr.; and other interested residents

Opening of Meeting

The regular meeting of the Union County Board of Commissioners was called to order at approximately 6:00 p.m.

Invocation - Commissioner David Williams

Pledge of Allegiance – Commissioner Richard Helms led the body and audience in reciting the Pledge of Allegiance to the flag of the United States of America.

Election of Officers – County Manager Presiding

21-482 Election of Officers - Mark Watson, County Manager Presiding

Chairman:

Mark Watson, County Manager, opened the floor for nominations for the office

Commissioner Simpson stated that he enjoys and appreciates the five members who serve on the Board of Commissioners. He said they all bring talents to the Board, and he thought they all worked together well as a group. He shared that when he considers someone for Chairman, the first thing is they must have the desire and willingness to take on the responsibility, and they have to want the job of Board leadership. Secondly, he said he thought it is important for them to have a passion and curiosity for the issues, and they need to study the agendas and delve into the issues so they are well informed. He said finally, they must have a willingness to reach out to the stakeholders in opposition in order to understand and build consensus.

Commissioner Simpson offered that he thought Commissioner Rape exhibits those traits.

Action: Commissioner Simpson nominated Commissioner Rape to serve as Chairman of the Board of Commissioners for 2022.

Mr. Watson stated that there is a nomination of Commissioner Rape for Chairman of the Board of Commissioners. He asked if there are any further nominations for the office of Chairman. With there being no further nominations, Mr. Watson closed the nominations and called for a vote to elect Commissioner Rape to serve as Chairman. The motion passed unanimously with the following vote:

Commissioner Helms	Aye
Commissioner Rape	Aye
Commissioner Rushing	Aye
Commissioner Simpson	Aye
Commissioner Williams	Aye

Mr. Watson congratulated Commissioner Rape on his election as Chairman and expressed appreciation to Commissioner Helms for his service as Chairman this past year.

Vice Chairman:

Mr. Watson opened the floor for nominations for the office of Vice Chairman.

Commissioner Helms stated that Commissioner Simpson did an excellent job of identifying the requirements for officers of this Board.

Action: Commissioner Helms nominated Commissioner Williams to serve as Vice Chairman of the Board of Commissioners for 2022.

He added that since Commissioner Williams became a member of the Board of Commissioners, he had in a very short time, demonstrated his effectiveness and his desire to take care of the County's business.

Mr. Watson stated that Commissioner David Williams has been nominated for Vice Chairman. He asked if there are further nominations for the Office of Vice Chair. With there being no further nominations, Mr. Watson called for a vote on the nomination of Commissioner Williams to serve as Vice Chairman. The motion passed unanimously with the following vote:

Commissioner Helms	Aye
Commissioner Rape	Aye
Commissioner Rushing	Aye
Commissioner Simpson	Aye
Commissioner Williams	Aye

Mr. Watson congratulated Commissioner Williams on his election as Vice Chairman of the Board of Commissioners.

Oaths of Office - Officers

21-483 Oaths of Office - Chair and Vice Chair

Mr. Watson stated that Lynn West, Clerk to the Board of Commissioners, would administer the oaths of office to the Chairman and Vice Chairman.

Mrs. West administered the following oaths of office:

Chairman:

STATE OF NORTH CAROLINA

COUNTY OF UNION

OATH OF OFFICE

Chair, Board of Commissioners

I, Dennis Rape, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Chair of the Board of Commissioners for the County of Union, so help me God."

I, Dennis Rape, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God."

I, Dennis Rape, do swear that I will well and truly execute the duties of the office of Chair

of the Board of Commissioners for the County of Union according to the best of my skill and ability, according to law; so help me, God.

s/Dennis Rape, Chairman

s/Lynn G. West, Clerk to the Board

Sworn to and subscribed before me
this 6th day of December, 2021.

Vice Chairman:

STATE OF NORTH CAROLINA

COUNTY OF UNION

OATH OF OFFICE

Vice Chair, Board of Commissioners

I, David H. Williams, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Vice Chair of the Board of Commissioners for the County of Union, so help me God."

I, David H. Williams, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God."

I, David H. Williams, do swear that I will well and truly execute the duties of the office of Vice Chair of the Board of Commissioners for the County of Union according to the best of my skill and ability, according to law; so help me, God.

s/David H. Williams, Vice Chair

s/Lynn G. West, Clerk to the Board

Sworn to and subscribed before me
this 6th day of December, 2021.

The Chairman and Vice Chairman took their places at the dais and Mr. Watson relinquished the gavel to the Chairman.

Approval of Elected Officials' Bonds

21-463 Elected Official's Bonds

Action: Vice Chairman Williams moved to approve the bond amounts for the Sheriff of \$5,000 and the Register of Deeds of \$25,000. The motion passed unanimously as follows:

Chairman Rape	Aye
Vice Chairman Williams	Aye
Commissioner Helms	Aye
Commissioner Rushing	Aye
Commissioner Simpson	Aye

Employees' Bonds

21-459 Employee Bonds

Action: Commissioner Helms moved to approve the bond amounts for the Financial Services Administrator of \$100,000 and the Tax Administrator of \$60,000. The motion passed unanimously as follows:

Chairman Rape	Aye
Vice Chairman Williams	Aye
Commissioner Helms	Aye
Commissioner Rushing	Aye
Commissioner Simpson	Aye

Proclamations and Awards

21-508 Special Recognition-Annual Operations Challenge and Hydrant Hysteria Contests

Chairman Rape recognized Andy Neff, Union County Water and Wastewater Division Director, to provide details about the recipients.

Mr. Neff explained that each year the North Carolina American Water Works – Water Environment Association, Inc. holds a conference in some North Carolina location in which professionals in the industry get together and discuss new topics and different ways of doing business, and as a part of this, there is a series of competitions that take place at the conference. He shared that the County's teams typically compete and do very well.

He stated that this year the County's Operations Challenge Team again won first place in Operations Challenge. Mr. Neff said this consists of a number of events that

test one's ability to deal with certain utility related type problems. He described the first test as repairing an eight-inch plastic wastewater line and then testing the water afterwards through automation to make sure they understood the parameters of the wastewater that were involved. He said this was the first timed test.

Mr. Neff described the second test as a maintenance simulation. He explained that there is a duplex pump station with two pumps, and one of the pumps fails, and the team members are called to the scene and tear the pump apart and determine what made it fail.

He stated there is also a laboratory event where they test for a number of parameters in water pH, alkalinity and ammonia and perform calculations to determine the alkalinity of the water so they can determine the amount of stability of that particular water sample. He said they also have to solve complex process control problems at a wastewater plant.

He said the last challenge they have to solve is a safety event where a person has succumbed to fumes in a confined space and they have to rescue the person, and then have to go back down and complete the job that this person was intending to do. He stated this team consisted of: Jonathan Jordan, Hayden Hunter; Brett Fletcher, Dillon Hall, and Matt Hargett, who was their coach. Mr. Neff said that Mr. Jordan and Mr. Hunter could not attend tonight's meeting. He asked that Mr. Fletcher, Mr. Hall, and Mr. Hargett come forward to be recognized by the Board.

He stated there were two teams for the Hydrant Hysteria events consisting of a men's team and a women's team. Mr. Neff said the County's women's team finished first of all the utilities which consisted of Beth Belk and Michelle McCarver, and Justin Hunley is their coach.

He stated this event involves putting a hydrant together, and shared that these members put the hydrant together in one minute and 46 seconds.

Mr. Neff stated that the men's team consisted of Jimmy Gillian, Justin Hunley and Jordan Helms. He said that Jimmy Gillian and Jordan Helms could not attend tonight's meeting, but Justin Hunley is present to accept the award for the men's team. He said this team finished second in the overall competition. He stressed that Union County Water did extremely well in the competition, and these employees demonstrated tremendous dedication and commitment to their work and to improving their skill levels. Mr. Neff said he thought these employees represent all of the County's employees exceptionally well.

Mr. Neff noted that Beth Belk is not part of Union County Water (formerly Union County Public Works). He said that Ms. Belk now works in C-Com but is a former Public Works employee, and they take her in as one of the team members in these types of events. He congratulated the team members for their good work and competitive spirit and their demonstration of skill.

Following the presentations, the team members had their photographs taken with Chairman Rape.

Mr. Neff added that he would be remiss if he did not recognize other employees of Union County Water who helped to set up the events at the conference: John Smith

who managed the entire Hydrant Hysteria competition for the North Carolina American Water Works. He said that Mark Farah and Paul Woods are also present who helped administrate some of the events.

21-516 Greg Morgan, Wilbur E. Long Award (NC DEQ statewide recognition)

Andy Neff, Union County Water and Wastewater Division Director, introduced Corey Basinger, North Carolina Division of Environmental Quality, Mooresville Regional Office, and Chair of the Water Pollution Control System Operators Certification Commission, to present the Wilbur E. Long Award to Greg Morgan, Field Services Superintendent.

Mr. Neff added that Mr. Basinger is in charge of the wastewater section in the Mooresville Regional Office.

Mr. Basinger expressed his appreciation for the invitation to attend tonight's meeting. He said one of the privileges entrusted to him as Chairman of the Water Pollution Control System Operators Certification Commission is to award annually the Operator of the Year Award (formerly known as the Wilbur E. Long Award) to a deserving wastewater professional in North Carolina.

Mr. Basinger shared that this year a number of nominations were received, and one nomination rose above all the rest, which was the nomination of Greg Morgan. He said that all eleven members of the Water Pollution Control System Operators Certification Commission reviewed that information. He stated that he has the privilege of knowing Mr. Morgan's work personally through interactions in the regional office, but the other ten professionals on the Commission do not know Mr. Morgan as well but through his nomination got to know him a little better. He said that Mr. Morgan's work in the industry is both exemplary and appreciated not only in Union County but also across the many activities that he is involved in professionally.

He read the three main eligibility criteria for the Wilbur E. Long award:

- 1) Has exhibited outstanding knowledge and innovation in the continuing operation of a water pollution control system.
- 2) The individual has contributed his/her time and efforts toward the training, education, and professionalism of water pollution control systems.
- 3) Has devised, discovered, or invented devices or techniques which enhance the industry.

Mr. Basinger said, without question, through the nomination of Mr. Morgan, he has met all three of those criteria. He shared that it is an honor and privilege for him to present the 2021 Wilbur E. Long Award to Greg Morgan. Mr. Morgan came forward and received his award.

Mr. Basinger read into the record some of the information provided in Mr. Morgan's nomination:

"In 2021 Greg Morgan, Union County Water Field Services Superintendent, earned the Wilbur E. Long Award and is being recognized for this achievement by the

Commission. Over the past year Mr. Morgan led the effort in Union County Water to significantly reduce sanitary sewer overflows from previous years---overflows reduced from 43 in FY20 to 23 in FY21.

These efforts involved installing a temporary pipeline to overcome a hydraulic restriction in the wastewater collection system, working to maximize the flow into the equalization basin at the Crooked Creek Water Treatment Facility, and identifying and developing the strategy to repair defects in a 42-inch sewer pipe to reduce inflow and infiltration (I & I). These efforts involve coordinating and support from many people within the organization, which Mr. Morgan regularly gives credit.

He continues to advocate for operators through training and development throughout the State. Mr. Morgan was awarded the Kasey Monroe Outstanding Service Award in 2016 and also awarded the Golden Manhole in 2020 in recognition for his exceptional service to the utility industry.

He has taught many classes throughout the state during his 20 years in the industry and is actively engaged with the NC American Water Works Association (AWWA) – Water Environment Association (WEA) as Treasury on the Board of Trustees. He is also the Chair for Operations Challenge Committee and is an appointed member of the Water Environment Federation Operations Challenge Committee”.

Mr. Basinger stated that on behalf of the entire Water Pollution Control System Operator Certification Commission and on behalf of Cabinet Secretary Biser and on behalf of Governor Cooper, they are thrilled to recognize Greg Morgan.

Chairman Rape commented that before proceeding with Informal Comments, he hopes to get to know all the members of the teams who received awards tonight. He said he got to know Greg Morgan when his grandfather was alive and he got to know Greg’s father. He shared a personal story about Greg’s grandfather.

Informal Comments

Chairman Rape announced that one person has registered to address the Board during Informal Comments. He called for Scott Levinne to come forward. Mr. Levinne was not present when his name was called for his comments.

Public Hearing(s)

Staff Recognition

[21-446](#) Recognize Caught in the Act Fall 2021 Recipient

Chairman Rape asked Mark Watson, County Manager, to provide details regarding this recognition.

Mr. Watson deferred to Assistant County Manager Patrick Niland for his comments.

Mr. Niland stated that Union County is fortunate to have one of the best Fire Marshals in the State of North Carolina. He said it is his honor to recognize one of the employees of the Fire Marshal’s Office for being nominated for the Caught in the Act Fall 2021 Award.

He shared that Beth Belk is an Administrative Support Specialist for the Fire Marshal’s

Office and that she does a lot of volunteer work with some of the local non-profits. He said that two of those non-profits are the Burned Children's Fund and Safe Kids Alliance. Mr. Niland stated that Ms. Belk was recently nominated for her efforts in connecting individuals in Social Services with resources. He explained there were two children who were burned in a fire and flown to Baptist Hospital, and Ms. Belk was able to find resources and help for the family to deal with the tragedy as well as help with the financial expenses of those treatments. Mr. Niland said that Ms. Belk also was able to provide gun locks to Social Services to deliver to families when they are out on call to make sure that individuals who own firearms have the firearms secured from children in the house.

Mr. Niland commented that Ms. Belk epitomizes organizational commitment and is not afraid to help anyone at any time. He congratulated and recognized Ms. Belk for the Fall 2021 Caught in the Act Award.

Kevin Rigoli, Union County Fire Marshal, Chairman Rape, and Assistant County Manager Niland had a photograph made with Ms. Belk.

Consent Agenda

Chairman Rape stated there has been a request to add an item to the agenda for a Joint Resolution in Support of Ending Contact Tracing and Quarantine Requirements of North Carolina Public School Students to the end of the Business portion of the agenda after Item 21-514.

Commissioner Rushing requested to move Item 21-489 – FY21 Short Waterline Extension Project – Task Order 2017-17 Amendment #1 to the regular agenda.

Chairman Rape stated that the title of Item 21-458 Resolution Authorizing Conveyance of Surplus Property should be revised to Authorize the County Manager to Convey Surplus Incinerator to Cabarrus County.

Action: With there being no further additions or deletions, Commissioner Helms moved to approve the items listed on the Consent Agenda as amended and recommended. The motion passed by a unanimous vote as follows:

Chairman Rape	Aye
Vice Chairman Williams	Aye
Commissioner Helms	Aye
Commissioner Rushing	Aye
Commissioner Simpson	Aye

21-333 Purchase of Virtual Training Simulator for Law Enforcement

Action: Authorized the County Manager to approve a contract to VirTra for the purchase of a Law Enforcement Training Simulator. [This service will be provided for a term of 60 months (5 years) for a total cost of \$325,668.15. The first-year cost obligation of \$76,085.63 includes a one-time Contract Initiation Payment of \$13,690.00 and the annual lease payment of \$62,395.63. The cost obligation for years two through five will be in the amount of \$62,395.63 per year.]

21-421 2021-2022 Union County Detention Center Medical Plan

Action: Adopted the 2021-2022 Union County Detention Center Medical Plan. [This plan is developed and signed on an annual basis by the Health Department and the Union County Sheriff's Office.]

See Exhibit "A" attached hereto, incorporated herein by reference, and made a part of the official minutes of the regular meeting of December 6, 2021.

21-440 Purchase Requisitions for Law Enforcement Vehicles

Action: Authorized the County Manager to approve the Purchase Orders to Capital Chevrolet Inc. for 23 2022 Chevrolet Tahoe's in the amount of \$888,457.25).

21-458 Resolution Authorizing Conveyance of Surplus Property (Agenda Item Title Changed to Authorize the County Manager to Convey Surplus Incinerator to Cabarrus County)

Action: Adopted Resolution Authorizing the County Manager to Donate Surplus Incinerator to Cabarrus County Sheriff's Office, Animal Control Division. [Financial Impact: None] – Authorized the County Manager to donate surplus incinerator to Cabarrus County Sheriff's Office, Animal Control Division. [No resolution was adopted.]

21-371 Emergency Services Computer Equipment Purchase

Action: Authorized the County Manager to negotiate and execute an agreement substantially consistent with this Agenda item. Authorized the purchase of the computer equipment specified in the quote to be used for the Emergency Services Complex. [The Emergency Services Complex will require the purchase of additional computer equipment for the expansion of the new facility. This will include CAD workstations, EOC workstations, and training workstations. This purchase will use funds from 911 and the General Fund to total \$76,869.00.]

21-513 Audio/Visual Purchase for Upcoming Sheriff's Administration and Emergency Services Buildings

Action: Authorized the County Manager to negotiate and execute an agreement substantially consistent with this agenda item. [RFP 2021-070 was received on May 26, 2021. Four proposals were submitted and reviewed by an evaluation team in accordance with applicable evaluation criteria for this project. As a result, the team selected InterTechnologies (Contract Number 7177) as the top ranked offeror to provide these audio/visual services.

The Union County A/V Coordinator has worked with InterTechnologies, the Facilities team, and the stakeholders with the new Sheriff's Administration Building and the new Emergency Services Building to identify all of the A/V needs for each facility. The total spend for A/V equipment and labor for the new Sheriff's Administration Building is \$354,575.86 and is budgeted by

Facilities. The total spend for A/V equipment and labor for the new Emergency Services Building is \$558,086.05 and is budgeted by Facilities.

21-406 Local Emergency Planning Committee

Action: Approved the nominations of the individuals listed below to the Union County Local Emergency Planning Committee (LEPC) for appointment by the North Carolina Emergency Response Commission and reappointed Andrew Ansley (Union County Emergency Management Director) as the Chairperson of the Union County LEPC.

Christopher Whitaker	Amateur Radio	Primary
David Keever	Amateur Radio	Alternate
Sheila Crunkleton	American Red Cross	Primary
David Helms	American Red Cross	Alternate
Steve Petersen	A & D Environmental	Primary
	A & D Environmental	Alternate
Jeff Peterson	Atrium Healthcare	Primary
Jeffrey Smith	Atrium Healthcare	Alternate
Toranze Lee	Beaver Lane Vol. Fire Dept.	Primary
Phil Handsel	Charlotte Pipe & Foundry	Primary
	Charlotte Pipe & Foundry	Alternate
Alvina Nyako	City of Monroe	Primary
Sheri Laney	City of Monroe	Alternate
Adam Hamilton	Conmet	Primary
Christopher Duggan	Duggan Law Firm,PC	Primary

Bryan Edwards	Emergency Med. Services	Primary
David Hyatt	Emergency Med. Services	Alternate
Shannon Jackson	Fresenius Kidney Care	Primary
Shontavia Covington	Fresenius Kidney Care	Alternate
Stine Knight	Glenmark Pharmaceuticals	Primary

	Goulston Technologies, Inc.	Primary
Sally Duncan	Goulston Technologies, Inc.	Alternate
Richard Harmon	Harmon Environmental, PA	Primary
Eli Torrence	Harris Teeter Distribution	Primary
Patrick Leonard	Harris Teeter Distribution	Alternate
Johnny Blythe	Hemby Bridge Fire Dept	Primary
Matthew Tarlton	Marshville Police Dept.	Primary
Ron Fowler	Monroe Fire Department	Primary
Gregory Collins	Monroe Fire Department	Alternate
Dan Ciminna	Monroe Police Dept.	Primary
Ben Bailey	Monroe Police Dept.	Alternate
Rob Miller	Monroe Energy Services	Primary
Russ Isom	Monroe Energy Services	Alternate
Joheliah Wilson	NC State Highway Patrol	Primary
Barry Baucom	NC State Highway Patrol	Alternate
Derek Burris	NC DOT	Primary
David Gillette	NC DOT	Alternate
Scott Baranowski	Omnova	Primary
Rob Supra	Pilgrim's Pride	Primary
	Pilgrim's Pride	Alternate

Stuart Kerkhoff	Radiator Specialty	Primary
Greg Beamer	Southern States	Primary
William Kilgo	South Piedmont Com. College	Primary
Keith Rogers	South Piedmont Com. College	Alternate
Charlie Porter	Stallings Fire Dept.	Primary

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Kevin Starnes	Town of Waxhaw Fire Marshal	Primary
Katelyn Stroud	Tyson Foods	Alternate
Patrick Scroggs	Tyson Foods	Primary
Richard Helms	UC Commissioner	Primary
Vicki Callicutt	UC Communications	Primary
Susan Furr	UC Communications	Alternate
Kevin Rigoli	UC Fire Marshal	Primary
Jon Williams	UC Fire Marshal	Alternate
Andrew Ansley	UC Emergency Mgmt.	Primary
Will Seamon	UC Emergency Mgmt.	Alternate
Traci Colley	UC Environmental Health	Primary
David Finley	UC Environmental Health	Alternate
Dennis Joyner	UC Health	Primary
Jason Gurian	UC Health	Alternate
Jarrold McCraw	UC Public Schools	Primary
Don Novak	UC Public Schools	Alternate
Kevin Benton	UC Sheriff's Office	Primary
Wesley M. Tyson	UC Sheriff's Office	Alternate
Ashley Lantz	UC Social Services	Primary
Monica Smith	UC Social Services	Alternate
Theresa Torres	UC Transportation	Primary
Junior Espino	UC Transportation	Alternate

Jim King	UC Planning Dept.	Primary
Lee Jenson	UC Planning Dept.	Alternate
Jacob Bryant	US Cold Storage	Primary
Scott Walsh	US Cold Storage	Alternate

Brian Stephenson	WBTV News	Primary
Dr. James Hall	Wingate University	Primary
Steven McLendon	Wesley Chapel Fire Dept.	Primary
Andrew Neff	UC Public Works	Primary
Junior Honeycutt	UC Public Works	Alternate
Kathryn Brown	UC Pub. Communications	Primary
Liz Cooper	UC Pub. Communications	Alternate

21-413 FY22 Emergency Management Performance Grant (EMPG) Application

Action: Authorized the County Manager to apply for the FY22 Emergency Management Performance Grant – Authorized the County Manager to apply for the FY22 Emergency Management Performance Grant. [The EMPG is a 50 percent local, 50 percent Federal matching grant that is administered through the North Carolina Division of Emergency Management and may be used for the salaries of Emergency Management positions and in maintaining a “Comprehensive Emergency Management” program. Total grant award is \$214,232.38 with a local match of \$107,116.19. The local match is encumbered in the current budget.]

21-475 Interlocal Agreement between Union County and City of Monroe

Action: Authorized the County Manager to execute an agreement substantially consistent with this agenda item.

The Monroe Fire Department has specialized personnel, training and equipment in hazardous materials response and swift water rescue. Historically, this service has been available for request by any of the Volunteer Fire Departments as needed. This interlocal agreement is to develop the terms for the services provided and mutual aid assistance by Monroe to the Volunteer Fire Departments. \$40,000 has been allocated in the FY22 budget.

21-447 SouthData Inc. Contract Expansion

Action: Authorized the County Manager to approve an increase in spending with SouthData Inc. (C#6084).

The Tax Administrator’s Office is requesting an authorization for an increase in spending with SouthData Inc. This request includes the total estimated cost for services through the end of the initial contract on November 19, 2022. The estimated increase in cost is \$75,000 beyond current authorizations.

The original contract was executed in November 2019 for the provision of printing and mailing services related to tax bills, annual listing forms, and other

mailings initiated by the Tax Administrator's Office. The initial three-year cost estimate was \$179,891 in printing and postage cost. With the cost of postage increasing along with printing costs associated with the 2021 reappraisal, that estimate has been met and there is one year remaining on the contract.

21-449 FY 21/22 Tax Bill Correction Report for October 2021

Action: Approved FY 21/22 Tax Bill Correction Report for October 2021 – Refund: \$9,013.37.

21-497 October 2021 NCVTS Motor Vehicle Tax Refund Report

Action: Approved the October 2021 NCVTS Motor Vehicle Tax Refund Report – [Financial Impact: \$933.71]

North Carolina Vehicle Tax System																
NCVTS Pending Refund report																
Report Date: 11/22/2021 10:12:17 AM																
Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Amount	Created Date	Authorization Code	Tax Jurisdiction	Levy Type
D L PETERSON TRUST	D L PETERSON TRUST		PO BOX 2666		RECHMOND, VA 23261	Adjustment == \$100	0060248079	HEJ3126	PENDING	600757798	Refund Generated due to adjustment on bill #0060248079-2020-2020-0000	Situs error	10/01/2021		001	Tax
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															001	Tax
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															024	Tax
															003	Tax
															011	Tax
															012	Tax
															000	Tax
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															200	Vehicle Fee
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																Refund
																\$100.20
																Refund Total
																\$933.71

21-452 Eventide Call Recorder

Action: Authorized the County Manager to approve Purchase Order on GSA Contract #GS-35F-0415V in the amount of \$221,091.33 to Carolina Recording Systems for the purchase and installation of an Eventide NexLog DX logging recorder at the new Emergency Services Facility.

All incoming calls and radio traffic are required to be recorded in compliance with North Carolina Administrative Code 09 NCAC 06C.0207(c). With the addition of a new facility, an increase in the number of consoles recorded as well as age of existing equipment and future TDMA radio upgrades, which will require upgrades to the hardware for capturing radio traffic, the 911 Center will be replacing the existing recording system as part of the transition to the new facility. [\$197,758.63 to be funded from existing 911 Fund balance and \$23,332.70 from the building CIP for non-eligible expenses from the Fund Balance.]

21-453 Motorola Archiving Interface Server (AIS)

Action: Authorized the County Manager to approve Purchase Order on NC State Contract 725G in the amount of \$69,867.95 to Motorola for the purchase and installation of an Archiving Interface Server (AIS) to be used in conjunction with the logging recorder at the new Emergency Services Facility.

All incoming calls and radio traffic are required to be recorded in compliance with North Carolina Administrative Code 09 NCAC 06C.0207(c). Future TDMA radio system upgrades will require hardware replacements to the existing radio hardware in order to record P25 trunked radio channels in a TDMA environment. Currently, Union County is using 10 end of life XTL5000 mobile radios which are rack mounted to capture this audio. With the replacement of logging recorder, it is financially advantageous to upgrade to an archiving interface server ahead of the TDMA conversion to ensure compliance with Administrative Code. [\$67,715.55 to be funded from existing 911 Fund balance and \$1,152.40 from the building CIP for non-eligible expenses from the Fund Balance.]

21-467 Motorola Microwave New Emergency Services Facility

Action: Authorized the County Manager to approve a Purchase Order in the amount of \$151,856 to Motorola for the purchase and installation of a new microwave path offered on Houston-Galveston Area Council Purchasing Cooperative Contract (HGAC) RA05-21.

The Union County Board of Commissioners approved a 911 Grant Agreement on October 19, 2020, and adopted Special Revenue Ordinance (SRO) #49. In conjunction with this approval, the Emergency Communications Department

has begun the process of procuring the equipment authorized in the grant application.)

With the addition of a new Emergency Services Facility on Concord Avenue, Union County Emergency Communications will require a new microwave path between the new facility and the prime site tower located at the Union County Sheriff's Office to provide connectivity to the existing simulcast radio network.

[\$125,000 to be funded from 911 Grant Fund and \$26,856 from the building CIP for expenses which exceed the 911 Grant amount award.

21-461 Marshville Elevated Tank Refurbishment - Bid Award

Action: (i) Accepted the low bidder and awarded the construction contract to Worldwide Industries Corp. in the amount of \$809,633.00; (ii) authorized the County Manager to negotiate and execute an agreement substantially consistent with this Agenda item; and (iii) adopted Resolution Providing Notice of the Marshville Elevated Tank Refurbishment construction; and adopted Capital Project Ordinance (CPO) No. 293 in the amount of \$550,000.00.

The Water Tank Rehabilitation Program, as adopted by the Board of County Commissioners and identified as part of the Comprehensive Water and Wastewater Master Plan, includes an allocation for the refurbishment of elevated storage facilities. The one (1)-million-gallon Marshville (Highway 74 East) Tank was identified for exterior and interior coating. Included in the refurbishment will be replacement of tank accessories, site work and restoration, the installation of an altitude valve, valve vault, and Union County logos.

On October 28, 2021 Union County Procurement received six (6) bids for this project. One of the six bids received was not accepted due to not holding a NC General Contractor license number and was deemed non-responsive. All other bids were reviewed and certified by the engineer per the engineering report for bids and bid tabulation. The bids ranged from \$809,633.00 to \$1,238,204.00 and the engineer's estimate for the project was \$1,040,300.00. Based on the engineer's review and Procurement Division approval of the bids, staff recommends that the project be awarded to the lowest responsive and responsible bidder, Worldwide Industries Corp. in the amount of \$809,633.00.

To fully fund the construction of this project, a Capital Project Ordinance Amendment is required to make funding from the FY22 CIP allocation available. CPO No. 293, in the amount of \$550,000.00, will allow this project to be awarded and constructed.

Bids received are recorded below:

BID TABULATION
MARSHVILLE ELEVATED TANK REBURISHMENT
UNION COUNTY
OCTOBER 28, 2021
WKD# 20210007.00.CL

				Worldwide Industries Corp. 470 Mitchell Hill Rd Butler, PA License No. 73276		Classic Protective Coatings, Inc. State Hwy 25 Menomonee, WI 54751 License No. 67867		Utility Service Co., Inc. 535 Courtney Hodges Blvd Perry, GA 31069 License No. 52520		Maguire Iron, Inc. 1610 N. Minnesota Ave. Falls, SD 57104 License No. 57104		D&M Painting Corporation 1500 Amity Ridge Road Washington, PA 15301 License No. 69787	
Item No.	Item Description	Unit	Quantities	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Interior Tank Refurbishment as specified	LS	1	\$168,210.00	\$168,210.00	\$204,125.00	\$204,125.00	\$123,000.00	\$123,000.00	\$374,500.00	\$374,500.00	\$213,400.00	\$213,400.00
2	Exterior Tank Refurbishment as specified	LS	1	\$324,410.00	\$324,410.00	\$506,190.00	\$506,190.00	\$311,300.00	\$311,300.00	\$163,339.00	\$163,339.00	\$701,140.00	\$701,140.00
3	Exterior Containment System	LS	1	\$90,400.00	\$90,400.00	\$55,000.00	\$55,000.00	\$207,600.00	\$207,600.00	\$170,000.00	\$170,000.00	\$35,000.00	\$35,000.00
4	Replacement of Interior Ladder with Safety Device	LS	1	\$16,400.00	\$16,400.00	\$9,800.00	\$9,800.00	\$5,700.00	\$5,700.00	\$9,000.00	\$9,000.00	\$7,800.00	\$7,800.00
5	Lower Extendable Exterior Ladder with Safety Cage	LS	1	\$9,800.00	\$9,800.00	\$4,500.00	\$4,500.00	\$2,500.00	\$2,500.00	\$7,500.00	\$7,500.00	\$2,900.00	\$2,900.00
6	Exterior Safety Climbing Device	LS	1	\$14,100.00	\$14,100.00	\$5,000.00	\$5,000.00	\$900.00	\$900.00	\$6,000.00	\$6,000.00	\$3,200.00	\$3,200.00
7	24" AWWA Freeze/Clog Roof Vent with Screen	LS	1	\$6,900.00	\$6,900.00	\$6,500.00	\$6,500.00	\$5,000.00	\$5,000.00	\$6,500.00	\$6,500.00	\$7,200.00	\$7,200.00
8	Drain Valve	LS	1	\$3,100.00	\$3,100.00	\$3,500.00	\$3,500.00	\$2,500.00	\$2,500.00	\$4,980.00	\$4,980.00	\$3,000.00	\$3,000.00
9	Limb Trimming (Along Fence Line)	LF	600	\$10.00	\$6,000.00	\$10.00	\$6,000.00	\$6.00	\$3,600.00	\$8.00	\$4,800.00	\$3.00	\$1,800.00
10	Replace Broken Fence Segments	LF	100	\$100.00	\$10,000.00	\$25.00	\$2,500.00	\$36.00	\$3,600.00	\$45.00	\$4,500.00	\$35.00	\$3,500.00
11	16-inch Altitude Valve and Gate Valve	LS	1	\$26,910.00	\$26,910.00	\$10,500.00	\$10,500.00	\$117,500.00	\$117,500.00	\$88,000.00	\$88,000.00	\$53,000.00	\$53,000.00
12	16-inch RUDIP Water Line	LF	40	\$150.00	\$6,000.00	\$200.00	\$8,000.00	\$1,085.00	\$43,400.00	\$300.00	\$12,000.00	\$400.00	\$16,000.00
13	10"x10"x8" Valve Vault	LS	1	\$24,900.00	\$24,900.00	\$12,000.00	\$12,000.00	\$38,600.00	\$38,600.00	\$27,646.00	\$27,646.00	\$28,400.00	\$28,400.00
14	Tank Logos/Lettering	EA	2	\$10,800.00	\$21,600.00	\$3,000.00	\$6,000.00	\$9,375.00	\$18,750.00	\$6,000.00	\$12,000.00	\$18,400.00	\$36,800.00
15	Exterior Ladder Rung Replacement	EA	10	\$200.00	\$2,000.00	\$100.00	\$1,000.00	\$125.00	\$1,250.00	\$250.00	\$2,500.00	\$250.00	\$2,500.00
16	Epoxy compound to repair metal surface	GAL	3	\$900.00	\$2,700.00	\$250.00	\$750.00	\$360.00	\$1,080.00	\$1,250.00	\$3,750.00	\$2,000.00	\$6,000.00
17	Pit Welding	EA	50	\$20.00	\$1,000.00	\$25.00	\$1,250.00	\$50.00	\$2,500.00	\$40.00	\$2,000.00	\$15.00	\$750.00
18	Seam Welding	LF	4	\$100.00	\$400.00	\$100.00	\$400.00	\$125.00	\$500.00	\$150.00	\$600.00	\$250.00	\$1,000.00
19	Chipping, grinding, and cutting metal surfaces	HR	15	\$80.00	\$1,200.00	\$75.00	\$1,125.00	\$184.00	\$2,760.00	\$240.00	\$3,600.00	\$150.00	\$2,250.00
BASE BID TOTAL:					\$736,030.00		\$844,140.00		\$892,040.00		\$903,215.00		\$1,125,640.00
20	Mobilization (5% of Total Base Bid)	LS	1	\$36,801.50	\$36,801.50	\$42,207.00	\$42,207.00	\$44,602.00	\$44,602.00	\$45,161.00	\$45,161.00	\$56,282.00	\$56,282.00
21	Contingency Allowance (5% of Total Base Bid)	LS	1	\$36,801.50	\$36,801.50	\$42,207.00	\$42,207.00	\$44,602.00	\$44,602.00	\$47,419.00	\$47,419.00	\$56,282.00	\$56,282.00
BID TOTAL (BASE + ALLOWANCES):					\$809,633.00		\$928,554.00 *		\$981,244.00		\$995,795.00		\$1,238,204.00

*Math Error Corrected

I hereby certify that the above is a true and correct
 (to the best of my knowledge) tabulation of bids received on October 28, 2021.

Colleen Brophy, PE
 W.K. Dickson & Co., Inc.



10/27/21

**RESOLUTION OF THE UNION COUNTY BOARD OF COMMISSIONERS PROVIDING NOTICE OF
MARSHVILLE ELEVATED TANK REFURBISHMENT**

WHEREAS, pursuant to G.S § 153A-457, a county shall notify property owners and adjacent property owners prior to commencement of any construction project by the county; and

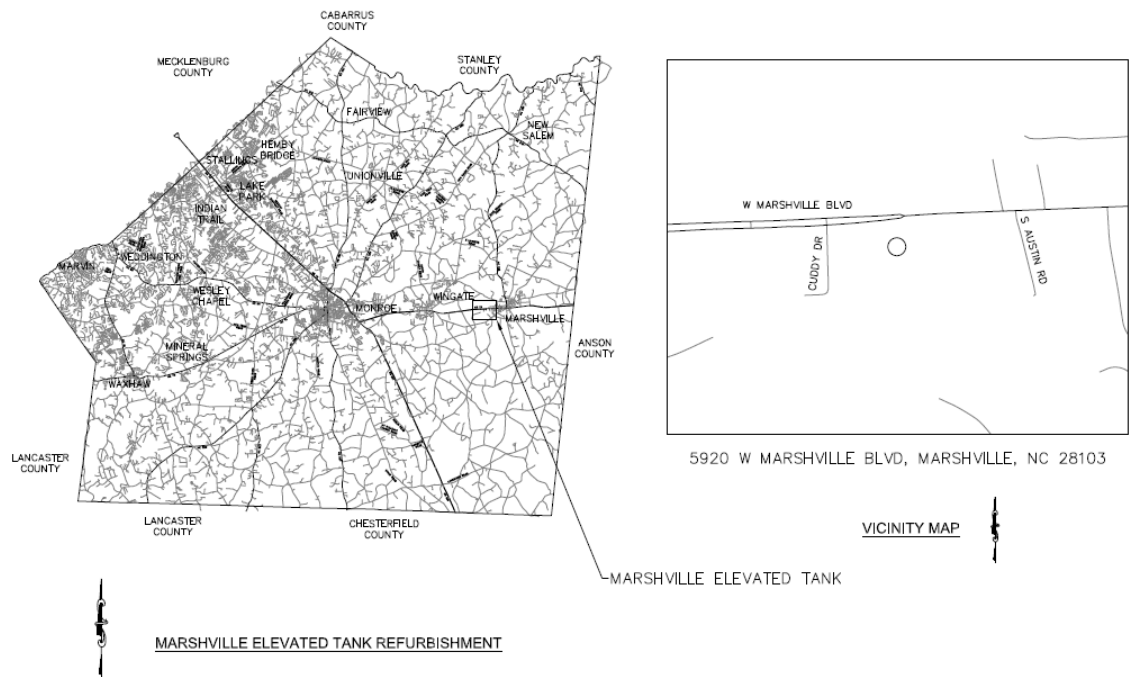
WHEREAS, G.S. § 153A-457 provides that notice of a county construction project is deemed sufficient if notice of the construction project is given in any open meeting of the county prior to the commencement of the construction project; and

WHEREAS, the Union County Board of Commissioners desires to give notice of the refurbishment of the Marshville Elevated Tank prior to commencement of project construction as required by G.S. § 153A-457.

NOW, THEREFORE, BE IT RESOLVED BY THE Union County Board of Commissioners that:

1. Union County may commence the refurbishment of the Marshville Elevated Tank on the property as shown on the attached map after the award date of the construction contract for the project.
2. This resolution and notice is adopted in accordance with the construction notice requirements of G.S. § 153A-457.

Adopted this the 6th day of December, 2021.



**UNION COUNTY, NORTH CAROLINA
PUBLIC WORKS PROJECTS – 2022
CAPITAL PROJECT ORDINANCE #293**

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY, NORTH CAROLINA:

Section I. That for the purpose of providing funds, together with any other previously appropriated available funds, for the following project:

Marshville Water Tank Rehabilitation

Including the rehabilitation of interior and exterior coatings of the Marshville elevated storage tank, an additional \$550,000 is hereby appropriated for a total project cost of \$1,023,965.

Section II. That it is estimated that the following revenues will be available during the construction period to meet the appropriations in Section I, as set forth in the following schedule:

Interfund Transfer from:	
Water and Sewer Fund	\$1,023,965

Section III. The attached CPO #293 chart is incorporated herein showing appropriations to date, additions as of this capital project ordinance, and the total appropriation.

Section IV. That the finance officer is authorized from time to time to transfer as a loan from the General Fund or unspent County proceeds in the Capital Projects Funds, cash in an amount necessary to meet obligations until such time as financing is arranged, at which time repayment will be made and the finance officer is authorized to sign the Declaration of Official Intent to Reimburse Expenditures as required by Internal Revenue Service regulations.

Section V. This capital project ordinance is adopted and effective this 6th day of December 2021.

21-489 FY21 Short Waterline Extension Project - Task Order 2017-17 Amendment #1

Action: This item was moved to the Regular Agenda during the meeting at the request of Commissioner Rushing.

21-490 Interlocal Agreement with Town of Indian Trail for Water Main Improvement Project

Action: (i) Accepted the provisions shown in Interlocal Agreement #7363 with the Town of Indian Trail for water system improvements in an amount not to exceed \$178,172.50 and (ii) authorized the County Manager to negotiate and execute an agreement consistent with this Agenda item.

The Capital Improvement Program, as adopted by the Board of County Commissioners, includes system improvements to the existing water system. Union County Water provided design services for the proposed water system improvements, and will assist the Town of Indian Trail with construction inspection services for Indian Trail Water Main Improvement Project. The project consists of 6-inch and 2-inch water main relocations required for a roadway and drainage improvements project in Indian Trail Park administered by the Town of Indian Trail. Water services for water customers along Grover

Moore Place and Short Cut Lane will be replaced as part of the work.

The provisions identified in the Agreement have been reviewed by Union County Water engineering staff and are appropriate for the project. Construction of the project is to be provided on a unit price basis estimated to be \$178,172.50 per the Interlocal Agreement. Union County is responsible for an amount not to exceed \$178,172.50. The Town of Indian Trail agrees to pay all project costs above \$178,172.50. Actual costs will be reconciled at project completion, and Union County will reimburse the Town of Indian Trail for the project construction costs not exceeding \$178,172.50.

21-474 FY20 5311 Administrative (Non-Urbanized Area Formula Program) CARES Act Grant Amendment

Action: a) Ratified submission of the Human Services Agency Transportation Division's FY20 5311 Administrative (Non-Urbanized Area Formula Program) CARES Act Grant Application Amendment; (b) Upon award of the amendment, authorized the County Manager to execute related contracts and/or agreements, pending legal review; (c) Upon receipt of the grant award, amend the FY22 Transportation budget to recognize, receive, and appropriate an increase of \$239,089 in Transportation 5311 Rural Urbanized Area CARES grant funding.

To date, Union County has been awarded 5311 CARES Act funding on three separate occasions, all of which have been approved by the Board of County Commissioners.

- Round 1, approved June 15, 2020, awarded funds in the amount of \$226,550.
- Round 2, approved September 21, 2020, awarded funds in the amount of \$239,494.
- Round 3, approved March 1, 2021, awarded funds in the amount of \$129,108.

The FTA has now approved a fourth round of 5311 CARES Act funding in the amount of \$239,089. The total funding amount of all disbursements will be \$834,241. The amended application for Section 5311 covers a 2-year period with a period of performance from January 20, 2020, to January 20, 2022

21-476 FY23 Subsidized Child Care Assistance Application for Smart Start Grant Funding

Action: (a) Approved the Child Care Assistance program's request to apply for FY23 Smart Start grant funding.

(b) Upon award of the grant, authorized the County Manager to execute related contracts and/or agreements, pending legal review.

(c) Upon receipt of the grant award, recognize, receive, and appropriate the awarded amount to the Division of Social Services' budget.

[The Union County Human Services Agency Division of Social Services is required to contribute a cash and in-kind contribution which is primarily

provided by County personnel and use of office space. For FY23, a total of \$1,215,294 is requested, which includes \$243,220 for personnel and \$972,074 for direct purchase of services.]

21-466 Purchase of PSA-1000 Environmental Coating Applicator (Alternate Daily Cover (ADC) Spray Applicator)

Action: Authorized the County Manager to negotiate and execute an agreement with LSC Environmental Products, LLC, substantially consistent with this agenda item.

The PSA-1000 environmental coating applicator is a pull behind solid wheel trailer equipped with a 1,000-gallon tank capable of spraying an Alternate Daily Cover (ADC) Waste-Cover slurry at the required thickness to meet or exceed North Carolina Department of Environmental Quality Landfill Intermediate and ADC standards. The material applied will replace the soil daily cover currently used with a non-flammable, durable Portland cement enforced crust approved by NCDEQ. This material will help eliminate wind and water erosion, minimize disease vectors, control leachate, reduce fire hazard potential, reduce noxious odors, allow for the recycling of waste latex paint to be included in the slurry mixture and improve the overall aesthetic appearance of the operation. Due to the rugged terrain involved with a C&D material surface, the ground clearance provided with this machine is critical to navigate the working surface of the Landfill. This machine is also equipped with a separate water tank for rinsing out any remaining cover base mix material after each application.

IFB 2022-024 was issued October 1, 2021 and on the due date of November 2, 2021 one (1) bid was received with no discrepancies noted. LSC Environmental Products, LLC is the apparent lowest responsive and responsible bidder.

21-469 Purchase of Office Furniture for the Board of Elections Addition and Renovation Project with Step Up, Inc.

Action: Authorized the County Manager to negotiate and execute an agreement substantially consistent with this agenda item.

As part of the Board of Elections Addition and Renovation project, Facilities Management coordinated with the Board of Elections staff and the design team for the selection of office furniture for the new addition and renovation of existing Board of Elections space.

NC State Contract 420A will be used for the majority of the purchase. The total cost of the purchase is \$224,056.49 and includes \$5,924.63 in costs listed as off-contract.

The total cost of the purchase is \$224,056.49.

21-470 Progress Building Renovation - Bid Award and Construction Contract Approval

with Hostetter and Son Construction, Inc.

Action: Accepted the low bidder, awarded the construction contract to Hostetter and Son, Inc. in the amount of \$1,187,110.00 and authorized the County Manager to negotiate and execute an agreement substantially consistent with this agenda item, pending legal review.

This project includes a renovation of the second level office area, first level lobby and addition of an ADA compliant elevator to accommodate the relocation of the Monroe-Union County Economic Development organization into the Progress Building. The scope of work will include some floor plan changes on the second level, addition of restrooms on the second level, the addition of an elevator, changes to the lobby and stairs to accommodate the elevator and updates to the finishes on the second level.

The project also includes various improvements to the warehouse at the Progress Building to accommodate the relocation of the Union County Transportation Division staff and fleet. These improvements include the addition of ventilation fans and equipment to meet code requirements for indoor vehicle storage, electrical infrastructure to support transportation fleet vehicle operations, partition fencing and minor renovations to the large training room in the warehouse.

On September 22, 2021, the Procurement Department issued an Invitation for Bids as IFB 2022-016. On October 14, 2021, four (4) bids for the project were received and publicly opened. All bids were tabulated, reviewed and certified by the designer. Based on the designer's review and recommendation, staff recommends that the project be awarded to the lowest, responsive bidder, Hostetter and Son, Inc., in the amount of \$1,187,110.00.

Bids received are recorded below:

Union County Government		MOSELEY ARCHITECTS		TABULATION OF BIDS			
Project: Progress Building - Renovations		Bid IFB 2022-016		Architect's Commission No.: 601152		Bid Receipt Time: 10-14-2021, 10:00am Bid Opening Time: immediately thereafter	
General Contractors	Tyler2 Construction	Hostetter & Son Construction, Inc.	Catalyst Construction Co. Inc.	KMD Construction			
Base Bid	\$1,075,200.00	\$969,000.00	\$1,174,760.00	\$1,022,730.00			
Alternate No. 1 Warehouse	\$312,890.00	\$222,500.00	\$244,378.00	\$210,157.00			
Alternate No. 2 Owner Preferred Hardware	\$0.00	(-) 4,390.00	\$1,850.00	(-) 4,000.00			
Receipt of Addenda 1 acknowledged	Yes	Yes	Yes	Yes			
Contractor License Number	20927	76902	80391	49998			
Bid Form signed	Yes	Yes	Yes	Yes			
Bid Form sealed	Yes	Yes	Yes	No			
Bid Security (5%) attached	Yes	Yes	Yes	Yes			
Non-Collusion Affidavit	Yes	Yes	Yes	Yes			
HUB Certified/ Minority Participation	Yes	Yes	Yes	Yes			
Affidavit A or B	Yes	Yes	Yes	Yes			
E-verify Affidavit	Yes	Yes	Yes	Yes			

21-454 Amendment to the Union County Pay and Classification Plan

Action: Approved revision of the Union County Pay Plan to add the new job classification title and pay grade:

- (i) Crime Lab Director – Pay Grade 330

21-462 Solid Waste Surplus Equipment Sale

Action: Adopted a Resolution Authorizing Surplus Property Sale by Internet Auction which:

1. Declares the property itemized on Attachment A as “Surplus” to the needs of Union County.
2. Authorizes sale at electronic auction of the surplus property described in Attachment A as per the terms and conditions as specified in the online auction service provider contract.
3. Authorizes the Procurement Director or her designee to execute any and all documents necessary to transfer title to said property on behalf of Union County.

RESOLUTION AUTHORIZING SURPLUS PROPERTY SALE BY INTERNET AUCTION

WHEREAS, G.S. 160-270(c) allows Union County to sell personal property at electronic auction upon adoption of a resolution authorizing the Procurement Manager or her designee to dispose of the property at electronic auction; and

WHEREAS, the Procurement Manager has developed a list of these items as shown on Attachment "A" for review by the Board of Commissioners for disposal by electronic auction;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Union County Board of Commissioners that the items of personal property included on Attachment "A" and incorporated herein by reference, be declared surplus and that the Procurement Manager or her designee be authorized to sell at electronic auction, beginning December 13, 2021 at 10:00 a.m. and ending December 28, 2021 at 10:00 a.m. as indicated on Attachment "A", the surplus property described on Attachment "A", as per the terms and conditions as specified in the County's existing contract with the on-line auction Service Provider to the highest bidders.

BE IT FURTHER RESOLVED that the Procurement Manager or her designee is authorized to execute any and all documents necessary to transfer said property on behalf of Union County.

BE IT FURTHER RESOLVED that the terms of sale applicable at the aforementioned auction of the items listed on Attachment "A" shall be as follows:

1. Sale to the highest bidder with all sales final.
2. All items sold "as is" and "where is" with no warranty, expressed or implied, which extends beyond the description of the items.
3. Purchasers must remove vehicle(s) within ten business days from the time and date of issuance of the Buyer's Certificate. The equipment is to be picked up at 2125 Austin Chaney Road, Wingate, North Carolina 28174. Purchasers shall bear sole risk of loss for all items remaining on the premises ten (10) calendar days from the time and date of issuance of the Buyer's Certificate.
4. Payment must be made online through the on-line auction Website. Payment in full is due not later than five (5) calendar days from the time and date of the Buyer's Certificate. Payment cannot be accepted onsite.
5. BE IT FURTHER RESOLVED that payment of advertising and miscellaneous expenses be paid from the proceeds of the sale.

Adopted this 6th day of December 2021.

Attachment "A" Surplus Equipment List

Equipment	Make	Model	Year	Serial/VIN	Hours/Mileage	Auction Start Date/Time	Auction End Date/Time
Trackloader	CAT	973	1992	086G01183	6434 Hours	12/13/2021 10:00:00 AM	12/28/2021 10:00:00 AM
Front End Loader	John Deere	TC54H	2000	DWTC54H57368	Unknown	12/13/2021 10:00:00 AM	12/28/2021 10:00:00 AM
Roll Off Truck	Volvo	ROLLOFF	2004	4V5KC9GF64N367718	199,600 Miles	12/13/2021 10:00:00 AM	12/28/2021 10:00:00 AM
Roll Off Truck	Volvo	ROLLOFF	2002	4V5KC9GF02N325395	220,390 Miles	12/13/2021 10:00:00 AM	12/28/2021 10:00:00 AM
TrashMaster Compactor	CMI TrashMaster	3-90C	Unknown	GJ336	Unknown	12/13/2021 10:00:00 AM	12/28/2021 10:00:00 AM
Pan Scraper	CAT	623E/G92-072M	1996	06YF00275	4837 Hours	12/13/2021 10:00:00 AM	12/28/2021 10:00:00 AM
Pan Scraper	CAT	623B	1993	46P02045	1110 Hours	12/13/2021 10:00:00 AM	12/28/2021 10:00:00 AM
Scale	UniBridge	N/A	Unknown	91397	N/A	12/13/2021 10:00:00 AM	12/28/2021 10:00:00 AM
Scale	Fairbanks	N/A	Unknown	74400	N/A	12/13/2021 10:00:00 AM	12/28/2021 10:00:00 AM
Trash Compactor	Marathon RamJet	RJ 250SC	Unknown	N/A	N/A	12/13/2021 10:00:00 AM	12/28/2021 10:00:00 AM
Trash Compactor	Marathon RamJet	RJ 250SC	Unknown	N/A	N/A	12/13/2021 10:00:00 AM	12/28/2021 10:00:00 AM
Hydraulic Discs	Taylor-Way	N/A	Unknown	126645	N/A	12/13/2021 10:00:00 AM	12/28/2021 10:00:00 AM

21-465 Banking Resolutions and Signature Cards

Action: Adopted a Resolution and Agreement for Deposit Account for BB&T/Truist in the event of personnel changes.

Authorized the Chairman, Vice Chairman of the Board of Commissioners, County Manager and appointed Finance Officer to sign the signature cards, addendums and incumbency certificates on behalf of Union County, as necessary.

TRUIST

RESOLUTION FOR DEPOSIT ACCOUNT

Union County NC 566000345
 Name of Entity TIN

- | | | |
|---|---|---|
| <input type="checkbox"/> Corporation | <input checked="" type="checkbox"/> Government Entity | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Unincorporated Association | <input type="checkbox"/> General Partnership | <input type="checkbox"/> Non-Profit Corporation |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Other |

The undersigned, acting in the capacity as corporate secretary or custodian of records for the above-named Entity, organized and existing under the laws of North Carolina, represents to Truist Bank ("Bank") that I have reviewed the governing documents and relevant records of the Entity and certify that resolutions or requirements similar to those below are adopted by and, are not inconsistent with the governing documents or records of the Entity, and that such resolutions or requirements are current and have not been amended or rescinded.

I. That the Bank is designated as a depository institution for the Entity and that by execution and delivery of this Resolution for Deposit Account the Entity will be bound by the Bank's deposit account agreement now existing or as may be amended. Any officer, agent or employee of the Entity is authorized to endorse for deposit any check, drafts or other instruments payable to the Entity, which endorsement may be in writing, by stamp or otherwise, with or without signature of the person so endorsing.

II. That any one individual named below (a "Designated Representative") is authorized to open accounts on behalf of the Entity, to close any account or obtain information on any account. Any one Designated Representative may appoint others (an "Authorized Signer") to conduct transactions on an account by authorizing them to sign their name to the signature card.

Designated Representative (Signature)	Printed Name	Title
_____	_____	<u>Chairman, Board of Commissioner</u>
_____	_____	<u>Vice Chairman, Board of Commission</u>
_____	_____	<u>Finance Director</u>
_____	_____	_____
_____	_____	_____

III. That the Bank is authorized upon the signature of any one signer on a signature card to honor, pay and charge the account of the Entity, all checks, drafts, or other orders for payment, withdrawal or transfer of money for whatever purpose and to whomever payable.

IV. That any one Designated Representative may appoint, remove or replace an Authorized Signer, enter into a night depository agreement, enter into an agreement for cash management services, lease a safe deposit box, enter into an agreement for deposit access devices, enter into an agreement for credit cards, enter into an agreement relating to foreign exchange and obtain online foreign exchange services related thereto, or enter into any other agreements regarding an account of the Entity.

FOR BANK USE ONLY	
Prepared By _____	Date _____
Center _____	Bank No. _____ State _____

Forward to:
 Centralized Document Scanning Operations
 M/C 100-99-15-11

8010 (2110)

21-505 Reimbursement Resolution for UCPS Design for Forest Hills High and East Elementary for 2/3rds General Obligation Bond Issuance

Action: Adopted a Declaration of the County of Union, North Carolina of the Intent to Reimburse Itself for Capital Expenditures Incurred in Connection with the Improvements of the County's and Education Facilities and Infrastructure from the Proceeds of Tax-Exempt Bonds, as recorded below, and authorized the Finance Director to sign the Declaration of Intent to Reimburse Expenditures as required by the Internal Revenue Service regulations for the

Union County Public Schools (UCPS) Design of Forest Hills High School and East Elementary School projects.

A DECLARATION OF THE COUNTY OF UNION, NORTH CAROLINA OF THE INTENT TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES INCURRED IN CONNECTION WITH THE IMPROVEMENTS OF THE COUNTY'S AND EDUCATION FACILITIES AND INFRASTRUCTURE FROM THE PROCEEDS OF TAX-EXEMPT BONDS

WHEREAS, Board of Commissioners of the County of Union, North Carolina ("*County*") on December 6, 2021 has authorized the County's finance officer to take such action as may be required to declare the intent of the County to reimburse itself for capital expenditures related to improvements to the County and Education's facilities and infrastructure made in anticipation of the issuance of tax-exempt obligations for the following programs (collectively, the "*Projects*"):

UCPS-Design for Forest Hills High and East Elementary

WHEREAS, the County presently intends, at one time or from time to time, to finance all or a portion of the costs of the Projects with proceeds of general obligation bonds and reasonably expects to issue general obligation bonds, the interest on which will be tax-exempt (the "*Bonds*"), to finance, or to reimburse itself for, all or a portion of the costs of the Projects; and

WHEREAS, the County desires to proceed with the Projects and will incur and pay certain expenditures in connection with the Projects prior to the date of issuance of the Bonds (the "*Original Expenditures*"), such Original Expenditures to be paid for originally from a source other than the proceeds of the Bonds, and the County intends, and reasonably expects, to be reimbursed for such Original Expenditures from a portion of the proceeds of the Bonds to be issued at a date occurring after the dates of such Original Expenditures;

NOW, THEREFORE, BE IT DECLARED by the County as follows:

Section 1. ***Official Declaration of Intent.*** The County presently intends, and reasonably expects, to reimburse itself for the Original Expenditures incurred and paid by the County on or after the date occurring 60 days prior to the date of adoption of this declaration from a portion of the proceeds of the Bonds. The County reasonably expects to execute and deliver the Bonds to finance all or a portion of the costs of the Projects and the maximum principal amount of Bonds expected to be executed and delivered by County to pay for all or a portion of the costs of the Projects is approximately \$4,900,000.

Section 2. ***Compliance with Regulations.*** The County adopts this as a declaration of official intent under Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the County's intent to reimburse itself for the Original Expenditures from proceeds of the Bonds.

Section 3. ***Itemization of Capital Expenditures.*** The finance officer of the County, or his designee, with advice from the County's bond counsel, will act on behalf of the County in determining and itemizing all of the Original Expenditures incurred and paid by the County in connection with the Projects during the period commencing on the date occurring 60 days prior to the date of adoption of this declaration and ending on the date of execution and delivery of the Bonds.

Section 4. **Effective Date.** This declaration shall become effective immediately upon the date of its adoption.

ADOPTED this 6th day of December, 2021.

21-477 Resolution to Revise Board of Commissioners' Regular Meeting Schedule for December 2021 and Adoption of Regular Meeting Schedule for 2022

Action: Adopted a Resolution to Revise the Regular Meeting Schedule of the Union County Board of Commissioners for December 2021 and Adopting the Meeting Schedule of the Union County Board of Commissioners for 2022, as recorded below.

RESOLUTION TO REVISE THE REGULAR MEETING SCHEDULE OF
DECEMBER 2021 OF THE UNION COUNTY BOARD OF
COMMISSIONERS AND ADOPTING THE MEETING SCHEDULE OF THE
UNION COUNTY BOARD OF COMMISSIONERS FOR 2022

WHEREAS, the Union County Board of Commissioners has heretofore established the regular meeting schedule of the Board such that regular meetings are held on the first Monday of each month at 6:00 p.m. and the third Monday of each month at 3:00 p.m. in the Commissioners' Boardroom; and

WHEREAS, the Board desires to amend its regular meeting schedule for December 2021 by deleting the regular meeting of Monday, December 20, 2021 at 3:00 p.m.; and

WHEREAS, the Board also desires to adopt its meeting schedule for 2022, which includes revision of its regular meeting schedule, as shown on Exhibit "A" to this resolution.

NOW, THEREFORE, be it resolved by the Union County Board of Commissioners as follows:

1. The Board does hereby revise its regular meeting schedule for December 2021 by deleting the regular meeting of Monday, December 20, 2021. Except as herein amended, the regular meeting schedule for 2021 shall remain in full force and effect.
2. The Board does hereby adopt its meeting schedule for 2022, which includes revision of its regular meeting schedule, as shown on Exhibit "A" attached to this resolution.

Adopted this 6th day of December 2021.

Exhibit "A"



**2022 REGULAR MEETING SCHEDULE
UNION COUNTY BOARD OF COMMISSIONERS
500 North Main Street
Monroe, NC 28112**

MEETING DATE	MEETING TIME	Location
Monday, January 3, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Tuesday, January 18, 2022 (*Monday, January 17 th is a holiday – Dr. Martin Luther King, Jr. Birthday)	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, February 7, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, February 21, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, March 7, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, March 21, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, April 4, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, April 18, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, May 2, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, May 16, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, June 6, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, June 20, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Tuesday, July 6, 2022 (*Monday, July 4 th is Fourth of July Holiday)	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, August 1, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Tuesday, September 6, 2022 (*Monday, September 5 th is Labor Day Holiday)	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, September 19, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, October 3, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, October 17, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, November 7, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, November 21, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, December 5, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor
Monday, December 19, 2022	6:00 p.m.	Meeting Chamber, 1 st Floor

Regular Meetings are held monthly every 1st and 3rd Monday at 6:00 p.m. in the Meeting Chamber on the 1st floor of the Union County Government Center located at 500 North Main Street, Monroe N.C., unless otherwise indicated on the schedule.

Informal Work Sessions and/or Closed Sessions are at held at 5:00 p.m. prior to each Regular Meeting in the Board of Commissioner's Conference Room on the 1st floor, unless otherwise indicated on the schedule.

Regular Meetings are held on Tuesday when there is a Monday holiday, unless otherwise indicated on the schedule.

21-487 Resolution Authorizing Upset Bid Process for Certain Real Property

Action: Adopted a Resolution Authorizing the Use of the Upset Bid Process for the Sale of Certain Real Property, as recorded below:

RESOLUTION AUTHORIZING THE USE OF THE UPSET BID PROCESS FOR THE SALE OF CERTAIN REAL PROPERTY

WHEREAS, Union County owns two parcels of real property adjacent to Lancaster Avenue in Monroe, one parcel being approximately 13.59 acres and the other parcel being approximately 11.71 acres, as such parcels may be more specifically identified by Union County Tax Map #09279044 and #09279043, hereinafter referred to jointly as the "Property"; and

WHEREAS, the pursuant to N.C.G.S. § 153A-176 and § 160A-269, Union County is authorized to dispose of real property by upset bid after receipt of an offer for the property; and

WHEREAS, Union County has received an offer to purchase the Property in the amount of Four Hundred Five Thousand Dollars (\$405,000), submitted by Ingram Walters ("Offeror"); and

WHEREAS, Offeror has paid the required five percent (5%) deposit on its offer; and

WHEREAS, the Union County Board of Commissioners desires to reaffirm the declaration of the Property as surplus and dispose of the Property utilizing the offer, advertisement, and upset bid process as set forth in N.C.G.S. § 160A-269, in accordance with the terms and conditions set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Union County Board of Commissioners (the "Board") as follows:

1. The Board hereby reaffirms the declaration of the Property as surplus.
2. The Board proposes to consider acceptance of Offeror's offer and authorizes sale of the Property through the upset bid procedure of N.C.G.S. § 160A-269; provided that final acceptance of the final high offer shall be subject to approval by the Board. The Board reserves the right to withdraw the Property from sale at any time before the final high bid is accepted and further reserves the right to reject all bids at any time.
3. The Clerk to the Board shall cause a notice of the proposed sale to be published. Such notice shall include a general description of the Property, the amount and terms of the offer, and a statement that within ten (10) days any person may raise the bid in accordance with the procedure outlined in this Resolution.
4. Persons desiring to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Clerk to the Board within ten (10) days after the notice of sale is published. Bids shall be submitted no later than 5:00 p.m. on the last day of the 10-day period, and the Clerk shall date-stamp bids upon receipt. The mailing and physical address of the Clerk to the Board is as follows:

Mrs. Lynn West, Clerk to the Board
500 N. Main Street, Room 914
Monroe, NC 28112

The envelope containing the bid shall be clearly marked "Sealed Bid for Property Located at Tax Parcels #09279044 and #09279043." It shall be the specific responsibility of the bidder to deliver his or her bid to the Clerk to the Board at the appointed place and prior to the announced time for the opening of bids. Late delivery of a bid for any reason, including delivery by United States Mail or other carrier, will disqualify the bid.

5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid. The deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. If the Board agrees to sell the Property, the County will return the deposit of the final high bidder at closing. If, after acceptance by the Board of the final high bid, the final high bidder fails to close the sale in accordance with the terms of this Resolution and any purchase agreement, then in such event the bid deposit of the high bidder shall be forfeited.
6. At the conclusion of the 10-day period, the Clerk to the Board shall open the bids, if any, and the highest such qualifying bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer. If a qualifying higher bid is received, the Clerk to the Board shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners. The Board shall determine whether or not to accept the final high bid not later than ninety (90) days after the final upset bid period has passed.
7. Bidders shall not attach any conditions to their bids. Any conditions attached to bids received for purchase of the Subject Property shall render the bid non-responsive, and such bid shall not be considered by the Board.
8. The buyer must pay with cash at the time of closing.
9. Title to the Subject Property shall be transferred to the buyer by Special Warranty Deed.

Adopted this the 6th day of December, 2021.

[21-488](#) Budget Amendment #10

Action: Approved Budget Amendment #10

On July 19, 2021, the Board adopted an Ordinance Ordering the Removal or Demolition of the Structure at 2101 White Store Road., Monroe, North Carolina. The cost to demolish the structure, including the abandonment of septic tanks, is estimated at \$20,300. Budget Amendment #10 appropriates restricted fund balance to cover the demolition and related costs.

BUDGET AMENDMENT

BUDGET	<u>General Fund</u>	REQUESTED BY	<u>Brian Matthews</u>
FISCAL YEAR	<u>FY 2022</u>	DATE	<u>December 06, 2021</u>

INCREASEDescription

Fund Balance Appropriated	<u>20,300</u>
Operating Expenses	<u>20,300</u>

DECREASEDescription

Explanation: To appropriate restricted fund balance to cover operating expenses used to demolish condemned structure and remove septic tanks based on BoCC action at the July 19, 2021 meeting.

DATE _____

APPROVED BY _____

Bd of Comm/County Manager
Lynn West/Clerk to the Board

FOR POSTING PURPOSES ONLY

DEBIT

<u>Code</u>	<u>Account</u>	<u>Amount</u>
10120110-5381	Professional Services	<u>9,800</u>
10120110-5212	Wearing Apparel	<u>4,500</u>
10120110-5321	Telephone/Communications	<u>6,000</u>

Total 20,300

Prepared By AMR
Posted By _____
Date _____

CREDIT

<u>Code</u>	<u>Account</u>	
10110400-4991	Fund Balance Appropriated	<u>20,300</u>

Total 20,300Number 10

21-503 Budget Amendment #11

Action: Approved Budget Amendment #11

On November 15, 2021, the Board of Commissioners authorized the purchase of real property located at 5301 Friendly Baptist Church Road and 0 Friendly Baptist Church Road (Union County Tax Parcels #08231002C and #08231002B) in the amount of \$140,000 for remediation of an environmental health issue.

In addition to the purchase cost of the properties mentioned above, there are additional costs estimated at \$60,000. Due to a proposed settlement agreement with the State of North Carolina, it is expected that about half of a portion of these expenses will be reimbursed by the State (estimated reimbursement = \$85,000).

BUDGET AMENDMENT

BUDGET General Fund REQUESTED BY Brian MatthewsFISCAL YEAR FY 2022 DATE December 06, 2021INCREASEDECREASEDescriptionDescription

Fund Balance Appropriated	115,000
State Insurance Fund	85,000
Land & Improvements	140,000
Legal Services	80,000

Explanation: To appropriate fund balance to purchase land and remediate environmental health issue as approved by BoCC on November 15, 2021.

DATE _____

 APPROVED BY _____
 Bd of Comm/County Manager
 Lynn West/Clerk to the Board

FOR POSTING PURPOSES ONLY

DEBITCREDIT

<u>Code</u>	<u>Account</u>	<u>Amount</u>	<u>Code</u>	<u>Account</u>	
10130542-5570	Land & Improvements	140,000	10110400-4991	Fund Balance Appropriated	115,000
10130542-5382	Legal Services	80,000	10130542-4226	State Insurance Fund	85,000
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total		200,000	Total		200,000

 Prepared By AMR
 Posted By _____
 Date _____
Number 11

21-479 Contract - CDBG-CV Subrecipient Agreement

Action: Authorized the County Manager to negotiate and execute an agreement substantially consistent with this agenda item.

At its December 21, 2020, regular meeting, the Board of Commissioners approved the 2019 CDBG Annual Action Plan Amendment #2, which allocated a second round of supplemental grant allocated funds in the amount of \$539,180 from the CARES Act to prevent, prepare for, and respond to the Coronavirus (CDBG-CV funds). The County allocated \$200,000 of these funds to a subrecipient, the Union County Community Shelter, for the purpose of providing food, case management, supplies, and emergency shelter services. The CDBG-CV Subrecipient Agreement facilitates reimbursement of the funds to the Union County Community Shelter for these services and exceeds the dollar threshold of the County Manager's contracting authority. The remaining funds were allocated to the County's Senior Nutrition Program (\$266,231.93) and WIC Program (\$52,948.07).

21-502 Amendment - CDBG Subrecipient Agreement

Action: Authorized the County Manager to negotiate and execute an agreement substantially consistent with this agenda item.

At its August 3, 2020, Regular Meeting, the Board of Commissioners approved the award of a CDBG allocation to the City of Monroe for the construction of a sidewalk along Concord Avenue through a subrecipient agreement in the amount of \$520,000. An amendment to the agreement for an additional \$350,000 is necessary to finish the project. The additional funds are available in the County's annual CDBG allocation. [The total contract amount is \$870,000, which is reimbursable through the CDBG grant.]

21-504 CDBG Annual Action Plan Amendment for 2018

Action: Approved the CDBG 2018 Annual Action Amendment #3

The CDBG 2018 Annual Action Plan is amended to reflect changes in funding transferred to future and/or ongoing projects that include decreasing the Volunteer Fire Department Support budget by \$55,000 and increasing the Monroe Concord Avenue Sidewalk Improvements Phase II project by an additional \$350,000 in funding. In accordance with HUD requirements, the CDBG 2018 Annual Action Plan Amendment #3 was made available for public review and comment from June 18, 2021, to July 19, 2021, and a public hearing was held to obtain comments on Monday, June 28, 2021. [The reallocation of CDBG funds will result in no additional finance impact to the County.]

Action: Approved Minutes of Regular Meeting of September 20, 2021.

Items Removed from Consent (if any) – Item #21-489 – FY21 Short Waterline Extension Project – Task Order 2017-17 Amendment #1 was moved from the Consent Agenda to the Regular Agenda at the request of Commissioner Rushing.

Chairman Rape recognized Sheriff Eddie Cathey who was in the audience.

Information Only

Chairman Rape asked if any Commissioner wanted to discuss any of the items listed under Information Only. With there being no one wanting to discuss any of the items, he moved to the Business Section of the agenda.

21-496 October 2021 Union County Public Schools (UCPS) Monthly Report - No action requested. Information only.

This is the monthly report from UCPS as required by the Budget Ordinance.

FL	Fund	Type	2 digit Purp	Purpose Description	BEGINNING BUDGET	CURRENT BUDGET	YTD REV/EXP	ENCUMBRANCES & REQ	REMAINING BUDGET
10	State	Expense	51	Regular Instructions Services	-	-	49,358,391	415,702	(49,774,093)
			52	Special Populations Services	-	-	9,265,546	6,983	(9,272,529)
			53	Alternative Programs and Services	-	-	955,911	12,856	(968,767)
			54	School Leadership Services	-	-	3,641,608	-	(3,641,608)
			58	School-Based Support Services	-	-	5,652,623	125	(5,652,748)
			61	Support and Development Services	-	-	97,200	-	(97,200)
			62	Special Population Support and Development Services	-	-	43,071	-	(43,071)
			64	Technology Support Services	-	-	65,934	1,222,721	(1,288,656)
			65	Operational Support Services	-	-	8,029,431	1,092,563	(9,121,994)
			66	Financial and Human Resource Services	-	-	207,728	-	(207,728)
			69	Policy, Leadership and Public Relations Services	-	-	117,739	-	(117,739)
			72	Nutrition Services	-	-	522	-	(522)
			81	Payments to Other Governmental Units	-	-	(7,812)	-	7,812
				Expense Total	-	-	77,427,891	2,750,951	(80,178,842)
			33	Other State Allocations for Current Operations	-	-	(77,094,086)	-	77,094,086
				Revenue Total	-	-	(77,094,086)	-	77,094,086
20	Local	Expense	51	Regular Instructions Services	-	-	6,785,211	779,728	(7,564,940)
			52	Special Populations Services	-	-	777,522	13,279	(790,801)
			53	Alternative Programs and Services	-	-	596,798	19,382	(616,180)
			54	School Leadership Services	-	-	3,734,003	55,404	(3,789,407)
			55	Co-Curricular Services	-	-	103,255	18,801	(122,056)
			58	School-Based Support Services	-	-	2,243,231	220,739	(2,463,971)
			61	Support and Development Services	-	-	806,970	7,040	(814,011)
			62	Special Population Support and Development Services	-	-	105,066	-	(105,066)
			64	Technology Support Services	-	-	1,341,442	58,777	(1,400,219)
			65	Operational Support Services	-	-	7,349,188	2,485,493	(9,834,681)
			66	Financial and Human Resource Services	-	-	2,788,331	292,035	(3,080,366)
			69	Policy, Leadership and Public Relations Services	-	-	957,243	225,017	(1,182,260)
			72	Nutrition Services	-	-	20,448	-	(20,448)
			81	Payments to Other Governmental Units	-	-	2,145,902	-	(2,145,902)
			63	Alternative Programs and Services Support and Development	-	-	54,727	-	(54,727)
			67	Accountability Services	-	-	115,641	92,503	(208,144)
			68	System-Wide Pupil Support Services	-	-	153,767	21,512	(175,279)
			71	Community Services	-	-	140	-	(140)
				Expense Total	-	-	30,078,888	4,289,710	(34,368,598)
			44	Local Sources - Unrestricted	-	-	(37,300,777)	-	37,300,777
				Revenue Total	-	-	(37,300,777)	-	37,300,777
30	Federal	Expense	51	Regular Instructions Services	-	-	637,698	1,485,078	(2,122,776)
			52	Special Populations Services	-	-	2,171,401	108,597	(2,279,998)
			53	Alternative Programs and Services	-	-	5,625,966	190,719	(5,816,686)
			54	School Leadership Services	-	-	-	-	-
			58	School-Based Support Services	-	-	653,500	1,048,476	(1,701,976)
			61	Support and Development Services	-	-	-	-	-

F1	Fund	Type	2 digit Purp	Purpose Description	BEGINNING		YTD REV/EXP	ENCUMBRANCES & REQ	REMAINING BUDGET
					BUDGET	CURRENT BUDGET			
			62	Special Population Support and Development Services	-	-	57,892	-	(57,892)
			64	Technology Support Services	-	-	552,871	851,527	(1,404,398)
			65	Operational Support Services	-	-	96,508	63,796	(160,304)
			66	Financial and Human Resource Services	-	-	-	-	-
			72	Nutrition Services	-	-	23,237	-	(23,237)
			81	Payments to Other Governmental Units	-	-	(10,726)	-	10,726
			63	Alternative Programs and Services Support and Development	-	-	33,318	-	(33,318)
			82	Unbudgeted Funds	-	-	-	-	-
				Expense Total	-	-	9,841,666	3,748,193	(13,589,858)
			33	Other State Allocations for Current Operations	-	-	(7,826,503)	-	7,826,503
				Revenue Total	-	-	(7,826,503)	-	7,826,503
40	Capital	Expense	51	Regular Instructions Services	-	-	824,458	2,149,027	(2,973,485)
			55	Co-Curricular Services	-	-	5,204	42,892	(48,096)
			58	School-Based Support Services	-	-	-	-	-
			65	Operational Support Services	-	-	661,022	291,318	(952,340)
			69	Policy, Leadership and Public Relations Services	-	-	-	34,753	(34,753)
			90	Capital Outlay	-	-	3,669,387	5,805,906	(9,475,293)
				Expense Total	-	-	5,160,070	8,323,896	(13,483,967)
			33	Other State Allocations for Current Operations	-	-	(128,075)	-	128,075
			44	Local Sources - Unrestricted	-	-	(4,677,711)	-	4,677,711
				Revenue Total	-	-	(4,805,786)	-	4,805,786
50	School Nutrition	Expense	72	Nutrition Services	-	-	4,111,750	-	(4,111,750)
			81	Payments to Other Governmental Units	-	-	181,378	-	(181,378)
			00	#N/A	-	-	(1,933)	-	1,933
				Expense Total	-	-	4,291,196	-	(4,291,196)
			33	Other State Allocations for Current Operations	-	-	(4,898,448)	-	4,898,448
			44	Local Sources - Unrestricted	-	-	(360,025)	-	360,025
				Revenue Total	-	-	(5,258,473)	-	5,258,473
57	After School	Expense	81	Payments to Other Governmental Units	-	-	-	684	(684)
			71	Community Services	-	-	642,675	17,680	(660,355)
				Expense Total	-	-	642,675	18,364	(661,039)
			33	Other State Allocations for Current Operations	-	-	(2,391)	-	2,391
			44	Local Sources - Unrestricted	-	-	(386,451)	-	386,451
				Revenue Total	-	-	(388,842)	-	388,842
80	Other Special	Expense	51	Regular Instructions Services	-	-	2,350,165	726,013	(3,076,177)
			52	Special Populations Services	-	-	965,043	785,500	(1,750,543)
			53	Alternative Programs and Services	-	-	464,319	34,998	(499,317)
			54	School Leadership Services	-	-	-	-	-
			58	School-Based Support Services	-	-	317,239	99,951	(417,191)
			61	Support and Development Services	-	-	25,549	11,301	(36,850)
			62	Special Population Support and Development Services	-	-	66	-	(66)
			64	Technology Support Services	-	-	-	356,065	(356,065)
			65	Operational Support Services	-	-	12,654	6,853	(19,507)

F1	Fund	Type	2 digit Purp	Purpose Description	BEGINNING BUDGET	CURRENT BUDGET	YTD REV/EXP	ENCUMBRANCES & REQ	REMAINING BUDGET
			66	Financial and Human Resource Services	-	-	3,910	960	(4,870)
			72	Nutrition Services	-	-	-	-	-
			81	Payments to Other Governmental Units	-	-	-	-	-
			63	Alternative Programs and Services Support and Development :	-	-	84,167	3,026	(87,193)
			67	Accountability Services	-	-	273,874	419,774	(693,648)
			71	Community Services	-	-	2,183	200	(2,383)
			86	Educational Foundations	-	-	-	-	-
			87	Scholarships	-	-	-	-	-
			Expense Total		-	-	4,499,170	2,444,640	(6,943,810)
			33	Other State Allocations for Current Operations	-	-	(3,265,439)	-	3,265,439
			44	Local Sources - Unrestricted	-	-	(223,674)	-	223,674
			Revenue Total		-	-	(3,489,113)	-	3,489,113

21-442 Tax Collector's Departmental Report for October 2021 – Information only. No action requested.

This report reflects the totals of all tax transactions within the Tax Collector's office for the month of October 2021 as required by NCGS 105-350(7).



Memorandum

To: Board of County Commissioners
Mark Watson, County Manager
Lynn West, Clerk to the Board

From: Vann Harrell
Tax Administrator

Date: November 10, 2021

Re: Departmental Monthly Report

The Tax Collector's monthly/year to date collections report for the month ending October 29, 2021 is attached for your information and review.

Should you desire additional information, I will provide that at your request.

Attachment

VH/JM

Tax Administration | Revenue Division

500 N. Main St., Suite 119
Monroe, NC 28112

T 704.283.3848

unioncountync.gov

**OCTOBER 2021
PERCENTAGE FOR REGULAR TAX**

OCTOBER 29, 2021 REGULAR TAX	2021	2020	2019	2018
BEGINNING CHARGE	204,398,635.46	191,730,756.29	186,251,248.59	180,619,987.95
TAX CHARGE				
PUBLIC UTILITIES CHARGE	3,196,657.69			
DISCOVERIES	255,179.95			
NON DISCOVERIES	21,380.34	8,961.30	8,615.66	8,976.05
RELEASES	(199,492.19)	(2,701.03)	(2,586.70)	(1,659.82)
TOTAL CHARGE	207,672,361.25	191,737,016.56	186,257,277.55	180,627,304.18
BEGINNING COLLECTIONS	25,034,408.09	191,457,773.00	186,047,534.01	180,514,072.96
COLLECTIONS	11,055,172.04	33,630.65	21,401.35	12,466.57
TOTAL COLLECTIONS	36,089,580.13	191,491,403.65	186,068,935.36	180,526,539.53
BALANCE OUTSTANDING	171,582,781.12	245,612.91	188,342.19	100,764.65
PERCENTAGE OF REGULAR	17.38%	99.87%	99.90%	99.94%
OVERALL CHARGED	207,672,361.25	191,737,016.56	186,257,277.55	180,627,304.18
OVERALL COLLECTED	36,089,580.13	191,491,403.65	186,068,935.36	180,526,539.53
OVERALL PERCENTAGE	17.38%	99.87%	99.90%	99.94%

OCTOBER 2021
PERCENTAGE FOR REGULAR TAX

OCTOBER 29, 2021 REGULAR TAX	2017	2016	2015	2014
BEGINNING CHARGE	186,657,396.88	176,860,253.82	174,193,711.27	179,336,868.21
TAX CHARGE				
PUBLIC UTILITIES CHARGE				
DISCOVERIES				
NON DISCOVERIES	1,999.61			
RELEASES	(397.16)	(19.58)	(56.65)	(473.58)
TOTAL CHARGE	186,658,999.33	176,860,234.24	174,193,654.62	179,336,394.63
BEGINNING COLLECTIONS	186,569,815.48	176,799,263.40	174,156,168.75	179,275,277.00
COLLECTIONS	4,310.62	751.24	516.63	1,753.14
TOTAL COLLECTIONS	186,574,126.10	176,800,014.64	174,156,685.38	179,277,030.14
BALANCE OUTSTANDING	84,873.23	60,219.60	36,969.24	59,364.49
PERCENTAGE OF REGULAR	99.95%	99.97%	99.98%	99.97%
OVERALL CHARGED	186,658,999.33	176,860,234.24	174,193,654.62	179,336,394.63
OVERALL COLLECTED	186,574,126.10	176,800,014.64	174,156,685.38	179,277,030.14
OVERALL PERCENTAGE	99.95%	99.97%	99.98%	99.97%

OCTOBER 2021
PERCENTAGE FOR REGULAR TAX

OCTOBER 29, 2021 REGULAR TAX	2013	2012
BEGINNING CHARGE	152,735,242.41	150,368,057.47
TAX CHARGE		
PUBLIC UTILITIES CHARGE		
DISCOVERIES		
NON DISCOVERIES		
RELEASES	(414.58)	(1,020.55)
TOTAL CHARGE	152,734,827.83	150,367,036.92
BEGINNING COLLECTIONS	152,676,369.96	150,309,010.88
COLLECTIONS	268.58	351.70
TOTAL COLLECTIONS	152,676,638.54	150,309,362.58
BALANCE OUTSTANDING	58,189.29	57,674.34
PERCENTAGE OF REGULAR	99.96%	99.96%
OVERALL CHARGED	152,734,827.83	150,367,036.92
OVERALL COLLECTED	152,676,638.54	150,309,362.58
OVERALL PERCENTAGE	99.96%	99.96%

21-455 Human Resources Reports for October 2021 – Information Only – No Action Requested.

These reports include all of the new hires, separations from service, and retirements for Union County Local Government for the month of October 2021.

**UNION COUNTY PERSONNEL REPORT
REPORT OF NEW HIRES**

October 2021

<u>Name</u>	<u>Hire Date</u>	<u>Position</u>
EMERGENCY MANAGEMENT SCOTT P. BOYACK	10/11/21	ASST EMERG MGMT COORDINATOR
FACILITIES MANAGEMENT BRAD S. SEMDER	10/11/21	MAINTENANCE TECHNICIAN
ALEXANDER W. VINCENT	10/11/21	MAINTENANCE TECHNICIAN
MATTHEW A. GRANT	10/25/21	HVAC TECHNICIAN
HUMAN SERVICES BUSINESS OPS WENDY A. MORAN	10/11/21	PATIENT RELATIONS REP
PUBLIC LIBRARY MONICA I. AZUA-APARICIO	10/25/21	LIBRARY ASSOCIATE PT
PUBLIC WORKS ENGINEERING ALINA F. YOUNG	10/11/21	PROJECT MANAGER
PUBLIC WORKS WTR & WW OPS GARIAN T. AYCOTH	10/11/21	UTILITY TECHNICIAN I
GRAYSON M. KLEIN	10/25/21	UTILITY TECHNICIAN I
SHERIFF/JAIL/FAC 80.5 HRS MARQUAVIUS D. MCGRIF	10/11/21	DETENTION OFFICER I
JUSTIN E. PRICE	10/11/21	DEPUTY SHERIFF I
RYAN M. STONE	10/11/21	DETENTION OFFICER I
SANDRA R. BULLOCK	10/25/21	DETENTION OFFICER I
SARAH S. LANEY	10/25/21	DETENTION OFFICER I
JOSHUA I. WORKMAN	10/25/21	DETENTION OFFICER I
SOCIAL SERVICES CAROLYN D. ROULHAC	10/11/21	SENIOR SOCIAL WORKER
EBONY C. CHAMBERS	10/25/21	SENIOR SOCIAL WORKER
SOLID WASTE KENNETH G. KRAEMER	10/11/21	UTILITY SITE ATTENDANT PT

**UNION COUNTY PERSONNEL REPORT
REPORT OF RETIREES AND SEPARATIONS FROM SERVICE**

October 2021

<u>Name</u>	<u>Hire Date</u>	<u>Separation Date</u>	<u>Position</u>
RETIREEES			
FACILITIES MANAGEMENT			
SAMUEL D. GLENN	8/18/03	10/29/21	FACILITIES MANAGER
HEALTH			
DONNA L. LOVE	9/29/08	10/29/21	LICENSED PRACTICAL NURSE
SHERIFF/JAIL/FACILITIES			
SHILO GARNER	5/29/07	10/29/21	SERGEANT I
SOLID WASTE			
RICHARD J. GUFFEY	12/10/02	10/30/21	SENIOR EQUIPMENT OPERATOR
SEPARATION FROM SERVICE			
911 COMMUNICATIONS			
EMILEE B. MULLIS	11/13/18	10/8/21	911 TELECOMMUNICATOR II
ENVIRONMENTAL HEALTH			
DAYNA R. MURDOCH	9/16/19	10/18/21	ENVIRONMENTAL HEALTH SPEC
FACILITIES MANAGEMENT			
JARED S. BROOME	5/28/19	10/4/21	MAINTENANCE TECHNICIAN
FINANCE			
JESSICA T. RUSSELL	6/7/21	10/21/21	ACCOUNTANT
HEALTH			
ROBBIE D. OSSMAN	5/24/21	10/12/21	INMATE HEALTH NURSE
HUMAN SERVICES BUSINESS OPS			
GARY D. KERSEY	1/7/19	10/27/21	DATA ANALYST
PUBLIC WKS PLANNING & RES MGMT			
MARYURI ALBA	11/23/20	10/6/21	BUSINESS ANALYST
PUBLIC WORKS BUSINESS OPS			
KATIE B. KEZIAH	2/1/21	10/13/21	CUSTOMER SERVICE SPECIALIST
PUBLIC WORKS WTR & WW OPS			
TIMOTHY C. GRIFFIN	5/18/15	10/22/21	METER TECHNICIAN
NOLAN A. HUNTER	8/5/19	10/21/21	UTILITY TECHNICIAN II
ABIMAEAL COLLAZO	4/12/21	10/22/21	UTILITY TECHNICIAN I
NELSON CARRILLO	5/24/21	10/8/21	UTILITY TECHNICIAN I
MICKEY D. ELKINS	9/27/21	10/15/21	WASTEWATER TRT PLANT OP I
SHERIFF/JAIL/FAC 80.5 HRS			
LESLIE M. FURR	11/13/18	10/12/21	DETENTION OFFICER I
JACKIE M. POWELL	11/26/18	10/22/21	DETENTION OFFICER I

<u>Name</u>	<u>Hire Date</u>	<u>Separation Date</u>	<u>Position</u>
KARA E TACKEL	6/21/21	10/1/21	DETENTION OFFICER I
SHERIFF/JAIL/FACILITIES			
IAN R GROSS	8/13/12	10/19/21	DEPUTY SHERIFF I
TONY L RUSHING	7/25/16	10/1/21	LIEUTENANT II
SOCIAL SERVICES			
DESIREE A BLACKMON	3/15/10	10/22/21	ELIGIBILITY SPECIALIST
MARY C CAUSEBROOK	4/21/14	10/29/21	ELIGIBILITY PROGRAM MANAGER
SHERRITA D MALLOY	1/22/18	10/28/21	ELIGIBILITY SPECIALIST
TRACY L HARGE	11/9/20	10/7/21	SENIOR SOCIAL WORKER
SOLID WASTE			
CASEY J ALDRIDGE	9/28/20	10/21/21	EQUIPMENT OPERATOR
TRANSPORTATION			
MARY A STEWART	12/10/18	10/4/21	DRIVER
JOEL W KIDD	12/9/19	10/21/21	DRIVER

Business

21-450 Union County Agricultural and Event Complex Licensing Policy

Andrew Baucom, Cooperative Extension, County Director, presented information regarding the current and proposed Union County Agricultural and Event Complex Licensing Policy. Mr. Baucom stated that he would be presenting the proposed changes that have been discussed with staff, the County's Management Team, as well as the Union County Legal Team. He said that he would be covering three items in his presentation tonight: (i) Identification of Space; (ii) Complex Rate Changes; and (iii) Alcohol Services.

Space ID:

Mr. Baucom explained that the goal is to unify the two facilities on the property as the Union County Agricultural and Event Complex. He stated that there are definitions in the Licensing Policy they want to change for ease and familiarity for staff as well as residents and interested parties who want to use the facilities. He said the Event Complex would constitute the Agriculture and Conference Center as well as the Special Events Center at Jesse Helms Park. He further said that the Conference Center will equal the Union County Agriculture and Conference Center and SEC equals the Special Events Center at Jesse Helms Park. He said the Complex will include all indoor and outdoor locations for both facilities. He said that currently they have the Agricultural Center and a Special Events Center. He stated that many people call the Ag Center the Events Center, and, thus, it is confusing for the residents as well as it is challenging for staff.

Rate Changes:

Mr. Baucom said that they would like to make the following changes in rates:

- an addition for a ten (10) percent discount for members of the Union County Chamber of Commerce
- ten (10) percent discount for any and all clients that use the facilities and complex more than four (4) times in a calendar year. (After fourth event, client would receive a ten (10) percent discount. He said there are some clients who want to use the facility once a month or once a quarter, and they want to retain the repeat business and incentivize the facility for their uses.
- Creation of a wedding and/or wedding reception package (currently there is no language in the licensing policy to reflect wedding type events. It is a per hour rate, whether a weekday or weekend event). Mr. Baucom said staff has comprised multiple comparisons in the county as well as the southeast region of the state. He stated that currently the County charges approximately \$165 per hour and comparable venues are charging above \$350 per hour. He reviewed the proposed rate changes as follows:
 - Three (3) day weekend = \$10,000 flat fee
 - Two (2) day weekend = \$7,500 flat fee
 - Number of Attendee limitations: (permitted by Fire Marshal but due to

space requirements for table setup for gifts, food, etc. that the events require). He said there are a number of interested parties who want to use the Fire Marshal Code as the cutoff for attendance; however, it is unsafe due to the additional setup requirements for the events. He noted that the facility for weddings also adds in tables, chairs, linens, etc. He stated that these items are normally charged by the item, but these are all items that are included currently in the usage of the venue and would be included in the package. Mr. Baucom said that the two or three-day weekend event includes the florist setup, decorator, catering, etc. leading up to the event for which they are not currently charging. He explained that it is not getting the best usage of staff's time.

Mr. Baucom also explained that they host several culturally diverse weddings annually, some of which are multi-day events. He said that is another reason for the multiple-day packages.

Alcohol Services:

Mr. Baucom stated that the current Union County policy does not necessarily align cohesively with the North Carolina ABC Commission. He explained that they are striving to become more in line with that Commission. He said they want to maintain the safety and security foremost for the residents and patrons that use the County's facility. He reviewed the proposed changes.

He explained the requirements to serve alcohol at the Complex. He said that all caterers and licensees (person whose name is on the contract for use of the facility and to host an event) must have the following items:

- Union County License Agreement (Union County document that is created through the County's Legal Team)
- Union County Alcohol Addendum (required for anyone wishing to serve alcohol at an activity and is a one-time contract for caterers as long as they continue to use the County's facility and maintain the proper standing with the North Carolina General Statutes and the ABC Commission)
- Union County Master Catering Agreement (one-time agreement for Caterers but each time a host or licensee wishes to use the County's facility, this agreement must be completed.)
- He explained that they want to make a change that all events that have alcohol are considered "high risk" and security will be required at the event regardless of the number of people in attendance)
- Currently a caterer that is able to serve alcohol at the County's facility is required to hold a \$3 million alcohol liability policy. This is a state law as well as a requirement with the North Carolina ABC Commission.
- Caterer is required to have a current mixed beverage permit in North Carolina to serve liquor through the North Carolina ABC

Commission.

Mr. Baucom reviewed additional requirements for serving alcohol at the Complex. He stated that the North Carolina ABC Commission requires a limited Special Occasion Permit to be obtained by the licensee:

- All parties except for non-profit (example: wedding reception or holiday party)
- Required for liquor only; does not apply to beer and wine.
- Cannot sell alcohol under any circumstances.

He also discussed the Special Occasion Non-Profit Permit obtained by the Licensee.

- Applies specifically to a registered non-profit organization.
- Required of any type alcohol being served.
- Can sell alcohol at a ticketed event for fundraising purposes.

Mr. Baucom offered to provide the Commissioners with a copy of the full proposed Licensing Policy if they wished to review the proposed policy.

Commissioner Rushing asked if these proposed changes have been discussed with the Agricultural Advisory Board, which Mr. Baucom confirmed was correct. The Commissioner asked if there was any thought to other names that would make it less confusing.

Mr. Baucom responded that the Union County Agricultural Advisory Board is aware of and approves the entire presentation that has been discussed tonight. He explained that the goal definitely is to make the names more user friendly. He stated that the decision made by the Advisory Committee and staff was to make it as simple as possible. He added there was not a lot of thought given to special names or significant naming rights due to the complexities that could potentially create.

Commissioner Rushing said that he thought the County could be missing a real opportunity to honor someone or a group of people in naming the Special Events Center. He said for example no one has done more in this county to facilitate that arena becoming reality than Commissioner Simpson. He stated that he thought if he made the motion to name the facility in honor of Commissioner Simpson, he would receive four affirmative votes and would receive one abstention with Commissioner Simpson being the only one to abstain from the vote. He further stated that if Commissioner Simpson did not want the Special Events Center named after him, then he suggested the Farm Family Arena after all of the farm families in Union County. He said the Farm Family Arena would separate it from the Agriculture and Conference Center.

Commissioner Rushing asked Mr. Baucom if there will be another

meeting of the Agriculture Advisory Committee before the next regular Board of Commissioners' meeting. Mr. Baucom responded that the next meeting of the Agriculture Advisory Committee would be the first Thursday in January.

Commissioner Rushing reiterated that Commissioner Simpson has worked for many years to get the Special Events Center, and he thought it would be a great honor to him in his role as an Agriculture Extension Agent and a County Commissioner. He said that he hoped Commissioner Simpson would take it as a compliment.

Mr. Baucom said that he agreed that calling the facility the Special Events Center is complicated and offered that he thought there are some challenges with naming it the Farm Family Arena or anything that is agriculture specific, because the beauty of the Special Events Center at Jesse Helms Park is that it is a collaborative project with Parks and Recreation. He said he was happy to take it back to the Agriculture Advisory Committee and subsequently to the Parks and Recreation Advisory Board with the Parks and Recreation Director.

Commissioner Simpson commented that the Agriculture Advisory Board discussed this matter at length. He said they would take Commissioner Rushing's suggestion to that board for discussion. He asked if the rule of a non-profit being allowed to sell alcohol is a change in the County's policy. He said his experience with working with the "Dancing in the Clover" event was the only way they could have alcohol was to give it away.

Mr. Baucom responded that the current policy for alcohol for non-profits is to not allow any selling of any alcohol at the facility. He added that the way non-profits can have alcohol is by having drink tickets available for usage, but it is not a purchase for alcohol.

Commissioner Simpson asked for clarification purposes that the meaning of tickets is drink tickets and not the fundraising event tickets. Mr. Baucom confirmed this was correct. Commissioner Simpson shared that he noticed that a nice fence has been installed around the outside patio. He said he knew in the past that drinks were not allowed outside. He questioned if this was now an area of the Conference Center that allows the use of alcohol.

Mr. Baucom said that is one of the proposed changes that staff would like to make to be able to serve alcohol on the patio that is off the Event Center area. He explained the reason they previously were not able to serve alcohol in that area is because that area was not enclosed. He added that by working with the Sheriff's Office and the County's Legal Team, it has been determined that having the fence around the area designates that enclosure and allows for alcohol in that space. He said that staff believes this will add to the rentability of the space.

Commissioner Helms asked if alcohol has to be purchased at an identified State ABC store. Mr. Baucom responded that it has to be in

North Carolina and confirmed that alcohol cannot be brought in from South Carolina; that is in the County's policy.

Chairman Rape asked if the Board could act on this matter during the second meeting of January instead of the first meeting in January.

Mr. Baucom said he was happy to take this information to the Advisory Board with a request for more thought and consideration for the naming of the facilities. He asked if the Board of Commissioners wanted him to bring all information to the Board of Commissioners including the naming as well as the rate changes and alcohol policy or if it were a singular interest. He suggested that the naming information could be discussed at the Board's second meeting in January and the rate changes and alcohol policy be presented at the first regular meeting in January. He explained that there are several large events that are waiting for the time availability to book and many of these issues being discussed will impact those events.

Patrick Niland, Assistant County Manager, suggested that staff bring the rate changes and policy changes to the Board for approval. He explained that the naming could be changed at any time to allow more thought and community input.

Commissioner Helms said his understanding is that Cooperative Extension and Parks and Recreation worked together on these items, so he would like to hear from both committees. Mr. Baucom shared that the Parks and Recreation Advisory Committee has reviewed the proposed policy and is also in favor of the policy.

Commissioner Helms referred to the number of attendees' limitation and asked the current Ag Center and Special Events Center limitations. Mr. Baucom said that the proposed numbers apply to the Agricultural and Conference Center.

21-416 Union County EMS Contract Overview

Patrick Niland, Assistant County Manager, stated that the goal of this item is to provide the Board with a high overview of the County's relationship with Atrium as it relates to Union EMS (Emergency Medical Services).

He provided a brief history regarding the EMS contract:

- Union EMS was established on July 1, 1985, to provide emergency care to the citizens of Union County.
- EMS was operated as a county department until 1997. In 1997, negotiations between the County and Carolina Healthcare System (Atrium) led to the creation of Union EMS. He stated the County provides the funding, and Union EMS, through Atrium provides the operation of emergency medical services.
- The current contract extension was approved July 1, 2022, and expires June 30, 2023.

- It is the County's responsibility to provide capital and operational funding for Emergency Medical Services.
- It is Atrium's responsibility to provide capital and operations, billing and collection.
- Atrium derives funding from county tax dollars and direct billing. (pursues collections through the North Carolina debt setoff program and bills directly to health insurance, Medicaid and Medicare).
- Generally, personnel in Union EMS fall into two categories: paramedics and emergency Medical Technicians (EMT's.). Paramedics are higher level of medical providers. Union EMS consists of both paramedics and EMT's. Mr. Niland explained that typically in a normal situation, there will be one paramedic and one EMT on every ambulance.
- Calls for service can be categorized as either advance life support (ALS) or basic life support (BLS) level calls. A paramedic level of training is required for ALS calls. (cardiac arrest, airway clearings, etc.).
- Current deployment model calls for 14 ambulances from 10 a.m. to 9:55 p.m. and 11 ambulances from 10 p.m. to 9:59 a.m.
- As part of the contract, what is measured as part of the response time is for Priority 1 (Code 3) calls. These are the most severe calls and is a life or death situation. There are four metrics that are measured:
 - Core – 11:59
 - Inner – 13:29
 - Outer – 15:59
 - Overall County – 12:59
- All response times are measured at the 90th percentile. As long as 98 percent of those calls are answered, EMS is meeting its obligation of the contract.

Mr. Niland displayed a map showing the County zones. He stated that most of the calls occur in the Core zone and then the Inner and Outer Zones and the Countywide Zone. He said the chute times are under 60 seconds. He stated that during COVID, hospitals have been somewhat overrun and turnaround times have suffered with ambulances spending more time at the hospital before they can unload their patients.

He shared an example of a monthly report that is provided by EMS to the County each month noting that this is how the response times are met and whether EMS is meeting those response times in the contract. He said when EMS is not meeting the response times, it will provide a plan on how it will decrease the response times. He also displayed an example of a grid that is received each month showing what areas the calls are happening, the number of calls in the particular zone, and the average response times.

Commissioner Rushing referred to the grid map and said that in some of the areas the response time is 21:59 minutes; he gave New Salem as an example. He said before they started moving everyone around, he thought there was a dedicated ambulance at that fire station. He stated he did not know the response times at that

point but would be curious to see if it is moving ambulances away from parts of the County to other parts of the County. He said it does not seem to be what the Board was earlier sold.

Mr. Niland responded that at the conclusion of this presentation, he wanted to discuss the next steps and there will be some recommendations from staff.

Mr. Niland discussed some of the challenges that EMS is having:

- Staffing – Union EMS has struggled over the past two years to remain fully staffed.
- Shortage of staff on both Paramedics and EMT's for approximately two years. It is somewhat of a national trend. It is a high standard to meet to be a Paramedic and many individuals going into that field, ultimately go into hospitals because they can make more money.
- Staffing shortages have led to fewer ambulances being available for service.
- Reliance on outside agencies. It is not uncommon for counties or cities to call on outside agencies to help with response times. Mr. Niland said they have seen more reliance on Cabarrus Medic, Anson, and some of the South Carolina units. He explained that these units do not always come into Union County but are called to be put on standby at the County line. He stated a lot has to do with COVID and staffing shortages. He shared that Union EMS is seeing COVID having less of an impact on its staffing than it has in a long time.
- Turn around times at the hospital (much of which is due to staffing shortages at the hospital and overcrowding at the hospital). As COVID numbers have come down, there has been an improvement in the turn around times at the hospital.
- Dynamic deployment is what Commissioner Rushing was referring and prior to dynamic deployment, there were static bases throughout the county. Service delivery now is they are in their trucks for 12 hours, and they move around. If a truck receives a call, all other trucks are shifted to different locations to be in a better position to respond to the next call. Mr. Niland said the dynamic deployment seems to work better in a more urban area (along the Core Zone on Highway 74). He said where they get into some of the issues is in rural areas where the historical data says there will not be any calls, but every once in a while there will be a call and how far away is the closest ambulance.
- Union EMS is not part of the North Carolina Local Government Retirement System. He cited as an example Cabarrus County can attract from a number of agencies throughout the State, because it is part of the North Carolina Local Government Retirement System. He explained that it is difficult to get an individual who has 20 years with a Local Government Retirement System to leave that position to come to a private provider such as Atrium.

Mr. Niland addressed moving forward:

- One of the staffing issues is trying to create a pipeline of qualified

individuals. One of the barriers of getting the qualified individuals is training. South Piedmont Community College (SPCC) and Union EMS have worked together to develop an EMT academy. This would take a six-month program to five and one-half weeks. He said these individuals would be paid to receive training. In the past, the individuals were getting trained on their own and then be offered a job afterward. Mr. Niland said these individuals would be Atrium employees and would be paid during the training and after five and one-half weeks, they could go on an ambulance as a BLS personnel.

- They are also working on a Paramedic academy that would reduce a two-year program to about one year.
- Brian Edwards, Union EMS Director, recently announced his retirement and as part of the search for a new director, Atrium has involved the County and wants community and stakeholder input. The County will be heavily involved with that search to try and find the best EMS Director for Union County.

Mr. Niland stated that there are approximately 18 months remaining on the current contract. He said now is probably the time to develop a stakeholders' group with the primary function being to review the current service levels, decide if changes are needed to the deployment model, and provide guidance in determining what is the best path for providing emergency medical services for the County. He added that staff does not have a formal recommendation, which will be brought to the Board in January, regarding the stakeholders' group but that is what staff believes is the best avenue at this point.

Commissioner Helms referred to the grid that Mr. Niland had shared. He said he would like to see it broken down, because the County relies a lot on other agencies outside the county. He said he did not want to see what other agencies do for Union County but wants to see what the County's current agency is doing. He said he has heard from individuals in New Salem that they get their support from Stanly County.

Mr. Niland pointed out that the graph shows only Atrium.

Commissioner Helms said the dynamic deployment model works if ambulances are available, but it struggles when there are less than half the ambulances available than what it is supposed to be. He questioned if the BLS (Basic Life Support) Classes will be run by South Piedmont Community College or by the Atrium group.

Mr. Niland responded that the model proposed currently would be operated by South Piedmont Community College. Commissioner Helms stated if that is the fact, he needs to talk with him.

Commissioner Rushing continued his discussion asking about inter facility transports. He asked about what is included in what Union County taxpayers pay. Mr. Niland responded that Union County taxpayers are paying for Atrium

to run Union Emergency Medical Services. In response to a question by Commissioner Rushing regarding the number of ambulances on the road, Mr. Niland stated that number changes on any given day. He admitted that there are times when there are less than five units on the road. Mr. Niland said that Union County pays for 14/11 and there have been situations where it was under Status 5, which is less than five ambulances on the road. He continued by saying that they have heard those same questions from the community and that is why staff believes it is time to look at the County's emergency medical services to review what is included in the contract, what is being provided, and determine what is best for Union County moving forward.

Chairman Rape suggested that there either needed to be two-on-one meetings with the Commissioners or have a work session, because he thought there might be information that he has heard in agenda meetings that Commissioner Rushing may not have heard. The Chairman stated the numbers are not acceptable, but the problem is getting people to work and qualified people being out of work due to COVID isolation.

Mr. Watson interjected that the information being brought tonight is concerning when reviewing the grids and the response times and the number of ambulances on the road for which the County is paying but are not on the road due to staffing. He said those matters are of great concern. He shared that staff has been in constant contact with Atrium over these issues, and staff thought tonight was the appropriate time to bring this information to the Board. He said that he agrees there needs to be some improvements, and it is how to collectively make it work going forward. Mr. Watson stated that in January Mr. Niland will be bringing some additional information and recommendations to the Board. He said he thought this would be an excellent topic for a work session, but tonight was to give the Board a taste of what staff has been looking at and what staff has concerns over. He said that he believes that the individuals on the ambulances tonight and every day with Union EMS are working absolutely as hard as they can to provide the kinds of service that they know are expected for the County's residents, but there are some gaps that need to be filled.

Commissioner Rushing stated that he believes that 100 percent also as he sees the Union EMS employees sitting in their truck hour after hour. He stressed that everyone deserves a decent response time.

Mr. Niland stated that the contract speaks to response times and said that is a breachable part of the contract but the number of trucks on the road is not. He explained that is a goal they are supposed to work toward. He said the number of trucks is in the contract but is a goal for them to meet that deployment model.

Mr. Watson added that in staff's conversations with the administration of the hospital, they have been more than willing to sit down with staff and have offered they want to be part of the solution.

Mr. Niland stated that many of the employees on the ambulances have been

working extra shifts and have been asked to do a lot over the last years, and by and in large, they have stepped up. He expressed appreciation to the employees who have stepped up.

Commissioner Rushing asked if Atrium received any of the CARES Act funding and is it giving any of it to the employees on the ambulances.

Mr. Watson shared that Atrium recently went through a compensation review and requested additional compensation for paramedics and EMT's.

Following further discussion, Chairman Rape suggested that the Board conduct a workshop regarding this matter. Mr. Watson agreed and stated that the timing is right and said that this issue needs to be resolved.

Commissioner Simpson asked if Union EMS's compensation is comparable to a State position. Mr. Niland responded from a pay standpoint, it is comparable to surrounding agencies but the State retirement is difficult with which to compete.

21-485 Appointment of Commissioners to Boards and Committees

Action: Commissioner Rushing moved to appoint Commissioner-Representatives to the Boards and Committees as listed below. The motion passed by a unanimous vote as follows:

Chairman Rape	Aye
Vice Chairman Williams	Aye
Commissioner Helms	Aye
Commissioner Rushing	Aye
Commissioner Simpson	Aye

Boards and Committees	2021-2022
Agricultural Advisory Board	Commissioner Jerry Simpson
Catawba River Water Supply Project Governing Board	Commissioner Richard Helms Vice Chairman David Williams
Centralina Council of Governments	Vice Chairman David Williams Alternate: All Commissioners
Centralina Economic Development Commission	Chairman Dennis Rape (Three-year term expires March 31, 2024.) (Appointed December 21, 2020)
Economic Development Board of Advisors	Chairman Dennis Rape Commissioner Richard Helms
Monroe-Union County Economic	Chairman Dennis Rape

Development Commission	Commissioner Richard Helms
Fire Commission	Chairman Dennis Rape
Human Services Board	Vice Chairman David Williams
Job Ready Partnership Council	Commissioner Stony Rushing
Juvenile Crime Prevention Council	Commissioner Stony Rushing
Library Board of Trustees	Vice Chairman David Williams
Local Emergency Planning Committee	Commissioner Richard Helms
Charlotte Regional Transportation Planning Organization(CRTPO), formerly Mecklenburg-Union Metropolitan Planning Organization (MUMPO)	Vice Chairman David Williams Alternate: Commissioner Richard Helms
Parks & Recreation Advisory Board	Commissioner Stony Rushing
Rocky River Rural Planning Organization Transportation Advisory Committee	Commissioner Stony Rushing Alternate: Chairman Dennis Rape
School Liaison	Chairman Vice Chairman
South Piedmont Community College Board of Trustees	Commissioner Jerry Simpson (Term Expires June 30, 2024) (Appointed May 4, 2020)
Transportation Advisory Board (Transit System) (Local)	Chairman Dennis Rape
Yadkin River Water Supply Project Advisory Board	Commissioner Jerry Simpson Commissioner Richard Helms
Partners Board of Directors	**Vice Chairman David Williams (Term September 7, 2021 – June 30, 2024) (Appointed September 7, 2021)

Appointment of Commissioners to Work with Staff on Emergency Medical Services Contract:

Mark Watson, County Manager, asked if the Commissioner appointments included appointments to serve as liaisons for the Emergency Medical Services issues. It was confirmed that those appointments were not included in the list. Mr. Watson asked that the appointments be reconsidered to include two appointments from the Board of Commissioners to serve as liaisons to work with staff regarding the Emergency Medical Services contract.

Chairman Rape stated that staff had requested that Vice Chairman Williams and Commissioner Helms be appointed to work with staff regarding the Emergency Medical Services contract. He asked if the Board is in agreement for Vice Chairman Williams and Commissioner Helms serving in this capacity.

Commissioner Rushing commented that he was not opposed to the two Commissioners serving as liaisons for the Emergency Medical Services Contract, but his being on the Board of Commissioners when the contract was in its infancy, he would like for the Board to consider either Commissioner Simpson or him to serve just because they were on the Board when the contract was discussed originally.

Vice Chairman Williams said he was happy to defer his appointment because he has the shortest tenure on the Board. He agreed that others on the Board could contribute invaluable based on their experience over time.

Commissioner Simpson offered a recommendation to appoint Commissioner Helms since he lives more on the western side and represents more urban area and Commissioner Rushing to serve representing the more rural area.

Chairman Rape called for a vote on the recommendation by Commissioner Simpson which passed by a unanimous vote as follows:

Chairman Rape	Aye
Vice Chairman Williams	Aye
Commissioner Helms	Aye
Commissioner Rushing	Aye
Commissioner Simpson	Aye

21-514 Appoint Representatives to Meet with Village of Marvin's Representatives to Discuss Transportation Funding of a Roundabout Project at the Intersection of New Town Road and Marvin Road

Mark Watson, County Manager, stated that the Village of Marvin has requested to have representatives of Union County meet with either the entire Village of Marvin's Council or representatives of the Village Council regarding transportation funding of a roundabout project that is planned at the intersection of New Town Road and Marvin Road. Mr. Watson said he thought the Village of Marvin has been working with the North Carolina Department of Transportation for quite some time. He added that in the interim, the Village of Marvin chose to employ off-duty deputies to direct traffic through that intersection for several hours in the evening which has taken place for several years. He said that the Village of Marvin is looking for a solution and is asking Union County to help fund that project or at least discuss helping to fund the project and listening to what the Village's request might be. Mr. Watson noted that this particular intersection was studied as part of the Critical Intersection Analysis and was brought to the Board several years ago but did not make the top ten projects in the county.

Brian Matthews, Assistant County Manager, stated that this intersection scored very well, but the Village of Marvin was moving forward with its funding.

Mr. Watson said that the Village Council has asked to meet with the Board of Commissioners in a joint meeting or if the Board chooses to appoint a representative(s) from this Board to meet with representatives from the Village of Marvin and staff, then they are amenable to that as well.

Commissioner Rushing suggested that the Board of Commissioners hold a joint meeting with the Village Council.

Bjorn Hansen, Senior Planner, Long-Range Planning, Union County Planning, came forward to the podium to answer questions of the Commissioners regarding available funding.

Vice Chairman Williams commented that there may be some developer funds that could be helpful in this situation, and there is also some funding that has been committed through Board action. He added that depending on action by the North Carolina Department of Transportation, that funding might be freed up. He asked Mr. Hansen to address this matter.

Mr. Hansen stated that several months ago, the Board of Commissioners committed \$75,000 to partner with Weddington for Forest Lawn and Potter on an application to Charlotte Regional Transportation Planning Organization (CRTPO) for a roundabout at that location. He said it will be known in approximately six weeks whether that project will be funded. He stated that if the project does not get funded, then the \$75,000 would come back and it could be reallocated. He said they have also worked with Lancaster County on a large development west of Waxhaw-Marvin Road that had a Traffic Impact Analysis done, had to do some mitigation in North Carolina, and decided to monetize. He stated that part of the development agreement is to give Union County \$25,000. He said the developer has not broken ground at this time, but it is a commitment and the \$25,000 can be applied to anything. Mr. Hansen stated that Union County reached out to Marvin soon after they had the agreement so it could be determined where the money could be assigned to a project, and it was thought that the Marvin project would work well. He said at the time, there was a shortfall, and the \$25,000 could be used as the local match to draw down \$100,000 of CRTPO funding.

Commissioner Rushing asked if the towns can use their CARES Act (Covid) monies for road infrastructure.

Mr. Hansen responded that CRTPO put \$6 million across three counties, and Union County received in excess of a million to go toward road resurfacing and other maintenance projects.

Commissioner Rushing asked the cost of the Marvin project. Mr. Hansen stated it is a little more than \$2 million. In response to a question from Commissioner Rushing, Mr. Hansen said he did not know the budget for the project or what is the shortfall for the project.

Mr. Watson commented he thought that would be the purpose for meeting with the Village Council to obtain those kinds of details.

Chairman Rape requested that the County Manager schedule a joint meeting with the Village of Marvin's Council.

Mr. Watson reiterated that the Village of Marvin has been paying for after hour deputies at the intersection of Marvin and New Town, and one of the Council's request is that the County start picking up the expense for the cost of those deputies. He said he will be glad to schedule a joint meeting based on the earliest convenience of both Boards.

Chairman Rape added that he and Commissioner Helms attended one of the Village of Marvin's Town Council meetings several years ago, and the Village has already paid approximately one-half of the cost of the roundabout in off-duty deputy time.

Commissioner Helms stated that in conversation with some of the officials at the Village of Marvin, the Department of Transportation has been backing off when it is going to do this project. He asked

Mr. Hansen to contact the DOT to try to get a more definitive date and provide information for the Board prior to the joint meeting that would identify when this project would be done. He said the longer it takes, the more the project will cost.

21-524 Joint Resolution in Support of Ending Contract Tracing and Quarantine Requirements of North Carolina Public School Students (This item was added to the agenda during the meeting.)

Jason Kay, General Counsel, explained this item was added to tonight's agenda for a Joint Resolution in Support of Ending Contact Tracing and Quarantine Requirements of North Carolina Public School Students. He said the requirements for contact tracing and quarantining come by and through State Statutes and a series of administrative rules at the State level, which are ministerially administered by the local health director.

Mr. Kay explained that this resolution would call upon the State to eliminate those two requirements as the Pandemic has evolved in such a way there are additional tools to keep down infection rates, and it has also revealed itself to be a significant source of problems within the school environment within families and within employers around the state.

Mr. Kay read the proposed Resolution as it was displayed for public view. He said it is his understanding that the Resolution will be before the Union County Board of Education for reconsideration at its meeting tomorrow.

Commissioner Helms stated that Dennis Joyner, Union County Health Director, has been to Raleigh and has facilitated change. He explained that the antibodies test had multiple parts, and the second part was difficult with which to adhere.

He stated that Mr. Joyner went to the State and pled the case to drop that testing, and he was able to get it accomplished. He commended Mr. Watson and Mr. Joyner on what they have been able to produce. Commissioner Helms stated that the meeting when the Joint Resolution was discussed was attended by school board members, State representatives, Chair and Vice Chair, a physician, community members who came to share their concerns, Ms. Lancaster, and Mr. Watson. He said it was a good dialogue and the Joint Resolution came from that meeting.

Commissioner Rushing commented that the children are the ones who have suffered and been quarantined and never had a symptom of Covid. He said that he hopes everyone learns a lesson from this and that the legislators get behind meaningful legislation to ensure that we never have to go through this again. He stated he is going to support the Resolution.

Chairman Rape said that the County and the schools will be sending this Resolution to all 99 other counties in the State of North Carolina.

The Chairman called for a vote on the motion to adopt the Resolution as read into the record by Mr. Kay.

Chairman Rape

Aye

Vice Chairman Williams
Commissioner Helms
Commissioner Rushing
Commissioner Simpson

Aye
Aye
Aye
Aye

Mr. Watson asked if the Board's wishes are for signing the Resolution, whether each Commissioner would sign, or for the Chairman to sign the Resolution.

The Chairman said he would like for all of the Commissioners to sign the Resolution to show unity and support.

Mr. Watson asked for specific direction from the Board.

Action: Chairman Rape moved that the Resolution be signed by all Commissioners. The motion passed unanimously by the following vote:

Chairman Rape	Aye
Vice Chairman Williams	Aye
Commissioner Helms	Aye
Commissioner Rushing	Aye
Commissioner Simpson	Aye

21-489**FY21 Short Waterline Extension Project – Task Order 2017-17**

Amendment #1 [This item was moved from the Consent Agenda to the Regular Agenda during the meeting at the request of Commissioner Rushing.]

Commissioner Rushing explained the reason he wanted to move this item to the regular agenda for discussion is because he has had telephone calls and emails because people had paid money into this program a year or so ago. He said he wanted to ensure that in this program, there are no additional costs to those who have already paid.

Brian Matthews, Assistant County Manager, stated that is correct.

Commissioner Rushing said that what was unclear to him when he was talking with Mr. Matthews were some of the rights-of-ways.

Mr. Matthews explained that in some cases the NCDOT rights-of-way are not owned rights-of-ways by the State of North Carolina; they are maintenance rights-of-ways so there is no official plat. He further explained that in those situations, the County has to obtain a right-of-way from the property owners. He added he did not believe there has been a situation where anyone has refused to give the right-of-way. Mr. Matthews stated they are not finished so there is a possibility that a property owner could refuse to give a right-of-way, and that situation would have to be addressed. He said these are the costs for the County to do the extra services and

Action: Following the explanation, Commissioner Rushing moved to (a) accept the scope of services for additional survey, geotechnical borings, subsurface utility locate work, design, and easement map preparation as show in Task Order 2017-17 Amendment #1 with WK Dickson & Co., Inc. in the amount of \$99,460.00, increasing the total contract amount to \$553,210.00, and (ii) authorize the County Manager to negotiate and execute an agreement consistent with this Agenda item. The motion passed by a unanimous vote as follows:

Chairman Rape	Aye
Vice Chairman Williams	Aye
Commissioner Helms	Aye
Commissioner Rushing	Aye
Commissioner Simpson	Aye

[The work under Amendment #1 to Task Order 2017-17 will consist of additional surveying, geotechnical boring, subsurface utility locate work, design, and easement map preparation based on findings during the design phase of the project. The additional survey and design work are needed to include the Gary Drive and Paula Lane applicant in this project. The geotechnical borings are necessary to evaluate subsurface conditions along Old Fish Road where the water line crosses Grassy Branch as this crossing will be installed by directional boring in order to avoid disturbance of the stream. The subsurface utility locate services are needed to identify the exact location and depth of three (3) natural gas transmission mains that the water line crosses at two locations. The fifty-five (55) additional easement maps are needed due to several of the projects being located along NCDOT roads that have maintenance only rights-of-ways from ditch to ditch, instead of dedicated right-of-way owned by NCDOT as was originally anticipated when developing the scope of work for this project. Due to NCDOT not owning the right-of-way, the additional easements along these roads are required.]

County Manager's Comments

Mark Watson, County Manager, congratulated Chairman Rape and Vice Chairman Williams for having been elected as Chair and Vice Chair of the Board of Commissioners. He said that staff is looking forward to serving with the Chair and Vice Chair and offered the commitment of staff to provide whatever is needed.

He expressed appreciation to Commissioner Helms for his leadership and guidance over the past year. He stated it has been a pleasure working with Commissioner Helms in the capacity of Chairman.

Mr. Watson also offered congratulations to the members of the repair team and the hydrant teams and specifically Mr. Greg Morgan, who received an award earlier this evening, and expressed appreciation to these employees for their hard work and dedication every day to this organization and community.

He acknowledged the County's volunteer fire departments and the job they did over the Thanksgiving holiday. He shared that over the Thanksgiving holiday, there were numerous structure fires and brush fires in the county. Mr. Watson stated that it seemed that over a period of three to four days that one fire would finish and another one would break out. He said that some fire departments and some crews were constantly engaged in major firefighting activities. He stated there were also rescue operations removing people that were pinned in automobiles and the departments were responding to more than the usual number of medical calls that occurred over the holiday. He said the fire departments, the emergency medical services and the County's 911 center were very busy, and he wanted them to know how much he appreciates them.

Mr. Watson referred to the meeting on Friday where the points were discussed that were included in the Joint Resolution with the schools. He said he appreciated the input of those who attended that meeting. He stated he hoped that hard work pays off with the State of North Carolina deciding to give the County some latitude to manage things a little differently on the local level.

Commissioners' Comments

Commissioner Simpson said ditto to the comments by the County Manager regarding the meeting where the Joint Resolution was discussed. He expressed appreciation to those who participated in the meeting and brought about the Resolution that the Board approved tonight. He added that there are right ways and wrong ways to resolve issues and said he believed the hard work that this group put together is a credit to the County.

He offered his congratulations to Chairman Rape and Vice Chairman Williams. He said he looked forward to their leadership in 2022.

Commissioner Simpson said this is the Board's last regular Board of Commissioners' meeting before the holidays. He wished safety and enjoyment to everyone during the holidays and hopes for a prosperous 2022.

Commissioner Rushing wished everyone a Merry Christmas and Happy New Year. He offered his congratulations to Chairman Rape and Vice Chairman Williams. He said he hoped this coming year the Board will be able to hammer out a lot of issues. He also said he looked forward to working with Commissioner Helms regarding EMS issues.

Vice Chairman Williams wished his colleagues, members of the County staff, and residents of the County a Merry Christmas and Happy New Year.

Commissioner Helms congratulated Chairman Rape and Vice Chairman Williams for accepting the leadership roles for the Board.

He congratulated members of the utility teams for their accomplishments and for demonstrating the talents for which Union County is known and to Greg Morgan on his accomplishments.

He said that he agreed with the County Manager that the fire departments and the Sheriff's Office work hard. Commissioner Helms stated that when the Board begins discussing budget, it needs to discuss taking care of them as well.

He wished everyone a Merry Christmas and a Happy New Year and said he looked forward to this coming year.

Chairman Rape expressed appreciation to the Commissioners for their support. He stated that he learns from each of them and what they do. He said he thought it was a good move to appoint Commissioner Rushing to serve with Commissioner Helms regarding the emergency medical issues.

He said he was humbled and was glad that Sheriff Cathey was present tonight. He said he looked forward to a great year. The Chairman stated that law enforcement, schools, and emergency medical services are all things that make Union County great.

Adjournment

Action: With there being no further comments or discussion, at approximately 8:13 p.m., Commissioner Simpson moved to adjourn the regular meeting. The motion passed by a unanimous vote as follows:

Chairman Rape	Aye
Vice Chairman Williams	Aye
Commissioner Helms	Aye
Commissioner Rushing	Aye
Commissioner Simpson	Aye

Exhibit "A"

POLICY 4.01 - UNION COUNTY DETENTION CENTER MEDICAL PLAN

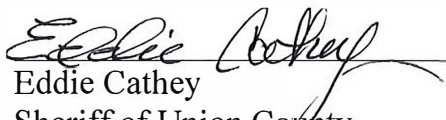
Union County Detention Center

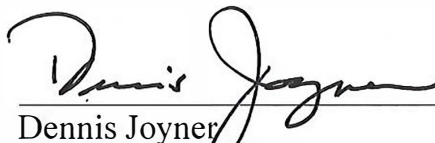
Medical Plan

2022

Revised: October 8th, 2021

Approved By:


Eddie Cathey
Sheriff of Union County


Dennis Joyner
Union County Health Director


Dennis Rape
Chairman of Union County Board of Commissioners

Adopted on December 6, 2021 by the Union County Board of Commissioners and certifies adoption,


Lynn West
Clerk to the Union County Board of Commissioners



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UNION COUNTY DETENTION CENTER

MEDICAL PLAN

2022

NUMBER: 4.01

RESCINDS: 1

SUBJECT: MEDICAL PLAN FOR THE UNION COUNTY DETENTION CENTER
(Revision, October 8th, 2021; Approved, November 1st, 2021)

*Union County Detention Center Medical Plan 2021-2022*REVISED: October 8th, 2021ADOPTED: December 1st, 2021

APPLICABLE STANDARDS: (Prepared in conformity with N.C. General Statute 153A-225(a) and N.C. Administrative Code IDA NCAC 14J .1001)

4.01: Written Medical Plan Required

POLICY STATEMENT:

The Sheriff of Union County (Sheriff) will develop a written medical plan that is designed to protect the health and welfare of Detention Center inmates (N.C. General Statute 153A-225(a) and N.C. Administrative Code IDA NCAC 14J .1001). The plan, at a minimum, will address serious medical, mental health, intellectual disabled, dental, and substance abuse needs of inmates. The plan will be reviewed annually by the Sheriff, Detention Center Provider and Union County Health Director, and adopted by the Union County Board of Commissioners.

SPECIFIC PROCEDURES: Content of Detention Center Medical Plan

The Detention Center Medical Plan shall address, at a minimum, the following medical services:

- A. Health screening of inmates during intake;
- B. Routine medical care;
- C. Health Care Request;
- D. Non-emergency services;
- E. Emergency services;
- F. Mental health services;
- G. Substance abuse services;
- H. Dental care;
- I. Administration, administering and controlling medications;
- J. Handling suicidal inmates;
- K. Chronic illnesses and communicable diseases;
- L. Confidentiality of medical records;
- M. Privacy during medical examinations and conferences and
- N. Medical co-payments, if authorized.

The plan must provide inmates a daily opportunity to communicate their health care complaints to a health professional or officer and require that qualified health personnel be available to evaluate the medical needs of inmates.

The medical plan will prohibit inmates from performing medical functions at the Detention Center and require detention officers inform inmates about access to health care services.

Involvement of County Health Director and Board of Commissioners

Pursuant to G.S. 153A-225(a) and IDA NCAC 14J .1001(e), and as directed by the Sheriff, the Detention Center Administrator will be responsible for the annual review of the facility Medical

Plan. Each policy and procedure of the plan will be reviewed annually and approved by the Sheriff and Health Director indicating review and approval of the plan.

After the Union County Health Director has approved the plan, the Sheriff will request the Union County Board of Commissioners adopt the Detention Center Medical Plan during a formal Commissioner's meeting.

A copy of the facility's Medical Plan will be posted in the control room and in other conspicuous areas to afford officers access to the plan.

4.01-A: Health Screening of Inmates during Intake

POLICY STATEMENT:

It is the policy of the Union County Detention Center to conduct a health screening on every inmate during the intake process to determine if the inmate is in need of emergency medical care, or mental health services.

DEFINITIONS:

Screenings of Inmates: A procedure for each newly-admitted inmate that combines visual observation of the inmate with an interview to obtain information about the inmate prior to the inmate's placement in the general population of the jail. See N.C. Jail Code 10A NCAC 14J .1002

SPECIFIC PROCEDURES:

Health Screening of newly admitted Inmates during intake

All inmates will be screened during the booking process by Union County Detention Center staff utilizing an intake health screening form. The intake health screening form will be periodically reviewed and amended as necessary, for use by the Sheriff and the Union County Inmate Health Services Team (IHST). Specific questions are to be asked of each inmate concerning their past and current medical need(s) and the answers will be recorded on the form by the intake officer. The intake officer will also make visual observations of the inmate and record the inmate's apparent physical and mental condition. The inmate and the intake officer will sign the form acknowledging that the answers were those given by the inmate. A copy of the form will be placed in the inmate's medical file, reviewed by an IHST member, and followed up as deemed appropriate by an IHST member.

Inmates needing immediate Medical Care

If during the health screening process, an inmate is deemed to need medical or mental health care, the arresting officer will be required to transport the inmate to the local area hospital. The arrestee may be refused admittance to the Union County Detention Center by Detention Center Staff and/or an IHST member based on the arrestee's medical or mental health status.

If the arrestee has refused medical treatment at the local hospital emergency department, this will be documented by a hospital staff member. The arrestee will only be accepted by the Detention Center Staff with discharge instructions, or documentation that the inmate was discharged Against Medical Advice ("AMA"). The IHST staff member may still refuse the arrestee if their current medical needs are beyond the capabilities of the Detention Center Health Services. After admittance, the IHST will determine if the arrestee should be placed on Special Watch. In the event that emergency medical care is needed, EMS will be contacted following the procedures set forth in the Emergency Medical section of the Union County Detention Center Medical Plan.

In the event the Detention Center Health Services are unable to meet the medical needs of an inmate who has left the hospital AMA, the IHST member will contact the Jail Administrator or and Assistant Jail Administrator immediately to consider safekeeping options.

4.01-B: Qualified Medical Personnel

POLICY STATEMENT:

Qualified medical personnel will be available to evaluate inmate medical needs at all times.

DEFINITIONS:

Medical personnel: A person or persons who provide medical care to inmates. This definition shall include all persons who provide medical or health care except for care provided for mental health needs. The list of persons included in this definition include but are not limited to: Physicians, Physician Assistants, Nurse Practitioners, Registered Nurses, and Licensed Practical Nurses.

Mental health personnel: A person or persons who provide mental health services to inmates. The list of persons included in this definition include but are not limited to: Psychiatrists, Psychologists, Registered Nurses, and Social Workers.

Medical Provider: A health care professional who can issue directives and write prescriptions to address inmate health needs. The list of persons included in this definition include but are not limited to: Physicians, Physician Assistants, and Nurse Practitioners.

SPECIFIC PROCEDURES:

24-Hours availability of Healthcare Personnel

The IHST will provide 24-hour medical, emergency, dental and mental health screenings at the Union County Detention Center. A Medical Provider will be available for consultation 24 hours a day and will come to the facility as needed. A licensed Nurse (LPN or RN) will be on-duty at the Detention Center or on call 24 hours a day to provide medical care.

Inmates prohibited from performing Medical Functions

Inmates will not perform any function in or for the Medical Unit in the Detention Center, regardless of any license or certification the inmate may hold as per N.C. Jail Code 10A NCAC 14J .1001 (d).

Health Care Professional's Qualifications

Health professionals who are hired under contract to provide medical services to the Union County Detention Center must have and maintain an active NC Professional License and be competent to provide those services.

Exclusive responsibility for Medical Decisions

Health professionals who provide medical services at the Union County Detention Center will have the exclusive responsibility for medical decisions and services rendered to inmates in the custody of the Sheriff. At the same time, however, they will be subject to the same security requirements and procedures as detention officers and civilian staff.

4.01-C: Medical Care / Health Care Request

POLICY STATEMENT:

It is the policy of Union County Detention Center to provide each inmate with regular access to routine health care services from a qualified provider to screen, refer, and provide basic treatment for ongoing or emerging health care needs. Inmates will be provided an opportunity each day to communicate their medical needs to a health care professional or detention officer.

DEFINITION:

Health Care Request is an organized method of receiving and being notified of, inmate health needs through a regularly scheduled triage session. It provides inmates with the opportunity to report a medical illness or other health need, and to receive diagnosis or treatment to alleviate the condition, if reasonably possible.

Routine care: Medical care that includes physical examinations, health screenings, diagnostic testing, and treatment for an illness, a medical condition, or a mental health condition that is not an emergency medical need

Serious medical need: Any medical need that has been diagnosed by health professional as mandating treatment or one that is so obvious that even a lay person would easily recognize the necessity for a medical professional's attention. *See Iko v. Shreve*, 535 F.3d 225, 241 (4th Cir. 2008)

SPECIFIC PROCEDURES:**Inmates will be informed how to obtain Medical Care**

The Intake Officer, during the booking process, will inform the inmate of the procedure for obtaining medical care.

Officers will respond to Healthcare Needs

Officers will respond to and take appropriate action when an inmate makes a health care request, including dental needs and mental health needs. If an IHST is unavailable to respond, the officer receiving the request will inform the Shift Supervisor of the reported medical need. The Shift Supervisor will evaluate the circumstances, notify the medical supervisor, and if necessary, make immediate arrangements for addressing the medical need as provided in the medical plan.

Inmates allowed to communicate daily Healthcare Needs

Inmates will be provided an opportunity to communicate their health care needs daily verbally or by submitting a Health Care Request as per N.C. Jail Code 10A NCAC 14J .1001 (c) according to the following procedure:

- A. An inmate can submit a Health Care Request inquiry via KIOSK. If an inmate is illiterate or unable to submit a request, an officer will submit the request on the inmate's behalf.

- B. IHST will evaluate and respond to each Health Care Request. IHST will respond to Health Care Requests on a daily basis.
- C. All medical actions taken, will be documented and signed by a member of the ISHT. Health Care Requests and medical treatment will be kept and filed in the inmate's medical record.

IHST management of Health Care Request

IHST will conduct Health Care Requests on a regular and established schedule and will:

- A. Evaluate the inmate to the extent required to ascertain the nature of the need;
- B. Provide appropriate treatment consistent with standing or verbal orders issued by the appropriate Medical Provider;
- C. Schedule the inmate for further examination or treatment by the appropriate Medical Provider;
- D. Cordiant care for the inmate to receive consultations and/or treatment as ordered by the Detention Center Medical Provider.

The Shift Supervisor will assign an officer to move inmates, as necessary, to facilitate Health Care Requests. The officer will be responsible for safety, security and for handling inmate supervision while the inmate is receiving treatment from the IHST.

Review of Medical Health Care Request

A Medical Provider will review Health Care Requests on a regular basis. Reviews may include:

- A. An examination of records.
- B. Evaluations and follow ups of the inmate, if necessary.
- C. Referrals made for routine schedule follow ups.

Detention Center Medical Provider and Specialists will be available

A Medical Provider will be available to respond to inmate medical needs referred by IHST and officers. Other Medical Providers or Specialists will be available as needed. All serious medical needs of inmates will be met.

Medical Restricted Diets

Inmates with medical, dietary needs will be placed on a restricted or special diet as ordered by the provider, to included food service meals and commissary food items.

Dental Care

Dental care will only be provided by the facility when the inmate is in need of emergency dental care and treatment or a dentist has diagnosed a serious medical need for dental care. This care and treatment will be by a licensed dentist, and will be limited to medically necessary tooth extractions.

4.01-D: Emergency Medical Care

POLICY STATEMENT:

It is the policy of the Union County Detention Center to provide emergency medical care for inmates that is consistent with community standards of health care. Medical emergencies and serious medical needs will be reported to IHST immediately. IHST will respond promptly to all such requests. Until IHST is available, officers will render basic first aid services and other assistance. Inmates will not be escorted to the Detention Center clinic without the expressed permission of on-duty IHST. Basic first aid kits will be available at various duty stations within the Detention Center.

DEFINITIONS:

Medical Emergency: Any medical, mental health, dental, acute illness, or an unexpected health need that cannot be deferred until the next scheduled health care request clinic.

Serious medical need: Any medical need that has been diagnosed by health professional as mandating treatment or one that is so obvious that even a lay person would easily recognize the necessity for a medical professional's attention. *See Iko v. Shreve*, 535 F.3d 225, 241 (4th Cir. 2008)

SPECIFIC PROCEDURES:

Emergency Medical Care

Officers will notify IHST if an inmate states he or she is experiencing medical difficulties, and is requesting immediate medical care, or the officer observes the inmate to have a serious medical need. The Officer will inform IHST of the inmate's symptoms or complaint. IHST will evaluate the needs of the inmate and determine if the inmate should be seen immediately or enter a Health Care Request.

Officers are required to administer first aid (including CPR) without unnecessary delay.

Health Services Staff (IHST) will evaluate medical needs

IHST will respond to any report of a medical emergency within the Union County Detention Center, evaluate the situation and render appropriate aid. Under normal circumstances, IHST will determine if local Emergency Medical Services Provider should be requested.

If an inmate is experiencing a medical emergency or complains of symptoms that indicate an emergency, a detention officer will notify IHST via emergency procedures.

The Detention Center Clinic is not equipped as an emergency room. Inmates will not be escorted or transported to the Detention Center Clinic without approval of the shift supervisor and knowledge of the IHST staff. When it involves a life threatening emergency, IHST will respond to the scene of the incident.

Emergency Dental Care

In the event of a dental health emergency, the facility will provide emergency dental care and treatment. This care and treatment will be by a licensed dentist.

- A. Should an officer detect a serious medical need relating to dental care or receive a Health Care Request from an inmate reporting that he/she is suffering from a serious medical need relating to dental care (e.g., severe swelling of the facial area or gums, broken or damaged teeth, severe pain), the officer will immediately contact the IHST and explain the inmate's symptoms so the IHST may determine whether and what treatment is appropriate.
- B. Emergency dental procedures will be limited to emergency dental extractions only.

Activation of Emergency Medical Services (EMS)

Any officer or staff member has the authority to request the local Emergency Medical Services (EMS) to be dispatched.

Master Control Operator will notify EMS

If notified of an emergency health need or the need for EMS, the Master Control Operator will contact Union County Communications and request EMS. Whenever EMS is dispatched to the Detention Center, an officer will be assigned to stand by outside the facility until EMS arrives and escort them to the medical emergency.

Officer to accompany Inmate to Medical Facility

Whenever an inmate is transported outside this facility, the Shift Supervisor will assign sufficient detention staff to assure the inmate's safety, security and custody is properly maintained.

An officer will remain with the inmate at all times and will maintain proper custody of the inmate. Whenever feasible, inmates will be handcuffed or otherwise restrained at all times. Restraints should not be removed except by specific order of Health Services Staff, and only if sufficient assistance is available to maintain secure custody of the inmate. If feasible, one type of hard restraint (handcuffs or leg restraints) should be maintained at all times. Officers will inform IHST of the possible consequences of removing restraints from offenders / persons experiencing psychological emergencies, and inmates who pose an escape risk.

First Aid Kits

First responder kits will be placed in the command area and storage area between the four housing blocks. The Shift Supervisor will ensure that medical supplies are replaced after use.

Automatic External Defibrillator (AED)

Automatic External Defibrillator (AED) is located in Master Control and a second AED is located in the Medical Clinic. Detention and IHST staff will maintain certifications necessary to perform Basic Life Support (BLS), which includes proper use of the AED.

Notification of Detention Center Administrator

The Detention Center Administrator or his / her designee shall be notified if an inmate is transferred to the hospital for a medical emergency.

Escorting Officer with Discharge Instructions

The officer accompanying an inmate for treatment shall return all health care related documents to IHST.

No Fee for Emergency Medical Treatment

An inmate will not be charged a co-payment fee for emergency medical treatment or officer initiated visit.

4.01-E: Mental Health Care

POLICY STATEMENT:

The Union County Detention Center will provide treatment, services, and housing for inmates committed and confined in its facility who display or have been diagnosed as having mental health problems. In such cases, mental health care will be provided at no cost.

DEFINITIONS:

Special inmates: an inmate that includes a geriatric inmate, an inmate with a mental health disorder, developmental disability, intellectual disability, or substance use disorder, and an inmate with a physical disability.

Mental health personnel: A person or persons who provide mental health services to inmates. The list of persons included in this definition include but are not limited to: Psychiatrists, Psychologists, Registered Nurses, and Licensed Clinical Social Workers.

Mental Health Disorder: refers to a person with mental condition(s) to such an extent that he or she requires care and treatment for his or her own welfare or the welfare of others.

Intellectual disability: refers to a person with substantial sub-average general intellectual functioning that is associated with impairment in adaptive behavior.

Mentally impaired inmate: refers to an inmate who has *Mental Health Disorder(s)* or *Intellectual disability(s)*.

SPECIFIC PROCEDURES:

Officers will ask Mental Health questions during intake

Inmates committed to the Union County Detention Center shall be screened using the approved Mental Health Questionnaire required by Session Law 2007-323, Section 10.49(f) and make observations during intake in an effort to identify mentally impaired inmates who may not adapt well to a detention setting or who may be imminently dangerous to themselves or others. Officers will make contact with IHST to seek a referral. IHST shall collaborate with Local Management Entity (LME) to develop medical management procedures between Detention Center staff and mental health providers. Detention Center Staff will be trained to recognize signs of mental illness pursuant to Session Law 2007-323, Section 10.49(f). Officers will observe inmates throughout their incarceration in an effort to identify possible mental health problems. If an inmate presents an imminent danger to self or others, Detention Center staff may take appropriate action to ensure the safety of inmates and staff (such as using restraints).

Inmates given daily opportunity to communicate Mental Health Needs.

Inmates will have the opportunity each day to submit Mental Health Care Request inquiry via KIOSK or verbally to any officer or IHST. The IHST will review and follow up on Mental Health Care Request submitted via KIOSK or to an officer. The request and action taken will be documented in the inmate's medical file.

Mental Health Treatment

Officers will respond to an inmate who has mental health need at any time and take appropriate action. If IHST are unavailable, the officer who receives the request will notify the Shift Supervisor who will evaluate the circumstances. If necessary, the Shift Supervisor will make immediate arrangements for intervention and / or evaluation.

Mental Health Screening

On admission, the intake officer will evaluate each inmate with regard to obvious signs of *Mental Health Disorder or Intellectual disability*. When an officer suspects an inmate is mentally impaired, they will contact IHST who will assess the situation and, if necessary, contact the on-call provider who will then determine necessary additional measures. Additional diagnostic tests or examinations may be ordered. Pending this review, an inmate demonstrating signs of serious mental illness may be housed in a holding cell, medical cell or transported to a more appropriate facility.

Examples of Acute Mental Illness

Officers should be alert to possible indicators of acute mental illness, including the following:

- A. Delusions of grandeur and/or persecution, with hallucinations or a constant attitude of suspicions and hostility;
- B. Intense anxiety or exaggerated levels of fear or panic in the absence of any danger;
- C. Inappropriate emotional responses, bizarre delusions or unpredictable, hollow giggling;
- D. Hallucinations such as hearing, seeing, tasting, or smelling something or someone that is not present at the moment;
- E. Extreme depression, withdrawal, neglect of hygiene and appearance, refusal to eat or leave the cell for long periods of time, or periods of uncontrollable crying; and,
- F. Exaggerated mood swings from elation and over activity to depression and under activity or a combination or alternation of these.

Inmates exhibiting unusual behavior shall be placed on Special Watch.

Crisis Intervention

When an inmate exhibits behavior that is suicidal, homicidal or otherwise extremely inappropriate, the staff shall request a medical evaluation *see* N.C. Jail Code 10A NCAC 14J .0601 (c)

The IHST will evaluate the situation and, if necessary, contact the on-call provider. IHST will make recommendations concerning the monitoring, observation and handling of the inmate. In no case will these recommendations override safety and security considerations. Any question, regarding potential conflicts between medical recommendations and a compromise of facility security, will be resolved by the Detention Center Administrator or their designee.

No Fee for Mental Health Treatment

An inmate will not be charged a fee for mental health treatment.

4.01-F: Acute Substance Dependency

POLICY STATEMENT:

The Union County Detention Center will provide treatment, services, and housing for all inmates committed and confined in its facility who display acute substance dependency.

SPECIFIC PROCEDURES:

Arresting Officers at Intake

In the event an arrestee is suspected of ingesting or has entered any chemical substance into the body, administered Naloxone or other treatment to counteract or reverse the effects of any impairing substance, the arresting officer shall transport the arrestee to the local hospital for medical evaluation.

Officer Will Screen Inmates upon Intake

Inmates committed to the Union County Detention Center are questioned and observed during intake in efforts to identify persons who may be experiencing acute substance withdraws.

Inmate Will Have an Opportunity to Communicate Needs Daily

Inmates will be provided an opportunity to communicate their health care needs daily verbally or by submitting a health care request according to the following procedure:

- A. An inmate can submit a Health Care Request inquiry via KIOSK. If an inmate is illiterate or unable to submit a request, an officer will submit the request on the inmate's behalf.

- B. An IHST will evaluate and respond to each health care request. IHST will respond to Health Care Requests on a daily basis.
- C. All medical action taken will be documented and signed by a member of the IHST. Health Care Requests and medical treatment, if indicated, will be kept and filed in the inmate's medical record.

Substance Use Disorder Screening

On admission, the intake officer will evaluate each inmate with regard to obvious signs of acute substance use or dependency. When an Officer suspects an inmate is a substance user or has a substance use disorder (SUD), they will contact IHST who will assess the situation and, if necessary, contact the on-call provider, who will then determine necessary additional measures. Additional clinical tests or evaluations may be ordered. Pending this review, an inmate demonstrating signs of serious illness may be housed in a holding cell, designated medical housing or transported to a more appropriate facility. If a pregnant Inmate is currently enrolled in an opioid withdrawal treatment program, this treatment will continue.

Examples of Substance Use Disorder or acute substance withdrawal

Officers should be alert to possible indicators of acute substance withdrawal, including the following:

- A. Unconsciousness or semi-consciousness;
- B. Serious drug or alcohol induced intoxication;
- C. Intense anxiety or exaggerated levels of fear or panic in the absence of any real or present danger;
- D. Hallucinations such as hearing, seeing, tasting, or smelling something or someone that is not present at the moment;
- E. Other signs of symptom indicating the need for immediate medical care.
- F. Recent Naloxone administration.

Inmates exhibiting unusual behavior may be placed on medical, mental health, suicide watch or withdrawal protocol. Inmates exhibiting psychotic or dangerous behavior that appears to originate from substance use will be referred to IHST for emergency evaluation.

Crisis Intervention

When an inmate exhibits behavior that is suicidal, homicidal or otherwise extremely inappropriate, the staff shall request a medical evaluation. *See* N.C. Jail Code 10A NCAC 14J .0601 (c)

The IHST will evaluate the situation and, if necessary, contact the on-call provider. IHST will make recommendations concerning the monitoring, observation and handling of the

inmate. In no case will these recommendations override safety and security considerations. Any question, regarding potential conflicts between medical recommendations and a compromise of facility security, will be resolved by the Detention Center Administrator or their designee.

No Fee for substance and chemical Treatment

An inmate will not be charged a fee for mental health treatment.

4.01-G: Administration and Control of Medications

POLICY STATEMENT:

A qualified health care professional will administer inmate medications in a timely manner and in accordance with orders issued by the prescribing provider. A detention officer will accompany the IHST during medication administration for the purpose of supervising inmates and maintaining order and safety.

SPECIFIC PROCEDURES:

Safe and Secure Storage of Medications

Medications will be secured in the medical area and will be inaccessible to inmates and non-health services staff. When necessary, the Detention Center Provider may authorize an inmate to carry and possess certain medications while incarcerated. Inmates authorized to carry and possess medication within their own housing unit must carry a written approval signed by the IHST, authorizing possession of the medication.

When being administered, all medications will remain under the exclusive care and control of IHST. Medication and/or unlocked medication carts will not be left unattended at any time.

Inmates not allowed to administer Medications

No inmate will assist with or otherwise participate in any way with administering medications.

Receiving Inmates with Medications

The receiving intake officer will confiscate all medications from incoming inmates. The medications will be inventoried and stored as per IHST medication storage policy.

Detention Center Health Services (IHST) will administer Medication

Medications will be administered according to a schedule approved by the Detention Center Provider. A member of the IHST will administer all medications. An officer will accompany IHST during any medication administration.

Medication will be administered as prescribed by the provider. The inmate is required to take the medication immediately and in the IHST presence. The officer will remain with the IHST at all times and will observe the inmate closely enough to ensure that the medication is being taken.

Administering Medications to aggressive or assaultive Inmates

The Union County Detention Center Staff in conjunction with the IHST will establish an individual process for administration of medications to inmates who may display behaviors which are aggressive or assaultive.

Releasing Inmates with Medications

If an inmate admitted to the Detention Center has medication in their possession, that medication shall be placed in the custody of the IHST. Upon release the inmate will sign a receipt acknowledging the return of medication. This form will be provided by IHST, which will be filed in his inmate medical record.

4.01-H: Potentially Suicided or Suicidal Inmates

POLICY STATEMENT:

Officers and IHST will be trained to recognize the signs of a potentially suicidal inmate and to respond to their needs as required. Officers of the Union County Detention Center will be watchful for signs of suicide among inmates and will intervene directly, when possible, in suicide threats or actions. Under the condition of a suicide watch, inmates are placed on a supervision regiment intended to reasonably protect the individual.

DEFINITIONS:

Suicide: the act or an instance of a person voluntarily and intentionally taking his or her own life.

Self-destructive Behavior: The act of intentionally causing serious injury to oneself; (such as repeatedly striking their own head against a concrete wall or steel doors).

Special Watch Rounds: an in-person check of an inmate by an officer at time intervals described more specifically in the N.C Jail Code 10A NCAC 14J .0601 (c).

SPECIFIC PROCEDURES:

Screening of Inmates

All inmates will be screened during the booking process for their potential risk of suicide. The Booking Officer will ask a set of standardized questions listed on the Brief Jail Mental Health Screen, developed by Policy Research Associates, Inc. © (2005), funded by the National Institute of Justice. The Booking Officer will sign the form and will request the signature of the inmate. A copy of the form will be forwarded to IHST for review and will be placed in the inmate's medical file and followed up as deemed appropriate by IHST. IHST will further screen the inmate for risk of suicide during the health screening process.

Officers will report Suicidal, Self-Destructive or Homicidal Behavior

When an inmate exhibits behavior that is suicidal, homicidal or otherwise extremely inappropriate, the staff should request a medical evaluation. As a result of this evaluation the inmate may be placed on special watch. Under the condition of a special watch, inmates are placed on a supervision regiment intended to reasonably protect the individual from self-destruction.

The IHST will evaluate the situation and, if necessary, contact the on-call provider. IHST will make recommendations concerning the monitoring, observation and handling of the inmate. In no case will these recommendations override safety and security considerations. Any question, regarding potential conflicts between medical recommendations and a compromise of facility security, will be resolved by the Detention Center Administrator or their designee.

Once a medical or psychiatric evaluation is completed, IHST will notify the Detention Staff Supervisor if changes in the normal watch procedure are required or recommended. The recommendations of the medical professional will be followed for the period indicated.

Officers and detention staff will be alert to possible indicators of potentially suicidal inmates, by such things as:

- A. Past history of suicide attempts;
- B. Observed behavior and verbal discussion of suicide during the admission process;

- C. Active discussion of suicide plans;
- D. Sudden drastic change in eating, sleeping, or other personal habits;
- E. Recent crisis in personal events, such as extended or life sentencing;
- F. Loss of interest in activities or relationships the inmate had previously engaged in;
- G. Depression, which might be revealed by crying, withdrawal, insomnia, variations in moods, and lethargy (abnormal drowsiness);
- H. Giving away personal property;
- I. Signs of serious mental health problems such as paranoid delusions or hallucinations.

Considerations for Special Watch

The following inmates will be placed on Special Watch:

- A. An inmate with a medical record maintained and preserved by the jail that indicates the inmate has attempted suicide at a previous time, unless the inmate is seen by a physician who determines a special watch is not needed.
- B. An inmate who reports a previous suicide attempt or threatens to commit suicide during their initial screening upon admission, unless the inmate is seen by a physician who determines a special watch is not needed.
- C. An inmate who has been assigned to special watch by medical or mental health personnel of the jail or an officer.
- D. An inmate who displays any of the following behavior:
 - 1. Physically hitting or trying to hit an officer;
 - 2. Verbal abuse of other people;
 - 3. Threatening other people, or threatening to or engaging in self-injury;
 - 4. Screaming, crying, laughing uncontrollably, or refusing to talk; and
- E. An inmate who is intoxicated by alcohol or drug use as determined at intake by one of the following:
 - 1. A blood alcohol content level of .15 or greater as measured;
 - 2. Exhibits use of slurred speech; or
 - 3. Exhibits the inability to control body movement.

4.01-I: Communicable Diseases

POLICY STATEMENT:

The Union County Detention Center will operate in a manner that protects the health and safety and welfare of all staff and inmates and will take reasonable steps to prevent the spread of communicable diseases and will provide medical evaluation and care to inmates

suspected of having a communicable disease. Inmates with a known communicable disease will be isolated, if it is reasonably necessary, to protect the inmate's health or the health of others. The Union County Sheriff's Office and Detention Center will provide training on the causes and methods of transmissions of various communicable diseases. The education will emphasize the use of universal safety precautions for preventing the spread of such diseases including blood borne pathogens. The Union County Detention Center will take special care to preserve the confidentiality of information regarding inmates with communicable diseases.

DEFINITIONS:

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and body fluids which can cause disease in humans. These pathogens include, but are not limited to, hepatitis B, hepatitis C, and human immunodeficiency viruses.

Blood and Body Fluids: Blood, semen, cervical secretions, saliva, urine, vomit, and breast milk.

Universal Precautions: Infection control procedures, which should be taken to prevent transmitting infections. These procedures include wearing gloves when coming into contact with or handling blood or body fluids. These precautions are necessary with all persons since their status may not be known.

DISCUSSION:

North Carolina General Statute (N.C.G.S.) 153A-225(a) (1) requires the medical plan to address the handling of inmates with known communicable diseases. 10A NCAC 14J.1003 requires each Detention Center to "separate inmates who require medical isolation from other inmates, either by housing them in a separate area of the detention center or by transferring them to another facility." Federal law, state law and public health regulations must be obeyed.

SPECIFIC PROCEDURES:

Preliminary Health Screening Form during intake

If the inmate indicates that he/she has a communicable disease, the Booking Officer will instruct the inmate to report the medical condition to IHST during the health screening. If the Booking Officer believes, based on his/her own observation, that the inmate may have a communicable disease, the Booking Officer will confidentially notify IHST as soon as possible.

Common symptoms of communicable diseases may include:

Persistent tiredness weight loss cough fever

Diarrhea/vomiting night sweats swollen glands

Confidentiality Requirements

The Booking Officer must maintain the confidentiality of information obtained, from any person, during the preliminary health screening concerning communicable disease. Any information or records will be kept strictly confidential including medical records that might identify an inmate as having a communicable disease. Information will only be shared with IHST or detention staff chain of command, as needed, for the inmate's access to treatment or unique health care accommodations. Public health regulations authorize a local Health Department Director to notify the Sheriff if an inmate has reportable communicable diseases. The unauthorized release of information about an inmate's medical status may result in disciplinary action.

Testing for Communicable Diseases

An inmate may request a communicable disease test through regular Health Care Request procedures with IHST. The inmate will be charged the medical copayment under these circumstances unless the testing meets the parameters as set forth in the N.C. Communicable Disease Testing Guidelines. The inmates will be notified of the results and the inmate will be provided appropriate post-test counseling by IHST and/or referred to an infectious disease clinic. The counseling will be documented. IHST will inform all known infected inmates that they should follow NC state mandated control measures.

IHST provider may request an inmate to be tested for a communicable disease if, in the provider's reasonable medical judgment, the test is necessary for the inmate's appropriate medical treatment. Still, the inmate cannot be tested without his/her informed consent.

COVID-19: Operational Preparedness, Prevention and Management

UC Jail administrators and IHST, in partnership with UC Public Health, follow the CDC and NCDHHS interim guidance on management of COVID-19 in correctional and detention facilities <https://www.cdc.gov/coronavirus/2019-ncov/community/correction-detention/guidance-correctional-detention.html>. Guidance on COVID-19 containment and mitigation is followed from the NCDHHS Jail Health Toolkit <https://covid19.ncdhhs.gov/guidance#correctional-facilities>. Testing of symptomatic inmates and exposed inmates is provided by the IHST at no cost to the inmate. Additionally, COVID-19 vaccinations are made available to inmates on a routine basis.

Testing following significant risk of exposure

Union County Blood borne Pathogen Exposure Control Plan shall be followed in the event of an exposure. The policy is located on County Connect in the Risk Management section.

An officer or inmate who has been exposed to blood or body fluids of an inmate should wash the exposed area with soap and water as soon as possible after the exposure. Outer garments should be removed in as close proximity to the exposure site as possible, handled as little as possible and placed in a Biohazard bag. (Please see the Blood-borne Pathogen Exposure Control Plan on County Connect for more information on this procedure.)

The officer will notify his/her supervisor immediately and complete a Detention Center incident report as soon as feasible after being exposed to any blood or body fluids, outlining the facts and circumstances of the incident. This report will be forwarded to the Detention Center Administrator by chain of command. The Designated Exposure Control Officer for our Union County Sheriff's Office will be notified to assist the officer in any way possible.

The officer will complete a worker's compensation report within 24 hours of the incident. If an officer is not physically able to complete the report, his supervisor will complete the report.

The officer will complete a Union County Blood-borne Pathogen Incident Report/Provider's written documentation of opinion. These reports will be stored in the employee's confidential medical file after completion by the Provider and Supervisor.

Any other person, not an employee of Union County, exposed to blood or body fluids of an inmate will be encouraged to consult with their private provider, an emergency room, or urgent care immediately. Documentation of this action, including date and time, should occur.

Housing and Classification for inmates suspected of having Communicable Diseases

The Booking Officer will consider relevant security factors in housing newly admitted inmates, including those inmates with a communicable disease:

- A. Inmates who are infected with a communicable disease but are asymptomatic may be placed into medical segregation (quarantine) when necessary to protect or promote their health or the health of others. IHST will determine if an inmate should be segregated.
- B. Inmates with a communicable disease who are symptomatic or contagious will be housed in medical segregation (isolation) or transferred to another correctional facility, pursuant to a court order authorizing transfer. This includes inmates with blood borne pathogen infections and who are violent, sexually active, or engage in

other high-risk behavior. The inmate will immediately be placed in medical segregation pending transfer.

- C. Inmates who have been exposed to a communicable disease but are asymptomatic will be housed in Medical Segregation until testing is completed or incubation period is surpassed.
- D. Inmates with a communicable disease in administrative or medial segregation will have reasonable access to all privileges available to other inmates including attorney visits, chaplain visits, commissary, social visitation, mail privileges and other programs.

Communicable Disease Reporting Requirements

IHST or the facility conducting the communicable disease testing is responsible for reporting positive labs to the local health department as required by state law.

Detention for Communicable Diseases

In accordance with N.C.G.S. 15A-534.3, if a judicial official conducting an initial appearance or first appearance hearing finds probable cause that an individual had a nonsexual exposure to the defendant in a manner that poses a significant risk of transmission of the AIDS virus or Hepatitis B by such defendant, the judicial official shall order the defendant to be detained for a reasonable period of time, not to exceed 24 hours, for investigation by public health officials and for testing for AIDS virus infection and Hepatitis B infection if required by public health officials pursuant to G.S. 130A-144 and G.S. 130A-148. (1989, c. 499, s 1; 2009-501, s.1.)

The purpose of the detention is to provide time for public health officials to conduct an investigation and for HIV or Hepatitis B testing if required by them. Judicial officials do not have the authority to order HIV or Hepatitis B testing, but only to detain the individual for investigation by public health officials who will determine if testing is required. Public health officials will follow the administrative codes that direct testing for blood borne pathogen exposure:

10A NCAC 41A.0202 (4) (a) (i)

10A NCAC 41A.0203 (b) (4) (a)

10A NCAC 41A.0214 (4) (a)

IHST will notify Union County Division of Public Health officials if a defendant is being detained for evaluation and possible testing for blood borne pathogens.

- A. Since the detention is for 24 hours maximum, IHST should notify health department officials as soon as possible.

- B. Public health officials will have reasonable access to the defendant upon their request.
- C. The defendant will be released after 24 hours whether the Union County Division of Public Health has responded to the notification or not.
- D. IHST and Detention staff will refer all questions concerning a defendant's medical status to the Union County Division of Public Health.

Detention Center Health Services Release of Inmate's Communicable Disease Status

Under the following circumstances, IHST is permitted to release an inmate's communicable disease status:

- A. Release is made to health care personnel who are providing medical care to the inmate.
- B. Release is made with the inmate's written consent or the written consent of the inmate's guardian.
- C. Release is made pursuant to a subpoena or court order.
- D. Release is otherwise authorized by G.S. 130A-143 for treatment, payment or healthcare operations or by regulations adopted by the Commission for Public Health.

Inmate participation in Programs

Inmates with communicable diseases and have been medically cleared/noncontagious have the same access to facility programs and services as other inmates. These inmates have the same visitation and recreational privileges as other inmates house in the same housing unit under the same classification level.

Detention staff will give consideration to all inmates when making work assignments or reviewing inmates for Inmate Worker status. Candidates for inmate Worker will be reviewed on a case-by-case basis under set requirements. An inmate with a communicable disease who has been medically cleared/noncontagious may not be refused Inmate Worker status based solely on his/her medical condition. However, those inmates may be refused if the basis for the refusal is unreasonable fear among other inmates or other legitimate penological concerns.

Inmates with communicable diseases may be denied access to facility programs or services if the IHST Provider determines that such restrictions are necessary to protect the inmate's health or the health of others.

Transfer of Inmate(s) with known Communicable Disease to Other Sheriff Office or the NC Department of Corrections

If a known inmate with a communicable disease is transferred to another Sheriff Office or the NC Department of Corrections, IHST will notify the medical department of that sheriff office or the Director of Health Services for the Division of Prisons and the prison facility administrator of the inmate's status.

Safety Equipment

As stated in the Union County Blood-borne Pathogen Exposure Control Plan, the Detention Center will make the following personal protective equipment available for use by Detention staff:

- A. Disposable latex or nitrile gloves
- B. Pocket masks with one-way valves for CPR and/or Ambu-Bags
- C. Coveralls, shoe covers and protective eyewear
- D. Puncture-resistant containers for holding sharp objects
- E. Disposable paper towels and cleaning supplies
- F. Plastic bags labeled as containers for bio-hazardous waste

Universal Safety Precautions

Detention Center staff will wear person protective equipment (PPE) including disposable gloves, surgical masks or goggles that is appropriate for the situation when they reasonably expect to come into contact with blood/body fluids, spurring or splashing blood, if they have time under the circumstances.

Once gloves or other PPE have been used, they will be thrown away immediately before any other task is performed and hand hygiene will be performed as instructed in the Union County Exposure Control Plan.

Detention Center staff who come into contact with blood or body fluids will wash the affected area thoroughly with warm water and soap as soon as possible after the contact.

Detention Center staff will protect against possible infection by covering cuts, open sores, or breaks in their skin with water-resistant bandages.

Detention Center staff will place all contaminated clothing, bedding, or other items that may be cleaned and reused into plastic bags that are marked clearly as contaminated materials (biohazard). Normal laundry and dry cleaning procedures are adequate to decontaminate clothing, bedding, and other washable items. Contaminated clothing will be washed at the

Detention Center. Employees are prohibited from taking contaminated clothing home to be washed.

Officers will wear disposable gloves whenever they engage in the following activities:

- A. Conducting cell searches
- B. Conducting searches of inmates
- C. Handling disruptive inmates whenever possible
- D. Any other activity likely to result in exposure to blood and body fluids.

Officers will exercise caution to avoid cuts or punctures with sharp objects including knives, razors, and hypodermic needles by adhering to the following:

- A. Officers searching cells shall avoid putting their hands into places they cannot visually inspect. Flashlights and mirrors will be used to assist in searching such places.
- B. Sharp objects will be placed into a puncture-resistant container for storage and disposal.

Officers will wear gloves and use a disinfectant solution when cleaning areas or surfaces contaminated with blood and/or body fluids.

- A. A ratio of 1:10 solution of household bleach and water (1 part bleach to 10 parts water) may be used for cleaning objects or areas contaminated with blood or body fluids. The solution should be labeled with mix date and expiration date of 30 days.
- B. All contaminated trash and sharp containers will be properly marked to identify the contents and be placed in the designated "Biohazard Storage Room" for pickup by the designated company.
- C. Mattresses and pillows shall be sanitized with a sanitizing solution or a hospital grade disinfectant as required by state standards.
- D. Contaminated disposable materials will be treated as infectious waste and disposed of in Bio-Waste containers.

Cleaning Cells

If physically able, all inmates will be responsible for routine cleaning of their own cells, according to standard procedure. If the inmate is unable to clean his own cell, the cell will be cleaned by an inmate under the supervision of an officer.

When an inmate leaves the Detention Center, the cell and its furnishings, including both sides of the mattress, will be cleaned according to standard procedures and disinfected with a 1:10 solution of household bleach and water solution (1 part bleach to 10 parts water). The

solution should be labeled with mix date and expiration date of 30 days. Inmates will wear gloves for these cleaning procedures.

Laundry

If clothing or linens are contaminated with blood or other body fluids, those items may be placed in special water-soluble bags for laundering or disposed of in accordance with local or state health regulations. Clothing or facility linens that have not been contaminated will be laundered according to usual laundry procedures. Inmates assigned to the laundry will wear gloves when handling all unwashed laundry.

Uniforms that have become contaminated with blood or body fluids will be removed and cleaned as soon as possible. The Detention Center laundry will launder all contaminated clothing. Officers will not take contaminated clothing home to be washed. If skin under the uniform has been contaminated, it should be washed thoroughly. Blood and body fluids on clothing and unbroken skin are not normally considered to be a blood borne pathogen exposure.

CPR with Communicable Disease

If CPR is required, those involved should use an Ambu-bag or a pocket mask with a one-way valve whenever possible. These devices reduce the risk of transmitting infectious diseases. Contact with saliva during CPR does not present a significant risk of transmitting blood borne pathogens.

Refusal by Detention staff to provide emergency care, including CPR, to an inmate may result in disciplinary action.

Employee Training

The Union County Sheriff's Office will provide new employees with Blood borne Pathogen policy training within ten (10) days of beginning work, normally on the first day of work during to Union County Detention Center Orientation. This training will familiarize officers with their legal responsibilities and the operational procedures of the Union County Detention Center as they relate to blood borne pathogens and other communicable diseases.

Officers will receive periodic training containing current information concerning blood borne pathogens and other communicable diseases.

4.01-J: Maintenance and Confidentiality of Medical Records

POLICY STATEMENT:

The medical records of inmates at the Union County Detention Center will be kept confidential as required by law. The records will be stored securely and maintained separately from confinement records, and access to medical records will be controlled and limited. These records will be stored and maintained by IHST in the Medical Office. When the medical records are not in active use, they will be filed in a manner inaccessible to unauthorized personnel.

DEFINITIONS:

Medical Record: A confidential record of medical problems, examinations, diagnoses, and treatments maintained on each inmate who receives health services through the UCI.

DISCUSSION:

NC State Detention Center Standards 10A NCAC 14J .1001(b) (6) provides "the medical plan for each Detention Center must address the maintenance and confidentiality of medical records." NC State Detention Center Standards 10A NCAC 14J .0101(25) defines a "medical record" as "a record of medical problems, examinations, diagnosis and treatments." NC State Detention Center Standards 10A NCAC 14J .1002 says that health screening forms "shall be reviewed for the presence of confidential information which cannot be made available to Detention Center officers.

SPECIFIC PROCEDURES:

Inmate to have medical chart

A chart will be created for an inmate whenever the inmate is evaluated or treated by a healthcare professional.

Contents of Medical Records

Medical records include, but are not necessarily limited to, the following:

- A. Copy of a completed health screening form;
- B. Medical findings, evaluations, treatments, medications and dispositions;

- C. Completed records of administered medications;
- D. Reports of laboratory, X-ray, and diagnostic studies;
- E. Progress notes;
- F. Consent and refusal forms;
- G. Release of information forms;
- H. Discharge summary of hospitalizations;
- I. Special treatment plans, including prescribed diet;
- J. Place, date and time of each encounter with a medical professional;
- K. The legible signature and title of each document.

Repository of Medical Records

The medical records of inmates will be kept confidential, and they will be stored separately from their confinement records. The Union County Sheriff's Office shall maintain all inmate health records in accordance with this policy. The Union County Sheriff's Office in conjunction with IHST will maintain strict control of all inmate medical records. When not in active use, the medical records of inmates will be stored in a secured area in the medical clinic. The UCSO in conjunction with IHST shall have access and control of the records and ensure confidentiality as required by law. All persons employed by the UCSO or the Union County Division of Public Health, who have access to confidential inmate health records will maintain the confidentiality of those records, at all time and shall not permit unauthorized access to them.

N.C.G.S. 153A-222 allows Detention Center inspectors with the North Carolina Detention Center and Detention Division to examine an inmate's medical record unless the inmate objects in writing. The inmate must be informed in writing of his right to object before an inspector can examine the record. If the inmate objects in writing, the inspector(s) will not be allowed to view the inmate's confidential medical record. Furthermore, "any confidential or privileged information received from review of records or interviews shall be kept confidential by the Department and not disclosed without written authorization of the inmate or legal representative, or unless disclosure is ordered by a court of competent jurisdiction."

Transfer of Inmate Medical Record

If an inmate is transferred to a county or regional detention facility in North Carolina, IHST will provide the transporting officer with copies of the inmate's medical records to deliver to the receiving detention facility. Treating health care providers may share confidential medical information to ensure continuity of medical care.

Inmates Requesting their own Medical Records

As patients, inmates are authorized to have copies of their confidential medical records, and copies of the records shall be provided to an inmate upon request and completion of a medical records release form.

Copies of inmate health records may be redacted before being given to the inmate, if necessary to protect the security and integrity of the UCJ. Redaction of inmate medical records may be done only with the authorization of the Jail Administrator, after consultation with the IHST and Legal Counsel, and the reason for any redaction will be clearly noted.

The inmate will be allowed one copy of their medical record at no cost per incarceration. The second and subsequent copies will be at a cost of \$0.10 per page.

Retention of Inmate Medical Records

The medical records of an inmate will be retained for 5 (five) years after the inmate's last release.

4.01-K: Privacy during Medical Examinations

POLICY STATEMENT:

It is the policy of the Union County Detention Center to conduct medical examinations and interviews in a confidential and private setting. Safety and security will not be jeopardized at any time.

SPECIFIC PROCEDURES:

Inmate Privacy

Inmates will be provided with a confidential and private setting while being examined, treated or interviewed by IHST or other Health Services staff. Officers will provide sufficient privacy during the exam or interview so the inmate will feel free to discuss any medical problem. Safety and security will remain the first priority and will not be jeopardized at any time.

4.01-L: Medical Co-Payments

POLICY STATEMENT:

NC G.S. § 153A-225. Medical care of prisoners

Inmates receiving self-initiated, non-emergency medical care, including dental care will be assessed a \$20.00 co-payment for each service or visit. Inmates will be assessed a \$10.00 co-payment for each prescription drug. Inmates receiving maintenance prescription drugs will be assessed a one-time \$10.00 co-payment per incarceration, per medication. These fees will be charged against the inmate's trust fund account. No inmate will be denied medical care, including dental and mental health care, because of an inability to pay. No co-payment fee will be assessed for emergency care, substance abuse treatment, mental health care, and prenatal care, laboratory tests ordered by IHST, routine physicals, follow-up visits, and psychiatric medications.

DEFINITIONS:

A medical emergency is any medical, mental health, dental, acute illness, or an unexpected health need that cannot be deferred until the next scheduled health care request clinic

A medical non-emergency is any medical event that does not require immediate medical intervention.

SPECIFIC PROCEDURES:

Inmates will be notified of medical and prescription drug co-payment fees.

Inmates may be notified and obtain information of co-payment fee amounts and their assessment in the following ways:

- A. Via a KIOSK message or;
- B. Inmates can review the Union County Detention Center Medical Plan via KIOSK, which contains information concerning the co-payment fees or;
- C. Informed of the co-payment fees by IHST during the initial intake screening interview or;
- D. Posted informational signage located in the screening office and clinic or;
- E. Health Care request inquiries will include a notice informing inmates of a co-payment fee for non-emergency care or;
- F. Assessed co-payment fee(s), are reviewable via KIOSK.

Unless, there is some compelling evidence to believe otherwise, IHST and officers will presume that all inmates are aware of the medical and prescription drug co-payment fees.

Indigent Inmates will not be denied Medical Care

No inmate will be denied medical care because they cannot afford a co-payment. Indigent inmates will be provided emergency and non-emergency medical services, including mental health and dental services, without regard to the ability to pay.

No co-payment will be charged for free services.

No co-payment fee will be assessed for the following medical services:

- A. Initial intake health screening;
- B. Tuberculosis tests;
- C. Over-the-counter medicine administered by the IHST;
- D. Pre-existing condition follow-ups;
- E. Emergency care (medical, mental health)
- F. Mental health services;
- G. Dental follow-up services;
- H. Acute Substance Dependency;
- I. Medical equipment or supplies prescribed by the IHST;
- J. Pre-natal care;
- K. Laboratory tests ordered by the Detention Center Health Services;
- L. Annual physical exam;
- M. Any physical examination or test required for inmate worker status;
- N. Any inmate work-related injury; or
- O. Medical services (including dental services) referred by IHST to another professional health care provider outside of the Union County Detention Center.

Self-Initiated, non-emergency Medical Services requiring Co-Payment Fee

Co-payment fees will be assessed for self-initiated, non-emergency medical care, dental care including Health Care Request, interviews or treatments provided by IHST. If the inmate is escorted to the clinic based on a submitted Health Care Request and refuses medical services for any reason, the inmate will be assessed a co-payment fee. An inmate will not be assessed a medical fee if they submit a Health Care Request and later refuses that medical visit based on a previous Health Care Request.

Detention Center Health Services (IHST) will Determine Payment of Fee

IHST will evaluate each situation on a case-by-case basis and will determine if an inmate will be assessed a co-payment fee. No fee will be assessed for any emergency or free service. (See above.) Inmates may appeal a co-payment fee through the inmate grievance system.

No fee will be assessed until services have been rendered. IHST will charge co-payment fees against the inmate's trust fund account. The account will be debited even if there are insufficient funds to pay the co-payment fee. An inmate may run a negative balance for co-payment fees on their current incarceration. If funds are deposited into the account during the current incarceration payment fee may be recovered. The inmate will be able to review the co-payment that is deducted via KIOSK.

4.01-M: Exercise

POLICY STATEMENT:

It is the policy of the Union County Detention Center to provide exercise pursuant to 10A NCAC 14J .1004.

SPECIFIC PROCEDURES:

Exercise

"After the fourteenth consecutive day of confinement, each inmate shall be provided opportunities for physical exercise at least three days weekly for a period of one hour each of the days. Physical exercise shall take place either in the confinement unit if it provides adequate space or in a separate area of the Detention Center that provides adequate space. The opportunity for physical exercise shall be documented" (10A NCAC 14J .1004).

4.01-N: Inmate Intake/Release Controlled Substance Count and Securement

POLICY STATEMENT:

Controlled substance medication (prescribed) that is the personal property of an inmate will be counted and verified by Intake Officer, On Duty Jail Supervisor, Registered Nurse or Licensed Practical Nurse upon entering the Union County Jail. All prescribed controlled substances will be stored in a secure location in the medical office where they

will be inaccessible to inmates and detention staff. Storage will be carried out according to guidance provided in Union County Detention Center Medical Plan section 4.01 G

PURPOSE:

Ensure chain of custody of controlled substances that are inmate's personal property.

Compliance with Union County Detention Center Medical Plan 4.01 G

SPECIFIC PROCEDURES:

Criteria for Inmate Health Staff to secure inmate's personal property controlled substance:

Medication must be labeled with a prescription label that includes the inmate's name, name of the medication and expiration date.

Inmate Health Staff are unable to hold medications for an inmate that do not meet the above criteria and will be discarded/destroyed according to the guidance provided by North Carolina Department of Health and Human Services and United States Drug Enforcement Administration.

Receiving and storage of controlled substance

When controlled substances enter the intoxilyzer hallway the Intake Officer will notify the Inmate Health Nurse there are controlled substance to be counted.

Once the medication has been counted, the Intake Officer will notify squad Supervisor for verification of count and witness the placement of medication in a sealed numbered bag. Squad Supervisor and Inmate Health Nurse will sign the bag.

The Inmate Health Nurse will place a "Hold" in JMS and enter a note stating "Patient has medication in medical with bag# (type number) verified by (Nurse Name and Squad Supervisor name).

Controlled Substances will be placed in the locked controlled substance drawer and remain locked at all times.

The top portion of the sealed bag with tracking number will be taped to the original Controlled Substance Count sheet.

The original Controlled Substance Count sheet will be placed in the controlled substance count logbook and will be verified that the sealed bag and matching tracking numbers is intact at the beginning and end of each shift by (2) nurses.

Released to Home

When the inmate is being released to go home the Releasing Officer will notify the Inmate Health Nurse to bring the inmate's controlled substance to Inmate Release.

In Inmate Release, the Releasing Officer and Inmate Health Nurse will verify tracking numbers and open the bag, verify and sign the Controlled Substance Count sheet.

Releasing Officer will take the controlled substance and walk the inmate out of the building and turn over to the released inmate.

The original Controlled Substance Count sheet will be placed in the inmate's medical chart as a permanent record.

Released to Other Agency

When the inmate is being release and being transported to another facility, the Releasing Officer will notify the Inmate Health Nurse to bring the inmate's controlled substance to Inmate Release.

In Inmate Release, the Union County Sheriff's Office Transportation Officer or Other Facility Transportation Officer and Inmate Health Nurse will verify tracking numbers, open the bag, verify and sign the original Controlled Substance Count sheet.

The original Controlled Substance Count sheet will be placed in the inmate's medical chart as a permanent record.

Squad Supervisor and Union County Sheriff's Office Transportation Officer or Other Facility Transportation Officer will reseal the controlled substance in a new bag, verify tracking numbers and sign bag.