

ROWAN COUNTY
PAYROLL WORKSHEET
POSITION DETAIL - NON-LEO

2023 BUDGET YEAR

Key in gray sections only

Department Name					
Position Title					
Hours (per week)	40	Increase	\$ 29,960.00	Grade	26
Position Title, Salary, Grade - confirmed with Human Resources:			Yes	No	

<u>Salary / Benefits</u>	Total Cost	Federal / State Reimbursement	Other Revenue	New County Funds Requested
Salary	\$ 27,750.00	\$ -	\$ -	\$ 27,750.00
	\$1,000			
Health Insurance	/ Mo -	-	-	-
Medicare	1.45% 403.00	-	-	410.00
Retirement	12.85% -	-	-	-
Social Security	6.20% 1,721.00	-	-	1,730.00
Workers Comp (Varies)	0.25% 70.00	-	-	70.00
401(k)	3.00% -	-	-	-
Total Salary / Benefits	29,944.00	-	-	30,100 29,960.00
<u>Other Costs</u>				
Desk	-	-	-	-
Chair	-	-	-	-
Side chairs	-	-	-	-
Telephone	-	-	-	-
Computer	-	-	-	-
Bookcase	-	-	-	-
Vehicle	-	-	-	-
Travel	-	-	-	-
Training	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total Equipment Costs	-	-	-	-
Total Cost	\$ 29,944.00	\$ -	\$ -	\$ 29,960.00

Sharpless, Teresa F.

From: Bevis, Lisa F
Sent: Thursday, May 4, 2023 8:00 AM
To: Sharpless, Teresa F.
Subject: FW: BJRFF 2023 Award Notification

Teresa,
Can you prepare a BA please?
Thanks.
Lisa

From: Oleen, Melissa J <Melissa.Oleen@rowancountync.gov>
Sent: Wednesday, May 3, 2023 4:45 PM
To: Kitalong-Will, Ann M <Ann.Kitalong-Will@rowancountync.gov>; Bumgarner, Anna R <Anna.Bumgarner@rowancountync.gov>; Bevis, Lisa F <Lisa.Bevis@rowancountync.gov>
Cc: Witt, Gretchen B. <Gretchen.Witt@rowancountync.gov>; Birkhead, Paul J <Paul.Birkhead@rowancountync.gov>
Subject: Re: BJRFF 2023 Award Notification

Correct. All funds from this grant will be used to pay temporary staff working on the SPMPP at the current hourly rates of \$16 and \$23.

Melissa

From: Kitalong-Will, Ann M <Ann.Kitalong-Will@rowancountync.gov>
Sent: Wednesday, May 3, 2023 3:03 PM
To: Bumgarner, Anna R <Anna.Bumgarner@rowancountync.gov>; Bevis, Lisa F <Lisa.Bevis@rowancountync.gov>
Cc: Oleen, Melissa J <Melissa.Oleen@rowancountync.gov>; Witt, Gretchen B. <Gretchen.Witt@rowancountync.gov>; Birkhead, Paul J <Paul.Birkhead@rowancountync.gov>
Subject: Re: BJRFF 2023 Award Notification

Anna & Lisa – This is to confirm for you that this grant agreement to the Library has been added to the 5/15 agenda and will need the BA prepared. It is a \$30,000 grant from Robertson Foundation to support the Salisbury Post Morgue Preservation Project. Melissa can correct me if I'm wrong, but I believe this funding is to be used to pay the part-time (temporary?) folks who are scanning the paper items in for the project.

Ann

From: Birkhead, Paul J <Paul.Birkhead@rowancountync.gov>
Date: Tuesday, May 2, 2023 at 1:16 PM
To: Kitalong-Will, Ann M <Ann.Kitalong-Will@rowancountync.gov>
Cc: Oleen, Melissa J <Melissa.Oleen@rowancountync.gov>, Witt, Gretchen B. <Gretchen.Witt@rowancountync.gov>
Subject: FW: BJRFF 2023 Award Notification

Ann,
Attached is the Award Acceptance Section of the 2023 BJRFF application. Thank you for assisting RPL with this. We are pretty excited about a second round of funding for the SPMPP.

Paul



Paul Birkhead
Librarian
Rowan Public Library

Office: 704.216.7737

Email: Paul.Birkhead@RowanCountyNC.Gov

Web: www.RowanPublicLibrary.org

From: Oleen, Melissa J <Melissa.Oleen@rowancountync.gov>

Sent: Tuesday, May 2, 2023 8:23 AM

To: Birkhead, Paul J <Paul.Birkhead@rowancountync.gov>; Witt, Gretchen B. <Gretchen.Witt@rowancountync.gov>

Cc: Lyda, Laurie L <Laurie.Lyda@rowancountync.gov>; Taylor, Brooke K <Brooke.Taylor@rowancountync.gov>

Subject: FW: BJRFF 2023 Award Notification

From: Kitalong-Will, Ann M <Ann.Kitalong-Will@rowancountync.gov>

Sent: Monday, May 1, 2023 7:08 PM

To: Oleen, Melissa J <Melissa.Oleen@rowancountync.gov>

Cc: Natoli, Kelly D <Kelly.Natoli@rowancountync.gov>; Bumgarner, Anna R <Anna.Bumgarner@rowancountync.gov>;

Bevis, Lisa F <Lisa.Bevis@rowancountync.gov>; Nance, Pam <Pam.Nance@rowancountync.gov>

Subject: Re: BJRFF 2023 Award Notification

That's wonderful news! Congratulations! I think this speaks to how important and innovative the work you're doing in this project is!

I will watch for the documents. Congratulations!

Get [Outlook for iOS](#)

From: Oleen, Melissa J <Melissa.Oleen@rowancountync.gov>

Sent: Monday, May 1, 2023 6:34:00 PM

To: Kitalong-Will, Ann M <Ann.Kitalong-Will@rowancountync.gov>

Cc: Natoli, Kelly D <Kelly.Natoli@rowancountync.gov>; Bumgarner, Anna R <Anna.Bumgarner@rowancountync.gov>;

Bevis, Lisa F <Lisa.Bevis@rowancountync.gov>; Nance, Pam <Pam.Nance@rowancountync.gov>

Subject: FW: BJRFF 2023 Award Notification

Good evening Ann,

This is exciting and unprecedented for the library – a second consecutive grant award from the Blanche and Julian Robertson Family Foundation. This Foundation has awarded \$30,000 to pay temporary staff working on the Salisbury Post Morgue Preservation Project pending completion of the Award Agreement Section of the application (see details below).

I am going to ask Gretchen and Paul to send you a copy of this section for your review. The library will not complete/submit this section until authorized to do so.

Thank you,
Melissa

2023 BJRFF Grant Timeline_____

05/01/2023, library director received email notification of grant award subject to completion of Award Agreement Section of the application by May 31, 2023.

02/20/2023, grant application and request to apply for BJRFF 2023 grant was approved by Commissioners. Item I on the Feb. 20, 2023 consent agenda.

From: Application Administrator [Do Not Reply] <admin@communityforce.com>

Sent: Monday, May 1, 2023 4:06 PM

To: Oleen, Melissa J <Melissa.Oleen@rowancountync.gov>

Subject: BJRFF 2023 Award Notification

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Report suspicious emails by clicking the "Report Phish" button.

**PLEASE READ CAREFULLY - FUNDS WILL NOT BE DISBURSED
IF DIRECTIONS ARE NOT FOLLOWED CORRECTLY!**

Dear Melissa Oleen:

The Blanche & Julian Robertson Family Foundation is pleased to inform you that it has approved a grant of \$30,000.00 in support of Salisbury Post Morgue Preservation Project. **This award is subject to the completion of the Award Agreement Section of your application**, that affirms your agreement with the following:

GRANT PROVISIONS & CONDITIONS

1. The grant recipient agrees to expend the funds only for the purposes as stated in the grant application and in accordance with Section 501(C) 3, Section 4945, and other applicable provisions of the Internal Revenue Service Code.
2. The grantee will submit a Grant Status Report to the Foundation as soon as practical after the close of the grant period or when the funded project has been completed. **If planning on applying for a grant in 2024, all Grant Status Reports must be turned in by December 31, 2023. Even if funds have not been used yet, the board would still like an update on the status of the project.**
3. Directors and staff of the Foundation may monitor and conduct an evaluation of the grantee

through a site visit and/or review of files and financial records relating to the grant or tax status. The grantee would agree to provide full and complete access upon a reasonable and timely request.

4. The Foundation requires immediate notification of any change in the grantee's Lead Management and/or Federal tax status before or during the period in which the grant funds are being spent.
5. Grant payments may be discontinued, modified, or withheld if, in the sole judgment of the Foundation, such action is necessary to comply with the law.
6. Any portion of the grant funds not used in accordance with these terms and conditions, or in agreement with the original grant application, must be repaid to the Foundation. No funds from this grant will be used to support propaganda, influence legislation or the outcome of any specific public election, or to support voter registration activities.
7. Grant funds must be requested and used within one year from the date of award or the grant is null and void.

Please complete the following steps in order for funds to be disbursed:

1. Login to the Grant Database to fill out the the **Award Agreement** to the foregoing provisions and conditions. (Must be completed by 5/31/23)
2. Once completed, click the **SAVE & RETURN TO DASHBOARD** button at the bottom of the page.
3. This will bring you to your application dashboard. Once here, click the **blue ACCEPT button** in the top right corner.
4. This will prompt a System Alert Notification in the top middle of the page. Here you will need to **click Accept Award**.
5. If this is done correctly, you should see an Award Acceptance notification in green, on the top right of your dashboard.
6. If you are ready for your funds, please complete the **REQUEST FUNDS SECTION** on your dashboard. (Must be completed by 4/15/24)
7. Once your project is completed, please fill in the **GRANT STATUS REPORT** on your dashboard. (Must be completed by 5/15/24 - Unless applying for another grant in 2024, then the GRANT STATUS REPORT must be completed by 12/31/23)

Any grant not funded and its project/program not begun one year after the award is made will be declared null and void unless otherwise arranged with the Foundation.

Very truly yours,

Bret R. Busby

Chairman of the Board

<https://blanchejulianrobertsonfamilyfoundation.communityforce.com>

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