

NORTH CAROLINA
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, November 15, 2021 at 7:00 p.m. in the Wellness Center. Present for the meeting: Chairman Bennie Heath, Vice Chairman James T. Shackleford Jr, Commissioners Jerry Jones, Susan Blizzard and Derek Burress, County Manager Kyle DeHaven, County Attorney Gay Stanley and Deputy Clerk Kathy Mooring.

A. Call to Order

Chairman Bennie Heath called the meeting to order, and asked Commissioner Jones to give the invocation and lead the Pledge to the Flag.

B. Approval of Agenda

Chairman Heath asked for changes, additions or deletions to the Agenda as presented.

On motion by Commissioner Blizzard and seconded by Commissioner Jones, the Board voted unanimously to approve the Agenda as presented.

C. Consent Agenda

Chairman Heath asked if there were any changes to the Consent Agenda. Commissioner Blizzard noted the changes made to the October 4th and 18th regular meeting minutes.

- October 4, 2021 Regular Meeting Minutes
- October 18, 2021 Regular Meeting Minutes
- November 1, 2021 Regular Meeting Minutes
- Releases/Refunds
- Consideration of Late Elderly Exclusion Applications
- Monthly Tax Collection Report
- Budget Amendment; Health
- Budget Amendment; DSS (3)

Refunds: NCVTS Tax & Tag

Kenta Lamont Hall	\$4.66	Moana Kuehn Ormond	\$49.74		
-------------------	--------	--------------------	---------	--	--

Releases: Ad Valorem Tax

Rom William Beaman, III	\$1,080.00	Jennie Sue Shorter	\$45.00	Micah Paul Moore	\$45.00
Joyce Best	\$45.00	Moye Fence Co.	\$993.00	Moye Fence Co.	\$406.78

D. Public Comments

None

E. County Manager Report

1. Mr. DeHaven presented a Resolution authorizing Greene County to file an Application for Building Reuse Grant from NC Rural Center for Project Exact. This application is for up to \$500,000.

On motion by Commissioner Jones and seconded by Commissioner Shackelford, the Board voted unanimously to approve the Resolution.

2. Mr. DeHaven next presented request to use ARP Funds for Premium Pay. He noted that two options were presented at the County Commissioners Retreat on November 10, 2021. He noted that the two options follow the same methodologies, but vary on dates of service and dollar amount per hour of service. Both options carefully follow the guidelines stated by treasury, and staff has documented the following of these guidelines. Option 1 consists of a time period of April 1, 2020 – February 28, 2021. Option 2 consists of a time period of April 1, 2020 through October 31, 2021. Costs of premium payments are defined in an attached matrix. (see attached)

On motion by Commissioner Jones to approve Option 2 and seconded by Commissioner Blizzard the Board voted unanimously to approve Option 2 Premium Pay.

F. County Attorney Report

Nothing at this time.

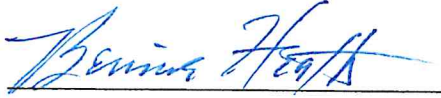
G. Commissioner's Report and Recommendations

Chairman Heath went over the county COVID number's for the past week. He also thanked the Health Department for all their hard work during this very trying time. Commissioner Jones asked Joy Brock, Director of Health Department how many children have been vaccinated since vaccines have been opened to children. Ms. Brock stated that approximately 30 children have been vaccinated. Commissioner Jones wanted to thank all fire department personnel who responded this morning to an incident on 258. He also thanked all who attended a ground breaking ceremony for the new LCC Ford Health and Science Center. Commissioner Burress started his comments by congratulating the Greene Central Soccer Team for their accomplishments in making it to the 2A Eastern Regionals for the first time in school history and wished them good luck as they pursue the State Championship. He also congratulated the Greene Central and Greene County Middle School Health Occupational Students (HOSA) for bringing home several individual and team awards during last weeks Regional Leadership Conference. He also asked that we keep the family, friends and co-workers of Ms. Lavada Clark in our thoughts and prayers. Ms. Clark was an active employee with 18 years of service to the Department of Social Services that passed away unexpectedly. He also asked that we keep the family and friends of Mr. Phil Lassiter in our thoughts and prayers. Mr. Lassiter had been working with our DSS office assisting with budget and expenditures and he passed away unexpectedly yesterday. The Town of Snow Hill will be hosting its annual Christmas Parade on December 4th at 2 p.m. Commissioner Burress announced that DSS's Low Income Household Water Assistance Program (LIHWAP) will begin sign-up December 1, 2021 and it will run through January 3, 2022 for individuals who have had their water service disconnected or are in jeopardy of having their water service disconnected. Individuals in these two groups who are categorically eligible which means they are receiving Food & Nutrition, Work First, or have received Low Income Energy Assistance Program payments in the last two years, will be data matched with information received by their water vendor and receive an automatic payment. All other individuals can begin signing up January 3, 2022 through March 31, 2022 or until funds are exhausted. On Wednesday, December 15th from 12:00 p.m. to 2:00 p.m. DSS will be hosting a chili fundraiser at the Wellness Center to benefit the Adult and Children's service program. The cost is \$5.00 a bowl or \$7.00 for a combo meal which includes chili, drink, dessert and bread. He also noted that the Health Department announced that there will be a NC Medicaid Managed Care drive-thru event on Tuesday November 16th from 5 – 7 p.m. in the Health Department parking lot. He also noted that this afternoon the NC Department of Transportation crews converted the intersection of NC Hwy 91 and Meadow Road into an all-way stop. He also reminded the County Manager that he requested an update be given at one of next month's meetings concerning the paramedic transition plan and the county's COVID 19 sick leave policy since December 31, 2020. Commissioner Blizzard asked Mr. DeHaven some questions about the HMPG program and he gave a brief update about the meetings he has had with some the residents. Commissioner Blizzard then asked if he would make arrangements for an update on

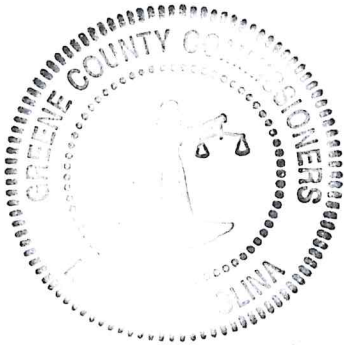
this with McDavid Associates. It was noted that Walstonburg and Hookerton will not be having Christmas Parades this year but Hookerton will be having their tree lighting.

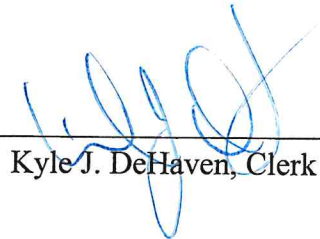
H. ADJOURN

On motion by Commissioner Jones and second by Commissioner Blizzard to adjourn the meeting, the Board voted unanimously to adjourn.


Bennie Heath, Chairman

Attest:




Kyle J. DeHaven, Clerk to the Board

E1

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burruss



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Resolution Authorizing Greene County to file Application for Building Reuse Grant

Date: November 15, 2021

A resolution is attached requesting authorization to apply for a Building Reuse Grant from NC Rural Center for Project Exact. This application is for up to \$500,000.

Action Recommended:

Motion to approve the Resolution as presented

Board Action is Needed

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884
www.greenecountync.gov

The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment

RESOLUTION

INTRODUCED BY: Kyle DeHaven, County Manager

Date: 11/01/2021

SUBJECT AREA Economic Development

PRESENTED BY: DeHaven

RESOLUTION: Authorizing Greene County to file formal application for up to \$500,000 for Building Reuse for Project Exact

ACTION REQUESTED:

Authorizing Greene County to file a formal application for the NC Rural Center Building Reuse Grant Program for up to \$500,000 for business expansion related to Project Exact.

HISTORY/BACKGROUND:

NC Rural Economic Development Center Inc. has authorized the awarding of grants from appropriated funds to aid eligible businesses in financing the costs of building renovations associated with an economic development project. Project Exact needs assistance in financing the renovations that may qualify for Rural Center funding.

EVALUATION:

Greene County Board of Commissioners has previously indicated its desire to assist in economic development efforts within the county and wish to pursue formal application for Rural Center Building Reuse funding to benefit Project Exact and will invest a 5% match of the grant amount toward the proposed renovations toward the committed to the application. Greene County certifies it will meet all statutory requirements of the program. The County Manager and designee, Mark Pope, are authorized to execute daily grant related documentation which includes the grant agreement, general correspondence between Greene County and the proposed business and the funding agency. Any documentation, which reflects a change in the original scope of work and/or amendment related activities, must be brought before the Greene County Commissioners for approval.

MANAGER'S RECOMMENDATION: X Approve Deny

RESOLUTION: NOW THEREFORE BE IT RESOLVED:

by the Greene County Board of Commissioners, Authorizing Greene County to file a formal application for the NC Rural Center Building Reuse Grant Program for up to \$500,000 for business expansion related to Project Exact

FUNDING SOURCE:

AMENDMENTS

MOVED: Jerry Jones

SECOND: James Shackelford

APPROVED: Heath

DENIED:

UNANIMOUS: X

Heath

X

Shackelford

X

Blizzard

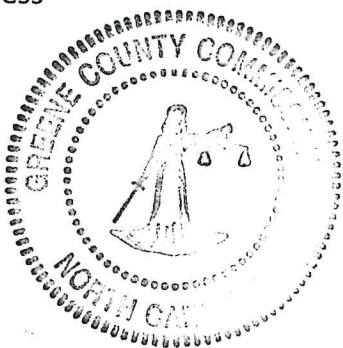
X

Jones

X

Burress

X



Bennie Heath

Bennie Heath, Chairman

11-01-2021

Date

11-01-2021

ATTEST

DATE

E2

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burrell



County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: ARP Premium Pay Options

Date: November 15, 2021

As presented at the retreat held November 10, 2021, two options for premium payments to employees using ARP funds are attached. The two options follow the same methodologies, but vary on dates of service and dollar amount per hour of service. Both options carefully follow the guidelines stated by treasury, and staff has documented the following of these guidelines. Option 1 consists of a time period of April 1, 2020 – February 28, 2021. Option 2 consists of a time period of April 1, 2020 through October 31, 2021. Costs of premium payments are defined in an attached matrix.

Action Recommended:

Motion to approve a premium pay option

Board Action is Needed

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884
www.greenecountync.gov

The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment



OPTION 1

GREENE COUNTY AMERICAN RESCUE PLAN ACT COVID-19 PREMIUM PAY POLICY

PURPOSE

On March 30, 2020 Governor Roy Cooper issued Executive Order 121 declaring a State of Emergency due to the Coronavirus Disease (COVID-19) public health emergency. To mitigate the community spread of COVID-19 and to reduce the burden on the state's health care providers and facilities a stay at home order was issued for individuals in the state of North Carolina. It allowed only essential activities and travel as outlined in the order. ALL county employees were deemed essential in order for the County to provide much needed core services during the time of the stay at home order. This order was followed by subsequent, modified stay at home orders which were eventually lifted February 28, 2021. The County feels that the employees that worked during the stay at home orders faced a higher risk of exposure to COVID-19 and would like to recognize those employees by providing a fixed premium pay amount as outlined below.

The American Rescue Plan Act (ARPA) was signed on March 11, 2021 by President Biden. An Interim Final Rule has been issued by US Treasury as of the date of the issuance of this policy. Under that Interim Rule, ARPA funds may be used to provide premium payments to eligible essential workers retroactive to the start of the COVID-19 emergency. All employees who meet the eligibility requirements below may receive a premium payment but the funding of those premium payments will be handled differently based on the requirements in US Treasury Guidance.

POLICY AND PROCEDURE

ELIGIBILITY

Employees that meet all of the following criteria are eligible to receive a pro-rated fixed dollar premium payment, based on the number of months worked in a full-time or part-time position during the eleven-month period of **April 1, 2020 through February 28, 2021, or other dates as approved by the Board:**

- Employee was employed in a full-time or part-time essential position during the identified time period.
- Employee is in active status at the time the premium payment is issued.
- Poll workers, independent contractors and board members and not eligible for premium payments.

CALCULATION AND METHOD OF PAYMENT

The premium payment is based on employee status (full-time/part-time) and the number of paid hours for the months during the period of eligibility. If an employee changed status from full-time to part-time during the eligibility period, each month will be calculated based on the employee's status for that month using the chart below. Paid time includes regular pay, education pay, vacation, sick, and holiday

up to a maximum of 40 hours/week. It does not include overtime, leave without pay, unpaid hours during 1st month of employment or any other hours not listed.

FULL-TIME EMPLOYEE STATUS	
80 or more hours paid time	\$100.00/month
8-79.99 hours paid time	\$50.00/month
Less than 8 hours paid time	\$0.00/month
PART-TIME EMPLOYEE STATUS	
80 or more hours paid time	\$50.00/month
8-79.99 hours paid time	\$25.00/month
Less than 8 hours paid time	\$0.00/month

The fixed dollar premium payment is considered taxable income.

IMPLEMENTATION & OVERSIGHT

- The Finance Department, will certify eligibility of each employee for premium payment. They will also certify eligibility by position classification for qualification under ARPA guidelines.
- Premium payments (and related FICA, Medicare and required LGERS county contributions) will be funded as follows:
 - Premium payments that meet ARPA eligibility requirements as outlined in the US Treasury guidance will be funded with ARPA funds
 - Premium payments to employees that do not meet the ARPA eligibility requirements will be funded with ARPA revenue replacement funds
 - A combination of either of the above depending on employee duties during the month of premium pay
- Premium pay will not exceed \$13 per hour or a total of \$25,000 to any single worker, per Federal guidelines.
- In the event Premium Pay would increase an eligible employee's total salary above 150 percent of the state's annual wage, written justification shall be documented to demonstrate that the employee meets the eligibility criteria. Based on the current North Carolina average annual wage of \$51,010, the justification shall be required for any employee with an annual wage of at least \$76,515.
- The Finance Department will be responsible for issuing fixed dollar premium payment(s) to eligible employees. The premium payment will be implemented through payroll following the date of Board approval.
- The Finance Department will be responsible for all policy monitoring, internal controls, and required ARPA compliance reporting related to the premium payment(s).
- An ARPA Program checklist along with a detailed listing of premium payments and the funding used to cover those payments will be forwarded to the County Manager for review.
- All premium pay distribution records will be retained by the County for at least five (5) years from final payment made using ARPA funding. Records and documentation will be made available to US Treasury, or any other authorized oversight body, by request.



OPTION 2

GREENE COUNTY AMERICAN RESCUE PLAN ACT COVID-19 PREMIUM PAY POLICY

PURPOSE

On March 30, 2020 Governor Roy Cooper issued Executive Order 121 declaring a State of Emergency due to the Coronavirus Disease (COVID-19) public health emergency. To mitigate the community spread of COVID-19 and to reduce the burden on the state's health care providers and facilities a stay at home order was issued for individuals in the state of North Carolina. It allowed only essential activities and travel as outlined in the order. ALL county employees were deemed essential in order for the County to provide much needed core services during the time of the stay at home order. This order was followed by subsequent, modified stay at home orders which were eventually lifted February 28, 2021. Between July and September 2021, the Delta Variant of COVID-19 caused cases to spike yet again. Employees have continued to conduct essential services since the beginning of the pandemic under heightened risk of exposure to COVID-19. The County would like to recognize those employees by providing a fixed premium pay amount as outlined below.

The American Rescue Plan Act (ARPA) was signed on March 11, 2021 by President Biden. An Interim Final Rule has been issued by US Treasury as of the date of the issuance of this policy. Under that Interim Rule, ARPA funds may be used to provide premium payments to eligible essential workers retroactive to the start of the COVID-19 emergency. All employees who meet the eligibility requirements below may receive a premium payment but the funding of those premium payments will be handled differently based on the requirements in US Treasury Guidance.

POLICY AND PROCEDURE

ELIGIBILITY

Employees that meet all of the following criteria are eligible to receive a pro-rated fixed dollar premium payment, based on the number of months worked in a full-time or part-time position during the eleven-month period of **April 1, 2020 through October 31, 2021, or other dates as approved by the Board:**

- Employee was employed in a full-time or part-time essential position during the identified time period.
- Employee is in active status at the time the premium payment is issued.
- Poll workers, independent contractors and board members and not eligible for premium payments.

CALCULATION AND METHOD OF PAYMENT

The premium payment is based on employee status (full-time/part-time) and the number of paid hours for the months during the period of eligibility. If an employee changed status from full-time to part-time during the eligibility period, each month will be calculated based on the employee's status for that month using the chart below. Paid time includes regular pay, education pay, vacation, sick, and holiday

up to a maximum of 40 hours/week. It does not include overtime, leave without pay, unpaid hours during 1st month of employment or any other hours not listed.

FULL-TIME EMPLOYEE STATUS	
80 or more hours paid time	\$60.00/month
8-79.99 hours paid time	\$30.00/month
Less than 8 hours paid time	\$0.00/month
PART-TIME EMPLOYEE STATUS	
80 or more hours paid time	\$30.00/month
8-79.99 hours paid time	\$15.00/month
Less than 8 hours paid time	\$0.00/month

The fixed dollar premium payment is considered taxable income.

IMPLEMENTATION & OVERSIGHT

- The Finance Department, will certify eligibility of each employee for premium payment. They will also certify eligibility by position classification for qualification under ARPA guidelines.
- Premium payments (and related FICA, Medicare and required LGERS county contributions) will be funded as follows:
 - Premium payments that meet ARPA eligibility requirements as outlined in the US Treasury guidance will be funded with ARPA funds
 - Premium payments to employees that do not meet the ARPA eligibility requirements will be funded with ARPA revenue replacement funds
 - A combination of either of the above depending on employee duties during the month of premium pay
- Premium pay will not exceed \$13 per hour or a total of \$25,000 to any single worker, per Federal guidelines.
- In the event Premium Pay would increase an eligible employee's total salary above 150 percent of the state's annual wage, written justification shall be documented to demonstrate that the employee meets the eligibility criteria. Based on the current North Carolina average annual wage of \$51,010, the justification shall be required for any employee with an annual wage of at least \$76,515.
- The Finance Department will be responsible for issuing fixed dollar premium payment(s) to eligible employees. The premium payment will be implemented through payroll following the date of Board approval.
- The Finance Department will be responsible for all policy monitoring, internal controls, and required ARPA compliance reporting related to the premium payment(s).
- An ARPA Program checklist along with a detailed listing of premium payments and the funding used to cover those payments will be forwarded to the County Manager for review.
- All premium pay distribution records will be retained by the County for at least five (5) years from final payment made using ARPA funding. Records and documentation will be made available to US Treasury, or any other authorized oversight body, by request.

Premium Pay Comparison Option 1 & 2

	Option 1	Option 2
Premium Payments	\$164,950	\$183,750
FICA/Medicare	12,619	14,057
LGERS	<u>18,837</u>	<u>20,984</u>
Total Cost	\$196,406	\$218,791