



**ROWAN COUNTY COMMISSION AGENDA**  
**April 16, 2018 - 6:00 PM**  
**J. Newton Cohen, Sr. Room**  
**J. Newton Cohen, Sr. Rowan County Administration Building**  
**130 West Innes Street, Salisbury, NC 28144**

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Call to Order

Invocation

Provided By: Chaplain Michael Taylor

Pledge of Allegiance

Consider Additions to the Agenda

Consider Deletions From the Agenda

Consider Approval of the Agenda

*Board members are asked to voluntarily inform the Board if any matter on the agenda might present a conflict of interest or might require the member to be excused from voting.*

- Consider Approval of the Minutes: April 2, 2018

1 Consider Approval of Consent Agenda

- A. Library Application Great American Read Grant
- B. Proclamation to Establish May as Shield-A-Badge With Prayer Awareness Month
- C. Proclamation for Law Enforcement Week
- D. Tax Refunds for Approval
- E. Authorization for County Manager for Returns on Writ of Executions
- F. Martin Starnes & Associates - FY 2018 Audit Contract
- G. Request To Apply For The Duke Energy Water Resources Grant
- H. Request To Apply For The North Carolina Department of Health and Human Services Grant
- I. Proclamation for Child Abuse Prevention Month
- J. Mini-Brooks Policy

- K. NCDOT Request to Add Veronica Lane to State Secondary Road System for Maintenance
- 2 Announcements
  - A. CruisIn The Grove
- 3 Presentation of Plaque for Historic Neely School
- 4 Public Comment Period
- 5 NCDOT Grant to Replace the Airport Instrument Landing System
- 6 Law Enforcement Memorial Update
- 7 Law Enforcement Pay Trends
- 8 Financial Report
- 9 Budget Amendments
- 10 Reports
  - A. Community Child Protection Team Annual Report 2017
- 11 Adjournment

*Citizens with disabilities requiring special needs to access the services or public meetings of Rowan County Government should contact the County Manager's Office three days prior to the meeting by calling (704) 216-8180.*

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Carolyn Barger, Clerk to the Board  
**DATE:** April 4, 2018  
**SUBJECT:** Consider Approval of the Minutes: April 2, 2018

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**ATTACHMENTS:**

**Description**

April 2, 2018 Minutes

**Upload Date**

4/4/2018

**Type**

Cover Memo

Greg Edds, Chairman  
Jim Greene, Vice-Chairman  
Mike Caskey  
Judy Klusman  
Craig Pierce



Aaron Church, County Manager  
Carolyn Barger, Clerk to the Board  
John W. Dees, II, County Attorney

**DRAFT**

**Rowan County Board of Commissioners**

130 West Innes Street • Salisbury, NC 28144  
Telephone 704-216-8180 • FAX 704-216-8195

**MINUTES OF THE MEETING OF THE  
ROWAN COUNTY BOARD OF COMMISSIONERS**

**April 2, 2018 – 3:00 PM**

**J. NEWTON COHEN, SR. ROOM**

**J. NEWTON COHEN, SR. ROWAN COUNTY ADMINISTRATION BUILDING**  
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Present: Greg Edds, Chairman  
Jim Greene, Vice-Chairman  
Mike Caskey, Member  
Judy Klusman, Member  
Craig Pierce, Member

County Manager Aaron Church, Clerk to the Board/Assistant to the County Manager Carolyn Barger, County Attorney Jay Dees and Assistant County Manager/Finance Director Leslie Heidrick were present.

Chairman Edds convened the meeting at 3:00 p.m.

Chaplain Michael Taylor provided the Invocation.

Chairman Edds led the Pledge of Allegiance.

**CONSIDER ADDITIONS TO THE AGENDA**

Commissioner Pierce requested to pull Consent Agenda Item D (*Veterans Council Lease Amendment For Space At West End Plaza*) for discussion.

Chairman Edds added the issue to the agenda as item #5a.

**CONSIDER DELETIONS FROM THE AGENDA**

There were no additions to the agenda.

**CONSIDER APPROVAL OF THE AGENDA**

Commissioner Klusman moved, Commissioner Greene seconded and the vote to approve the agenda as amended passed unanimously.

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## **CONSIDER APPROVAL OF THE MINUTES**

Commissioner Klusman moved, Commissioner Caskey seconded and the vote to approve the minutes of the March 1, 2018 and March 19, 2018 Commission Meetings passed unanimously.

## **1. CONSIDER APPROVAL OF CONSENT AGENDA**

Commissioner Klusman moved approval of the Consent Agenda (as amended). The motion was seconded by Commissioner Greene and passed unanimously.

The Consent Agenda consisted of the following:

- A. Permission To Apply To Walmart Foundation For Grant For Shop With A Cop Program
- B. Request to Apply For UNC School of Government Opioid Crisis Grant Opportunity
- C. Purchase Requisition for Dell Computers
- D. Veterans Council Lease Amendment For Space At West End Plaza (placed on the regular agenda as item #5a)
- E. Utility Construction Agreement Project I-3802B
- F. Proposal For Rental Space In West End Plaza
- G. Contract For Agricultural Building Roofing Renovation
- H. Declaration of Surplus Property
- I. FY 2019 Health and Wellness Recommendations

## **2. ANNOUNCEMENTS**

Chairman Edds announced there would be a Grand Opening and Ribbon Cutting for Lake Corriher Wilderness Park on April 7, 2018 from 9:00 a.m.-2:00 p.m. The event was scheduled to be held at 265 Tranquil Lake Drive in China Grove, North Carolina.

## **3. PUBLIC COMMENT PERIOD**

Chairman Edds opened the Public Comment Period to entertain comments from any citizens wishing to address the Board. With no one coming forward, Chairman Edds closed the Public Comment Period.

## **4. PUBLIC HEARING FOR FIRE PROTECTION DISTRICT TRANSFER: ROWAN-IREDELL AND SCOTCH IRISH**

Fire Marshal Deborah Horne discussed the request for a fire protection district transfer (Transfer). Ms. Horne said in a petition dated September 27, 2017, a greater than 2/3 majority of the property owners in the area of Montgomery Road and South River Church Road requested consideration by Rowan County to a transfer of fire protection districts from Scotch-Irish Fire District to Rowan-Iredell Fire District. The submitted petition signatures were verified as the recognized property owners utilizing Rowan County tax records and were subsequently confirmed to be valid for consideration.

Ms. Horne said the Board voted to schedule the public hearing during regular session on March 5, 2018 and the public hearing had been advertised for two (2) consecutive weeks in the Salisbury Post. According to Ms. Horne, the requirements for North Carolina General Statute § 69-25.11(4) had been met. Ms. Horne continued by stating there were 9 parcels affected and 8 signatures were obtained. Ms. Horne said signatures had been obtained from the boards and fire commissioners for both volunteer fire departments in agreeance to the Transfer.

Chairman Edds questioned the missing signature for the one property owner. Ms. Horne explained the parcel was in an estate and no one for the estate could be located.

In response to an inquiry from Commissioner Greene, Ms. Horne explained that prior to GIS, properties were covered by points, or "as the crow flies."

Commissioner Greene pointed out Scotch-Irish VFD had a better fire rating than the Rowan-Iredell VFD and the property owners would have an increase in their tax. Ms. Horne said property owners were made aware of tax rates and the North Carolina insurance rating.

Chairman Edds opened the public hearing to receive citizen input regarding the proposed Fire Protection District Transfer. With no one wishing to address the Board, Chairman Edds closed the public hearing.

Commissioner Pierce moved to accept the fire protection transfer request. The motion was seconded by Commissioner Klusman and passed unanimously.

## **5. CONSIDER PE 01-18 FOR EARTH DAY JAM**

Planner Aaron Poplin reported that Happy Roots was requesting a permit to exceed for the 5<sup>th</sup> annual Earth Day Jam fundraising event on April 28, 2018 at Dark Before Dawn Farm located at 2100 7<sup>th</sup> Street in Salisbury, North Carolina. The event was scheduled to start at 12:00 pm and the amplified sound was proposed to conclude at midnight. The time actually requested in the agenda packet was at 11:00 pm; however, Mr. Poplin said the applicant was requesting the time be extended to midnight. The applicant anticipated approximately 1500 attendees.

Section 14-12 of the Noise Ordinance provides an opportunity to exceed when the event is open to the public. Mr. Poplin highlighted the ten (10) criteria listed in the staff report, which must be met for consideration of approval.

Mr. Poplin said the event had been on hiatus for the last two (2) years as the founders focused on creating 501c3 non-profit Happy Roots whose mission was to provide nature-based therapeutic and educational services to enhance the wellness of the community and environment. Earth Day Jam last took place in



April of 2015 at Dark Before Dawn Farm while all previous Earth Day Jams took place at Saving Grace Farm located at 565 Trexler Loop.

Mr. Poplin said Planning Staff provided mailed notice to property owners within 100' of the event and posted a sign on March 21, 2018 regarding the application.

Based on the ordinance standards, the application met all necessary criteria for approval.

In response to an inquiry from Chairman Edds, Mr. Poplin said the request in the past had been held from opening until 11:30 p.m.

Chairman Edds opened the public hearing to receiving citizen input regarding PE 01-18 for Earth Day Jam. The following citizens came forward:

- The applicant, Ashley Honbarrier, President of Happy Roots, and Stacy Carter, Executive Director of Happy Roots came forward. Ms. Honbarrier said one (1) year the event had lasted until 1:00 a.m. when it had been held at Saving Grace Farm

Commissioner Klusman said she had previously attended the Earth Day Jam event. Commissioner Klusman described the event as family-friendly and said she would like to see more events of its kind in Rowan County.

With no one else wishing to address the Board, Chairman Edds closed the public hearing.

Commissioner Pierce moved, Commissioner Klusman seconded and the vote to approve PE 01-18 passed unanimously.

#### **5a. ADDITION**

Veterans Council Lease Amendment For Space At West End Plaza  
(Note: This item was pulled from the Consent Agenda for discussion).

Commissioner Pierce said he and Commissioner Caskey had met with the Honor Guard (Guard) at West End Plaza (WEP). Commissioner Pierce said the area the Guard wished to relocate to at WEP would provide the exposure they desired just inside the entrance near Thelma's Restaurant. Commissioner Pierce said when the Guard originally asked for a space at WEP, the space in question was being leased and not available.

Commissioner Pierce said the Guard asked for the interior of the proposed location to be upfitted; however, one item not in the proposal was the metal signage on the outside of the location.

Commissioner Pierce continued by explaining the Guard had purchased a sign for their current location and would like to have the sign relocated.

Commissioner Pierce said he wanted to ensure the interior upfit, as well as taking down the existing metal signage, repairing the sheetrock and painting the one (1) section that was approximately 60' long was included in the request.

Commissioner Caskey said the conversation with the Guard was for the County to help restore the site. Commissioner Caskey described the proposed site as a "little nook" and said he felt the County would not have a lot of use for the area.

In response to an inquiry from Commissioner Caskey pertaining to a budget figure, Mr. Church said there was a line item in the budget that should take care of the request.

Commissioner Greene said he had spoken with a member of the Guard and the location was also favored because it had an area that could be locked to secure their uniforms, etc. Commissioner Greene agreed the location would provide exposure for the Guard.

Commissioner Pierce reiterated he pulled the issue to make certain the Guard received all it needed so the matter would not have to come back to the Board.

Commissioner Klusman moved, Commissioner Pierce seconded and the vote to approve the request passed unanimously.

## **6. CONSIDER APPROVAL OF BUDGET AMENDMENTS**

Finance Director Leslie Heidrick presented the following budget amendments for the Board's consideration:

- Finance – To budget the NRA Foundation Grant received by Cooperative Extension - \$800
- Sheriff – Recognize public donations and put into proper expense account - \$1,650
- Sheriff – Recognize excess revenue in Federal Asset Forfeiture and place in proper expense account - \$3,957
- Rowan Tourism Development Authority – To budget for Tourism Railwalk Capital Project. Funds will be repaid by the TDA over a five-year period - \$350,000

Commissioner Pierce moved approval of the budget amendments as presented. The motion was seconded by Commissioner Klusman and passed unanimously.

## **7. CONSIDER APPROVAL OF BOARD APPOINTMENTS**

### **HOME AND COMMUNITY CARE BLOCK GRANT COMMITTEE**



Margaret (Peggy) Price applied to fill the At-Large appointment on the Home and Community Care Block Grant Committee. The term was for April 2, 2018, expiring on March 31, 2020.

Commissioner Klusman moved, Commissioner Greene seconded and the vote to appoint Peggy Price carried unanimously.

**JUVENILE CRIME PREVENTION COUNCIL**

There is one vacancy for a Member of the Public, and the following applications have been received:

- Detavius Mason
- Giovanni Spillman

The appointment was for a 2-year term date beginning April 2, 2018 and expiring on June 30, 2020.

Commissioner Klusman moved to appoint Detavius Mason. The motion was seconded by Commissioner Caskey and passed unanimously.

Carol Houpe applied to replace Sharon Gardner as the Rowan-Salisbury School System Superintendent's Designee. Ms. Houpe would serve the remainder of Ms. Gardner's term expiring on June 30, 2018 after which she would be eligible for the appointment of two 2-year terms.

Commissioner Greene moved, Commissioner Klusman seconded and the vote to appoint Carol Houpe carried unanimously.

**SALISBURY-ROWAN COMMUNITY ACTION AGENCY**

Amy Archer Brown applied to fill the vacancy on the Salisbury-Rowan Community Action Agency Board. The term would be for two (2) years beginning April 2, 2018 and expiring June 30, 2020.

Commissioner Klusman moved to appoint Amy Archer Brown. The motion was seconded by Commissioner Greene and passed unanimously.

**8. ADJOURNMENT**

There being no further business to come before the Board, Commissioner Pierce moved to adjourn at 3:23 p.m. The motion was seconded by Commissioner Klusman and passed unanimously.

Respectfully Submitted,

Carolyn Barger, MMC, NCMCC  
Clerk to the Board/  
Assistant to the County Manager

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Jeffery A Hall  
**DATE:** April 2, 2018  
**SUBJECT:** Library Application Great American Read Grant

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The Library seeks approval to apply for the PBS Great American Read grant. This grant does not require matching funds.

I request the Board grant the library permission to apply for this grant.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Library PBS Great American Read Grant Application	4/2/2018	Cover Memo



[apply.ala.org](https://apply.ala.org)

[laurie.lyda@rowancountync.gov](mailto:laurie.lyda@rowancountync.gov) | [PBS's the Great American Read](#) | [My Profile](#) | [Sign Out](#)



HELP CHOOSE AMERICA'S  
**FAVORITE BOOK**  
— 100 BOOKS. 1 WINNER. —



PBS

ALA  
American  
Library  
Association

- [Guidelines](#)
- [FAQ](#)
- [About](#)

Update Successful.

## Review and Submit

Please review your application. When you are satisfied with the content, click Submit below to submit your proposal.

Application Pages

- [Local Information](#)
- [Narratives](#)
- [Program Schedule](#)
- [Budget Detail](#)
- [Certify Authorization](#)

## Local Information

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Project Director

1. First Name Laurie
2. Last Name Lyda
3. E-mail [Laurie.Lyda@rowancountync.gov](mailto:Laurie.Lyda@rowancountync.gov)
4. Phone Number 704-216-7732
5. Extension -
6. Title Branch Supervisor, South Rowan Regional Library
7. Department -
8. Institution Rowan Public Library system
9. Address Line 1 201 W. Fisher St.
10. Address Line 2 -
11. City Salisbury
12. State/Territory NC
13. ZIP Code 28144-1111
14. Library Type Public Library (Multiple Branches)
15. Community Type Rural
16. Total Population Served 75,000-149,000
17. Number of library cards issued 101912
18. Estimated average daily number of visitors to your library 440
19. Estimated average daily number of visitors to your library 340

## 20. Closest metropolitan area and state Charlotte, N.C.

Closest PBS affiliate station WTVI PBS Charlotte

Please describe in detail the target population this PBS series and related programming will serve at your library.

Rowan County's population of 139,000+ includes China Grove, Cleveland, East Spencer, Faith, Granite Quarry, Kannapolis (part of Kannapolis lies within Cabarrus County, population 195,000+), Landis, Rockwell, Salisbury, and Spencer. Numerous educational institutions are in the area: Rowan-Salisbury Schools, private schools, Rowan-Cabarrus Community College, RCCC Early College High School, Catawba College, Livingstone College, and Hood Theological Seminary. The arts scene (discussed later) includes the Center for Faith and Creative Arts and SoFul Studio; Rowan County is expanding opportunities for personal education and enrichment. The GAR award allows RPL to engage more fully on these fronts and enrich the communities it serves. Also, this area's PBS affiliate is in Charlotte; the proposed arc will increase connection and communication with that larger community.

The proposed programming arc targets all ages. Book clubs target those who appreciate reading; storytimes introduce the joy of reading. Other programs engage all ages, those familiar and unfamiliar with RPL and its resources. A guest speaker (or theatre production) invites those interested in GAR tenets who lack time to read. Screening episodes ensures that every community member can enjoy PBS's series, regardless of antennae access/etc.

## Narratives

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PBS encourages collaboration with local member stations in your market, while recognizing that station plans will vary by location. Applications should reflect the library's best efforts to contact the station, to communicate opportunities for collaboration with the library community, and to ensure that planned library and station events are not scheduled in competition with each other.

In the space provided below, tell us about your efforts to work with your local PBS member station. Include the name of anyone with the station to whom you've spoken about your planned programs and indicate whether you will coordinate your events with the station, or work in partnership to co-develop, co-host and/or co-promote events. If you are interested in participating in the project but are having difficulty reaching your local PBS member station, please contact [publicprograms@ala.org](mailto:publicprograms@ala.org) for assistance, or simply confirm in the space below that your library is willing to work with a PBS member station if you are selected for the grant.

1. On March 20, 2018, project member and Headquarters' branch Reference Librarian Abigail Hardison attended the "Great American Read Luncheon." This informative workshop shared useful strategies and some tools for engagement:
  - Each RPL branch will have a ballot box and ballots that will be distributed closer to the date of the series' airing. RPL will mail their ballots to PBS Charlotte, per their to-be-published schedule criteria, to tally and submit to PBS.
  - With the guidelines Hardison received in mind, staff across the system will collaborate to create displays, social media posts, and programming.
  - Per "the workshop title," social engagement is a key way to interact with PBS Charlotte. RPL has an active and evolving social media presence, and increasing our level of engagement is one of our operational goals for 2018. This dovetails nicely with PBS Charlotte's goal. In conjunction with other staff, Hardison is developing a plan for filming patron-reader testimonials that can be hashtagged with RPL, PBS, and ALA tags as appropriate and shared across social media platforms. She is also pursuing partnership with local volunteer videographers who can assist RPL staff with the production of these testimonials. One videographer has already given a verbal commitment to participate. RPL's Makerspace's green screen and GoPro cameras, ensures that we can fulfill this.
  - The librarians who coordinate RPL's social media will cross post PBS Charlotte's Great American Read posts to our sites.

As for our existing relationship, in October 2017, I communicated with Beverly Dorn-Steele, Director of Education & Community Engagement at WTVI in Charlotte about RPL's programming arc planned in conjunction with PBS's airing of The Vietnam War. Unfortunately, WTVI couldn't cover any of the programs; in addition to following the same schedule as Central Piedmont Community College, and our biggest events were during their winter break, their local public affairs programming, Carolina Impact, was already booked into January 2018. However, Dorn-Steele said that WTVI PBS Charlotte would assist with the promotion of events via the Community Bulletin Board.

On March 20, 2018, after receiving approval from RPL's Library Services Manager to pursue this programming grant, I emailed Dorn-Steele



an inquiry (attached) about what engagement opportunities might be available with the station. As of March 29, the station hasn't yet responded.

RPL already plans to coordinate and collaborate with PBS Charlotte via their expressed social media engagement plan. If selected for the Great American Read programming grant, we will happily broaden and extend that partnership.

Describe why your library would like to offer programming in conjunction with *The Great American Read*, a PBS television series. Include relevant community interests and demographics, and how you will use the series to engage your community reading. Describe your program ideas and target audiences. Programming and/or promotional partnerships with literary organizations and educational partners, as well as PBS member stations, are encouraged and should be described in this section, if applicable.

1. RPL Headquarters is located in Salisbury, the county seat, which lies within 45 miles of Charlotte and Winston-Salem. Salisbury has a growing arts community that includes Lee Street Theatre, Piedmont Players, and Catawba College’s theatre department. Downtown’s independent bookstore, South Main Book Company, hosts author signings and facilitates local book clubs. Rowan County at large is supportive of the arts, as evidenced by the 2018 Arts & Ag Tour, which highlights local businesses and artisans.

RPL has three branches: Headquarters (Salisbury), East Branch (Rockwell), and South Rowan Regional (China Grove). The system maintains an active programming schedule. System-wide, per month in 2017, RPL averaged 8 adult and 8.5 teen programs; including storytimes, children’s programs averaged 90 month.

RPL fosters an appreciation for reading and learning in many ways: the robust summer reading program includes all ages; STEAM programming and Headquarters’ Makerspace are expanding; and each November, teen programming includes NaNoWriMo events. RPL also maintains three book clubs: Book Bites (designed for adults and held at South), Piedmont Book Club (sponsored by RPL and led by a volunteer for inmates at the Piedmont Correctional Facility), and Chapter Chats (designed for teens with developmental or intellectual disabilities and held at East). A fourth book club is in development.

The Great American Read (GAR) programming award will allow RPL to further develop its mission to enrich, inspire, and engage with the communities it serves and bolster the reach of the burgeoning arts scene in Rowan County. Our projected programs are currently as follows:

- 1) Book Bites, led by reference librarian (and YA author) Jennifer Hubbard at South, will select two-three juvenile or YA titles from the GAR list for a “Return to Your Childhood”-themed series. Discussions will explore how narrative constructs identity and influences how readers conceptualize the world. Funds would purchase book sets needed for this series. The titles would then be loaned to Piedmont Book Club.
- 2) To engage with teen and adult readers outside of RPL, book sets of other GAR titles will be purchased to circulate to other local book clubs and kick-start RPL’s fourth (yet-to-be-named) book club. These titles will be circulated along with materials that encourage consideration of the core tenets and questions of the GAR initiative.
- 3) The “Literary Primary” will be system-wide. Participants will be invited to cosplay as favorite characters from GAR titles; select cosplayers will plead their case as to why audience members should vote for their representative novel. Headquarters intends to offer an open program to teens and adults; East and South will invite participants from local schools. The ballots and ballot boxes provided by PBS Charlotte will be used at all locations. Lee Street Theatre actors will emcee.
- 4) Option A: A guest speaker or panel will be invited to facilitate a community discussion for teens and adults about how reading shapes identity, inspires, and instructs. This event would be hosted at Headquarters, with (hopefully) live-feeds of the presentation at East and South.

Option B: RPL will engage Bright Star Theatre of Asheville, NC, to perform one of their programs based on a GAR title. This show would be hosted at Headquarters and be open to all ages.

- 5) Each branch will host public screenings of select GAR episodes. Teens and adults are the intended audiences.
- 6) Each branch will offer a special children’s storytime highlighting one of GAR’s juvenile classics and emphasizing the joy of reading and learning. Hands-on activities will encourage kinesthetic learners as well.

RPL intends to draw upon its existing partnerships with Rowan-Salisbury Schools, Rowan-Cabarrus Community College’s Early College High School, Catawba College, and South Main Book Company to facilitate these programs.

## Program Schedule

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Program Schedule

Event type	Pg date	Pg time	Projected attendance	Location	Speaker	Comments
						Book Bites, a book club primarily composed of senior citizens at South and led

reading	08/28/2018	06:00 PM	15	South Rowan Regional	Book Bites Book Club	by reference librarian (and YA author) Jenny Hubbard, will spend the summer returning to childhood by examining three classic American novels for youth from the GAR list. Discussions will explore how these books characterize an American childhood in different time periods; how they helped us as youth to construct our moral compasses; and how, in re-reading them, we understand how time does and does not alter our essential selves. This club meets monthly and would devote three meetings to this arc.
voting	09/24/2018	07:00 PM	100	Headquarters	The Literary Primary	Participants will be invited to cosplay as favorite characters from GAR titles; select cosplayers will plead their case as to why audience members should vote for their representative novel. Headquarters intends to offer an open program to teens and adults. East and South branches will also hold a "Literary Primary," on different days, and invite participants from their local schools. The ballots and ballot boxes provided by PBS Charlotte will be used at all locations. Lee Street Theatre actors will emcee. "The Literary Primary" will be used to celebrate the Great American Read as well as to invite new patrons as part of "Library Card Sign-up Month."
special	09/10/2018	07:00 PM	100	Headquarters	Special Presentation	This special event will take one of two forms: 1) A guest speaker or panel will be invited to facilitate a community discussion for teens and adults about how reading shapes identity, inspires, and instructs. This event would be hosted at Headquarters, with (hopefully) live-feeds of the presentation at East and South. 2) RPL will engage Bright Star Theatre of Asheville, NC, to perform one of their programs that is based on or features a GAR title. This show would be hosted at Headquarters and open to all ages.
screening	09/06/2018	04:00 PM	25	Headquarters	Great American Read Screening	Each branch will host public screenings of select GAR episodes. Teens and adults are the intended audiences.
other	10/06/2018	10:00 AM	60	Headquarters	Storytime	Each branch will offer a special children's storytime highlighting one of GAR's juvenile classics and emphasizing the joy of reading and learning. Hands-on activities will encourage kinesthetic learners as well.

Budget Detail

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Amount	About
800.00	Guest Speaker or Bright Star Theatre fees
500.00	GAR book sets for Book Clubs collection
400.00	Literary Primary emcees fees
300.00	print materials, Literary Primary materials & necessities support
<b>Total</b>	2000.00

Certify Authorization

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- 1. Certifying Official First Name Laurie
- 2. Certifying Official Last Name Lyda
- 3. Certifying Official Email [Laurie.Lyda@rowancountync.gov](mailto:Laurie.Lyda@rowancountync.gov)
- 4. Title Branch Supervisor, South Rowan Regional Library
- 5. Organization Rowan Public Library system
- 6. Certification

When you are satisfied with your answers, click here to submit your application. Once submitted, you will be able to view or print your application, but no further changes can be made.

Currently logged in as laurie.lyda@rowancountync.gov. [Logout](#)



**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Chaplain Michael Taylor, Rowan County Sheriff's Department  
**DATE:** 04/16/2018  
**SUBJECT:** Proclamation to Establish May as Shield-A-Badge With Prayer Awareness Month

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Proclamation to Establish May as Shield-A-Badge with Prayer Awareness Month	4/3/2018	Cover Memo

**PROCLAMATION  
TO ESTABLISH MAY AS  
SHIELD-A-BADGE WITH PRAYER AWARENESS MONTH**

**WHEREAS**, the *Shield-A-Badge With Prayer* program works to affirm the commitment of Rowan County Law Enforcement Officers and encourages citizen awareness and appreciation for these officers; *and*

**WHEREAS**, the program invites citizens to commit to pray for an officer every day for one year and to send birthday cards and notes of thanks to these officers; *and*

**WHEREAS**, through the generosity of individuals, businesses and churches that have donated services and fundraisers, 10,000 Bibles, 3,700 Shield-A-Badge Bible Promise Books and 11,000 New Testaments have been purchased to be given away; *and*

**WHEREAS**, the *Shield-A-Badge With Prayer* program began in 1995 in Rowan County, by Chaplain Michael Taylor and has begun to expand statewide, reaching out to other counties, municipalities, colleges, hospitals, correctional facilities, 911 communicators, probations officers, animal control officers, state highway patrol troopers, fire departments, Clerk of Court employees, magistrates, judges, District Attorney's Office, County Commissioners, sheriffs, and attorneys; *and*

**WHEREAS**, through the dedication and travels of Chaplain Taylor, counties from across the state are receiving encouragement and training for chaplains.

**NOW, THEREFORE BE IT PROCLAIMED** that the Rowan County Board of Commissioners does hereby establish the month of May as

***Shield-A-Badge With Prayer Awareness Month.***

This the 16<sup>th</sup> day of April 2018.

---

Gregory C. Edds, Chairman  
Rowan County Commissioners

ATTEST:

---

Carolyn Barger, MMC, NCMCC  
Clerk to the Board/  
Assistant to the County Manager

**ROWAN COUNTY**  
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**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Chaplain Michael Taylor, Rowan County Sheriff's Department  
**DATE:** 04/16/2018  
**SUBJECT:** Proclamation for Law Enforcement Week

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Proclamation for Law Enforcement Week	4/3/2018	Cover Memo

## ***PROCLAMATION***

### **LAW ENFORCEMENT WEEK**

***WHEREAS***, in 1962, President John F. Kennedy signed a Presidential Proclamation that set aside May 15<sup>th</sup> as National Peace Officers' Memorial Day and the week of May 13-19 as National Police Week; *and*

***WHEREAS***, the members of all the law enforcements agencies in Rowan County play an essential role in safeguarding the rights and freedoms of all our citizens; *and*

***WHEREAS***, it is important that all citizens know and understand the duties, responsibilities, hazards and sacrifices of their law enforcement agencies; *and*

***WHEREAS***, members of our law enforcement agencies recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; *and*

***WHEREAS***, law enforcement officers, past and present, have faithfully and loyally rendered a dedicated service to this County and have established for themselves an enviable and enduring reputation to preserving the rights and security of all citizens.

***THEREFORE BE IT PROCLAIMED*** that the Rowan County Board of Commissioners does hereby proclaim May 13-19, 2018 as **LAW ENFORCEMENT WEEK**.

***NOW, THEREFORE BE IT FURTHER PROCLAIMED*** that the Rowan County Board of Commissioners calls upon all citizens of Rowan County to observe May 15, 2018 as **PEACE OFFICERS' MEMORIAL DAY** in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

This the 16<sup>th</sup> day of April 2018.

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Gregory C. Edds, Chairman  
Rowan County Commissioners

ATTEST:

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Carolyn Barger, MMC, NCMCC  
Clerk to the Board/  
Assistant to the County Manager

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Casey Robinson, Tax Collection Specialist  
**DATE:** 04/04/2018  
**SUBJECT:** Tax Refunds for Approval

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
February 2018 VTS Refunds	4/4/2018	Cover Memo
March 2018 Tax Refunds	4/4/2018	Cover Memo



ENTERED  
4/18

4/20/18

## FEBRUARY 2018 VTS REFUNDS

REFUND TO NAME 1	ADDRESS 1	Address_2	CITY	STATE	ZIP	TRANS #	REFUND REASON	REFUND
ALLEN, ARTHUR DAVID	160 KRISTY LN		SALISBURY	NC	28147	121143111	Vehicle Sold	\$44.36
AUGUSTINE, ARCHIE MICHAEL	1120 S FULTON ST		SALISBURY	NC	28144	122572071	Tag Surrender	\$55.28
BARNES, KENNETH ADDISON	5608 COVE RD		ROANOKE	VA	24019	81602958	Tag Surrender	\$60.73
BARRIER, ANDREW SCOTT	295 HIDDEN OAKS DR		ROCKWELL	NC	28138	81226320	Tag Surrender	\$42.96
BARRINGER, GEORGE SHAFER JR	PO BOX 593		FAITH	NC	28041	81774752	Vehicle Totalled	\$120.73
BEBBER, CHAD LEE	2308 SIDES RD		ROCKWELL	NC	28138	81226356	Tag Surrender	\$86.72
BEST, ROBERT GLENN II	515 ROGER DR		SALISBURY	NC	28147	81341270	Tag Surrender	\$254.65
BINT, ANITA DIANA	3586 NW 55TH CIR		OCALA	FL	34482	80761234	Reg . Out of state	\$79.25
BURNETTE, BARBARA ANN	340 GREGORY RD		SALISBURY	NC	28147	81341318	Tag Surrender	\$38.06
CAMERON, AJJA EVELYN	1027 PARTEE DR		CHINA GROVE	NC	28023	80762890	Tag Surrender	\$22.30
CASPER, KEVIN DANIEL	232 WELLINGTON ESTATES DR		CHINA GROVE	NC	28023	81714404	Vehicle Sold	\$526.55
CHOWDHURY, CHRISTOPHER	6711 OLD MOCKSVILLE RD		SALISBURY	NC	28144	81530392	Vehicle Sold	\$12.86
COOK, DAVID NORMAN	560 CEDAR GLEN CIR		CLEVELAND	NC	27013	81340950	Vehicle Sold	\$124.80
CORNELISON, BRUCE WAYNE	14240 STOKES FERRY RD		GOLD HILL	NC	28071	81538938	SLVG or RBLT TTL	\$10.48
CRESS, RICHARD LEE	600 W RIDGE AVE		LANDIS	NC	28088	81225904	Over Assessment	\$13.16
DAVIS, SHARON LORINDA	PO BOX 532		SALISBURY	NC	28145	121838760	Over Assessment	\$32.11
DIAZ, MARIA MAGDALENA	2035 LONDON RD		MOORESVILLE	NC	28115	81862612	Vehicle Totalled	\$77.35
DUFOUR, JERRY ANTHONY	408 CAMELOT DR		SALISBURY	NC	28144	122011968	Vehicle Sold	\$39.54
DUFOUR, JERRY ANTHONY	408 CAMELOT DR		SALISBURY	NC	28144	122011980	Vehicle Sold	\$123.39
DUFOUR, JERRY ANTHONY	408 CAMELOT DR		SALISBURY	NC	28144	122011974	Vehicle Sold	\$5.66
EARNHARDT, RONDY JACK	PO BOX 96		GOLD HILL	NC	28071	81862866	Vehicle Sold	\$11.26
ELLIS, MICHELLE KRISTAN	264 ARCHDALE ST		MYRTLE BEACH	SC	29588	81539268	Reg . Out of state	\$94.29
FINK, NATASHA JADE	14240 STOKES FERRY RD		GOLD HILL	NC	28071	81714444	SLVG or RBLT TTL	\$6.69
FREDERES, DAVID RICHARD	265 CANTIBERRY DR		SALISBURY	NC	28146	81530416	Vehicle Sold	\$18.08
GASKILL, SCOTT ANDREW	1255 GLENFIELD DR		SALISBURY	NC	28147	82262256	Vehicle Sold	\$37.76
GILLESPIE, KRISTIE STEWART	614 CORRELL LOOP RD		SALISBURY	NC	28146	81923098	Vehicle Sold	\$63.79
GOODMAN, COLLEEN STAMEY	520 SPRING GARDEN AVE		KANNAPOLIS	NC	28081	81530540	Vehicle Sold	\$23.02
GOODNIGHT, FLOYD DAVID IV	150 BETH DR		CHINA GROVE	NC	28023	81714304	Vehicle Sold	\$61.91
GRIGGS, DAVID PAUL	6165 US HIGHWAY 52		SALISBURY	NC	28146	80761674	Tag Surrender	\$211.13
GROVES, ERIC ALLAN	120 AUTUMN GLENN DR		ROCKWELL	NC	28138	163848072	Situs error	\$127.72
HANNAH, ROBERT FRANKLIN	1242 BATSON DR		CHARLESTON	SC	29404	81924038	Military	\$420.22
HINSON, JAMES NOAH	1620 WILTSHIRE RD		SALISBURY	NC	28144	80762866	Tag Surrender	\$3.54
HINSON, JAMES NOAH	1620 WILTSHIRE RD		SALISBURY	NC	28144	80762880	Tag Surrender	\$1.53
HINSON, JAMES NOAH	1620 WILTSHIRE RD		SALISBURY	NC	28144	80762868	Tag Surrender	\$5.56
HINSON, JAMES NOAH	1620 WILTSHIRE RD		SALISBURY	NC	28144	121144293	Tag Surrender	\$46.08
HINSON, JAMES NOAH	1620 WILTSHIRE RD		SALISBURY	NC	28144	121144284	Tag Surrender	\$64.39

*Sonya Parnell*

Batch 6263 (67)

Tax Collections Manager

HOFFNER, JULIE CORRIHER	2715 CORRIHER SPRINGS RD		MOORESVILLE	NC	28115	81530410	Vehicle Sold	\$85.04
HOLTE, KASEY ALAN	704 WILLOW RD		SALISBURY	NC	28147	121838775	Vehicle Sold	\$30.31
HONEYCUTT, DAVID TRAN	1809 WOODBRIDGE DR		SALISBURY	NC	28146	121934220	Tag Surrender	\$34.09
KEPLEY CONSTRUCTION CO OFSALISBURY LLC	PMB 5293, 475 JAKE ALEXAN	BLVD WEST	SALISBURY	NC	28147	163206452	Situs error	\$143.27
LILLY, WILLIAM LEO JR	380 BAYMOUNT DR		SALISBURY	NC	28144	81289098	Mileage	\$31.28
LIPE, RUSTY EARL	1870 WEAVER RD		CHINA GROVE	NC	28023	81714306	Vehicle Sold	\$23.83
LIPE, RUSTY EARL	1870 WEAVER RD		CHINA GROVE	NC	28023	81225846	Vehicle Totalled	\$94.64
LUNSFORD, DAVID LUTHER	290 MILBURN DR		SALISBURY	NC	28147	81539170	Vehicle Sold	\$26.76
LUNSFORD, DAVID LUTHER	290 MILBURN DR		SALISBURY	NC	28147	81539168	Vehicle Sold	\$10.55
MCCULLOH, TIMOTHY RAY	1302 WEATHERBY DR		SALISBURY	NC	28146	82262262	Vehicle Sold	\$18.81
MEHL, JUDITH LORRAINE	403 GOOSENECK DR UNIT B3		CARY	NC	27513	82261542	Vehicle Totalled	\$13.26
MENENDEZ, CARMEN ISABEL TORRES	140 MYERS PL		SALISBURY	NC	28147	81774742	Vehicle Sold	\$4.45
MOORE, ELIZABETH MAY	616 D AVE		SALISBURY	NC	28144	121933593	Tag Surrender	\$37.14
MOORE, MARY ANN LINK	2940 MOUNTAIN RD		CLEVELAND	NC	27013	81530564	Vehicle Sold	\$14.35
ONEY, SUE CHEWNING	2513 WEDGEWOOD DR		SALISBURY	NC	28146	122884632	Vehicle Totalled	\$59.30
PHILLIPPE, ALEXIS MACABA WATFORD	1116 EDGEDALE DR		SALISBURY	NC	28144	123391554	Mileage	\$114.37
RAMON, JENNIFER	1015 BRIGGS RD		SALISBURY	NC	28147	81539166	Insurance Lapse	\$8.03
RICHARDSON, JOEL VICTOR	1910 CRESCENT RD		SALISBURY	NC	28146	81862948	Tag Surrender	\$69.32
ROACH, IDA GAIL	1434 N MAIN ST		SALISBURY	NC	28144	122295594	Vehicle Sold	\$15.33
RULE, RITA KAY	370 KAY ST		SALISBURY	NC	28146	81530616	Tag Surrender	\$16.92
SCOTT, JOEL WAYNE	1066 INLET POINT DR		SALISBURY	NC	28146	163060428	Situs error	\$103.37
SHORE, RONALD DEAN	5025 ENOCHVILLE RD		KANNAPOLIS	NC	28081	81862320	Vehicle Sold	\$5.70
SMITH, JEFFREY GORDON	1323 STONEWYCK DR		SALISBURY	NC	28146	81289420	Tag Surrender	\$72.99
SNIDER, RAYMOND DAVID JR	513 SNIDER ST		SALISBURY	NC	28144	81530610	Tag Surrender	\$362.36
STEWART, KRISTI HELMS	525 HURLEY SCHOOL RD		SALISBURY	NC	28147	81225868	Tag Surrender	\$22.00
TAGGART, SEAN PATRICK	370 BONAVENTURE DR		SALISBURY	NC	28147	81530406	Vehicle Sold	\$27.89
TEETER, DOUGLAS MARSHALL	555 LONDON RD		MOORESVILLE	NC	28115	81289078	Tag Surrender	\$82.32
TURCIOS, IVAN LEONEL	140 MYERS PL		SALISBURY	NC	28147	81774746	Vehicle Sold	\$43.40
VENABLE, WOOLITE MICHELLE	1031 ROWAN CIR		SALISBURY	NC	28146	122295603	Insurance Lapse	\$123.00
WARD, NANCY YVONNE	795 LITTLE HURRICANE RD		WINCHESTER	TN	37398	123392289	Reg . Out of state	\$101.25
WOODLIEF, CALVIN BRYSON	640 TIMBERLANE TRL		SALISBURY	NC	28147	81923100	Vehicle Sold	\$18.26
							TOTAL:	\$4,781.50

*Sonja Parnell*  
Tax Collections Manager

ENTERED  
4/18

4/20/18

# MARCH 2018 TAX REFUNDS

TAXPAYER 1	TAXPAYER 2	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP	DESCRIPTION	TRANS #	REFUND
ACOSTA ISRAEL BALLINAS	NA	1161 GADDY MOBILE HOME DR	NA	KANNAPOLIS	NC	28081-8832	1982 CENTURY 00014 00060	795591	\$ 27.27
AUSTIN KEITH W & WF	AUSTIN SHIRLEY M	180 AUSTIN ST	NA	ROCKWELL	NC	28138-8713	180 AUSTIN ST	796167	\$ 30.17
BICKETT EDITH S	NA	425 GRANT RD	NA	SALISBURY	NC	28146-8425	303 N ROWAN AV	796191	\$ 306.47
BOGERS TIMOTHY WAYNE	NA	6210 STOKES FERRY RD	NA	SALISBURY	NC	28146-5096	2011 CARN AA77350	796507	\$ 108.11
BOWMAN GLENN TRAVIS	NA	1023 LINCOLNTON RD	NA	SALISBURY	NC	28144-6213	1988 HOND ALX 45 ACCORD LX	795913	\$ 44.94
BRINGLE RYAN MARK	NA	403 E 11TH ST	NA	KANNAPOLIS	NC	28083	1995 CAROLINA SKIFF	795207	\$ 11.95
BROADWAY MICHELLE HILL	NA	122 TRADE AVE	NA	KANNAPOLIS	NC	28081-9615	1986 UNKNOWN 00014 00066	796573	\$ 14.78
BROADWAY RANDALL KEITH & WF	BROADWAY MICHELLE HILL	122 TRADE AVE	NA	KANNAPOLIS	NC	28081-9615	1006 MEADOWCREEK DR	796573	\$ 129.07
BROWN JENNIFER ANN	NA	419 S IREDELL ST	NA	SPENCER	NC	28159-0002	1996 PONT SFS CP SUNFIRE	797517	\$ 91.94
BRUSH BYRON GLENN	NA	321 PALMER CIR	NA	ROCKWELL	NC	28138-6501	220 WOODSON RD	796337	\$ 459.23
BRUSH BYRON GLENN	BRUSH CHRISTINE B	321 PALMER CIR	NA	ROCKWELL	NC	28138-6501	220 WOODSON RD	796339	\$ 1,147.53
BRUSH CHRISTINE B	NA	321 PALMER CIR	NA	ROCKWELL	NC	28138-6501	220 WOODSON RD	796336	\$ 447.79
CANUP MELISSA ANN	CANUP MITCHELL VAN	155 BECK RD	NA	SALISBURY	NC	28144-8882	1994 OAKWOOD 00014 00060	796436	\$ 100.00
CARTNER RACHEL BEAVER	NA	351 FERRELL LN	NA	SALISBURY	NC	28147-7062	1975 RITZCRAFT 00012 00060	797287	\$ 1.49
CAUBLE FAMILY HOLDINGS LLC	NA	979 CONCORD PKWY N	NA	CONCORD	NC	28027	TURNER DR	794921	\$ 184.60
CHALK ANTHONY LYNN & WF	CHALK MICHELLE O	104 BEE TREE LN	NA	SALISBURY	NC	28144-8590	104 BEE TREE LN	795057	\$ 142.84
CRISCO TERRY EUGENE	NA	5480 CAVIN LN	NA	KANNAPOLIS	NC	28081-8809	1985 BAYLINER	794351	\$ 106.27
DARYL WATSON	NA	160 TERRAPIN STATION RD	NA	KANNAPOLIS	NC	28081-8506	140 TERRAPIN STATION RD	796785	\$ 203.91
DAVIS CORNELIUS JR	DAVIS DARLENE MILLER	127 CADE LN	NA	KANNAPOLIS	NC	28081-7355	1999 DODGE DAKOTA	793580	\$ 1.20
DIEFENBACH MICHAEL W & WF	DIEFENBACH LORI D	1525 FLOWERFIELD DR	NA	CONCORD	NC	28025-0000	425 W COUNCIL ST	797783	\$ 5,847.56
DINER DRIVE IN INC T/A	WHAT-A-BURGER #1	PO BOX 1319	NA	KANNAPOLIS	NC	28082-1319	CLASS SP ASM# 000	798134	\$ 3.70
DITECH FINANCIAL LLC	ACCOUNTS PAYABLE DEPARTMENT	345 ST PETER STREET, L602	NA	ST PAUL	MN	55102	1032 GLOCK CT	794713	\$ 150.06
DOUGHTY CHARLES WILLIAM	NA	150 TIMBERLAKE CT	NA	SALISBURY	NC	28147-8791	150 TIMBERLAKE CT	794033	\$ 95.00
DYER ANGELA P	NA	102 VANCE ALLEN AVE	NA	ROCKWELL	NC	28138-9063	VARNADORE RD	794374	\$ 1.21
EDWARDS EDWIN DALE	NA	PO BOX 391	NA	CLEVELAND	NC	27013-0391	465 DEAN RD	795621	\$ 2.43
ELLINGTON MARK ANTHONY	NA	4268 W NC HIGHWAY 268	NA	FERGUSON	NC	28624-9181	2007 RIDG AA77248	796938	\$ 86.17
FULLER DAVID JONATHAN	NA	4593 US HWY 301 S	NA	ROWLAND	NC	28383 8257	1990 FORD G TK PICKUP F150 X-CAB 1/2 TON	797517	\$ 14.19
GEMINI HOMES OF THE CAROLINAS	NA	PO BOX 367	NA	TERRELL	NC	28682-0367	1104 N JUNIPER ST	794922	\$ 4.84
GLASS RICHARD G II & WF	GLASS VALERIE E	5659 LANDALE CT NW	NA	CONCORD	NC	28027-8067	1475 SUNSET POINTE DR	795571	\$ 9.46
GODFREY VAUGHN ALLEN	NA	155 EXCEL DR	NA	KANNAPOLIS	NC	28081-7974	2015 LEON PERMTAG AD75351	795567	\$ 7.22
GOODMAN TIFFANY COATES	NA	445 HUTCHINS WAY	NA	SALISBURY	NC	28146-7433	2009 CHEV BLT 4S COBALT LT	795582	\$ 12.55
GRANT AMANDA SHORES	NA	4015 NEEDMORE RD	NA	WOODLEAF	NC	27054-9634	1995 FORD G TK PICKUP F150 1/2 TON	794163	\$ 46.75
GREGORY AUGUSTUS M III	NA	177 E 75TH ST APT 7E	NA	NEW YORK	NY	10021-0000	1300 LARCHMONT RD, 601	794377	\$ 3.30
HAMILTON CURTIS L	NA	125 RED MAPLE DR	NA	KANNAPOLIS	NC	28081-7962	1990 FLEETWOOD 00014 00076	793575	\$ 1.41
HAMMONDS DERYLE KEITH	NA	2015 ROLLINGWOOD DR	NA	KANNAPOLIS	NC	28081-7738	ROLLINGWOOD DR	795519	\$ 3.61
HARGRAVES ASHLEY FULHAM	NA	302 TONYNS LN	NA	SALISBURY	NC	28146-8624	302 TONYNS LN	794988	\$ 57.40
HARGRAVES ASHLEY FULHAM	HARGRAVES ALLEN PHILLIP	302 TONYNS LN	NA	SALISBURY	NC	28146-8624	302 TONYNS LN	796606	\$ 63.36
HARRINGTON ROBIN	NA	350 REDLEAF LN	NA	CHINA GROVE	NC	28023-9696	350 RED LEAF LN	794642	\$ 6.00
HARRIS DENISE SHEETS	NA	207 MILLER CHAPEL RD	NA	SALISBURY	NC	28147-8211	207 MILLER CHAPEL RD	798069	\$ 245.60
HARRISON CHRISTY FULLER	NA	1088 SAGEWOOD LN	NA	SALISBURY	NC	28146-7749	2005 TOYT VN VAN SIENNA XLE	798287	\$ 185.63
HAWKS WANDA J &	NA	9475 CASTOR RD	NA	SALISBURY	NC	28146-9117	CASTOR RD	796020	\$ 1.00
HAYES ERIN SILLIMAN	NA	2630 DEAL RD	NA	MOORESVILLE	NC	28115-6727	2015 ADAM PERMTAG AE20755	798255	\$ 11.57
HILL SHANNON CONSUELIA	NA	811 LINCOLNTON RD	NA	SALISBURY	NC	28144-6137	811 LINCOLNTON RD	797517	\$ 46.00
HUNT LLOYD KENNETH	HUNT ELIZABETH ANN	2284 S LAKE DR	NA	ASHEBORO	NC	27205-1054	PLAYGROUND LN	795293	\$ 21.60
HUNTER & CHANDLER LAW GRP	NA	10800 SIKES PLACE, SUITE 105	NA	CHARLOTTE	NC	28277	1314 N LONG ST	794195	\$ 1.04
JOHNSON TONYA H & HUS	JOHNSON TIMOTHY D	1037 EMERALD ST	NA	SALISBURY	NC	28144-2601	1110 W BANK ST	798119	\$ 1.48
JONES EDWIN	NA	10210 WINDRIFT RD	NA	CHARLOTTE	NC	28215	112 ROSS ST	798278	\$ 66.72
JORDAN RICHARD A	NA	1015 HART RD	NA	WOODLEAF	NC	27054-0000	HART RD	795153	\$ 330.13
JUST CLEANING SERVICES LLC	% KENYA BENNETT	606 WILLOW RD	NA	SALISBURY	NC	28147-7751	CLASS SP ASM# 000	795344	\$ 1.07

Jonny Parnell  
Tax Collections Manager

Batch 6264

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KATHRYN L BRINGLE	CHAPTER 13 TRUSTEE	PO BOX 2115	NA	WINSTON SALEM	NC	27102	1855 WETHERBURN DR	794307	\$ 13.68
KEVIN LINK-REALESTATE TRUST	NA	1 BUFFALO AVE NW SUITE 3305	NA	CONCORD	NC	28025	2007 CHEV XLT 4S MALIBU MAXX LT	796547	\$ 2.57
KING TUT CAFE & HOOKAH LOUNGE	% HAMDY KISHK	5 EASY ST	NA	SALISBURY	NC	28144	SECT SCH E10 CLASS EQ ASM# 00	796308	\$ 61.11
KLUTTZ JEREMIAH FRANKLIN	NA	511 STAFFORD ESTATES DR	NA	SALISBURY	NC	28146-0510	KLUTTZ RD	794821	\$ 379.20
LAMBERT JERRY L	NA	7322 DUNNMON DR	NA	KANNAPOLIS	NC	28081-7314	7322 DUNNMON DR	795784	\$ 87.94
LAW BRENNIA MAE	NA	117 JEFFERSON AVE	NA	KANNAPOLIS	NC	28081-9163	1985 SUPR PERM TAG AE32489	797006	\$ 7.27
LE WILSON CONSTRUCTION CO INC	NA	1150 INDIGO CIR	NA	SUNSET BEACH	NC	28468-0000	1312 N RIDGE AV	795626	\$ 733.08
LEAZER CHARLES HENRY	NA	417 PEACH ORCHARD RD	NA	SALISBURY	NC	28147-8325	LONG FERRY RD	793842	\$ 0.84
LYERLY PAUL EDWARD	NA	275 BUCK DR	NA	SALISBURY	NC	28146-9103	CLASS SP ASM# 000	794820	\$ 2.23
LYNDEN JOHN M & WF	LYNDEN KAREN D	650 CATAWBA DR	NA	SALISBURY	NC	28147-9441	620 CATAWBA DR	796996	\$ 53.66
LYS DEBORAH BUMGARNER	NA	3047 CURIE ST	NA	SAN DIEGO	CA	92122-0000	ENOCHVILLE RD	797006	\$ 353.04
MCGEE SHERQUONNA ALISE	NA	1118 LAUREL ST	NA	SALISBURY	NC	28144-3830	2011 FORD FKS 4S FOCUS S SEDAN	794941	\$ 1.02
MEDFORD CHRISTOPHER CAROL	MEDFORD KIMBERLY LEDBETTER	457 FLY FISHER DR	NA	SALISBURY	NC	28147-6764	2014 LENO PERMTAG AE60986	796697	\$ 14.15
MILLER MICHELLE	NA	1404 SAINT LUKE CHURCH RD	NA	SALISBURY	NC	28146-7951	ST LUKES CHURCH RD	796405	\$ 30.00
MORGAN JERRY WENDELL	NA	2480 WILSON RD	NA	CHINA GROVE	NC	28023-9362	2005 LONS	797889	\$ 2.94
MT CALVARY HOLY CHURCH	NA	PO BOX 1151	NA	SALISBURY	NC	28145-1151	642 S SHAVER ST	794245	\$ 33.67
NEWTON DONALD L	NEWTON MICHELLE L	3200 VAN TASSEL DR	NA	CONCORD	NC	28025-9327	12555 NC 801 HWY	794246	\$ 5.91
NEWTON MANDI NICOLE	NA	330 WILLCOY RD	NA	PO BOX 1421	NC	28138-1421	1967 DUKE 00010 00055	796769	\$ 12.26
NUEMILLER J R	NEED-A-TECH	2559 7TH ST	NA	SALISBURY	NC	28144-0568	SECT C SCH US CLASS CE ASM# 00	797552	\$ 25.67
OSBORN STEPHEN A	NA	1025 QUAIL CIR	NA	SALISBURY	NC	28147-8856	1025 QUAIL CIR	794377	\$ 1,503.69
OWENS JILL J & HS	OWENS PAUL T	1740 PHANIEL CHURCH RD	NA	ROCKWELL	NC	28138-7609	1740 PHANIEL CHURCH RD	794376	\$ 4.89
PARKER ANNETTE Y	NA	505 BARBER JUNCTION RD	NA	CLEVELAND	NC	27013-0000	505 BARBER JUNCTION RD	795541	\$ 29.11
PARKER KAREN	NA	2 LAUREL BROOK CT	NA	GREENSBORO	NC	27407-5037	CHOATE RD	797239	\$ 1.00
PEELER HERMAN R & WF	PEELER ERMINE W	1221 FORESTDALE DR	NA	SALISBURY	NC	28144-2126	1221 FORESTDALE DR	795618	\$ 1,936.70
PHILLIPS COLETTE MARIE	NA	6760 NATHAN AVE	NA	KANNAPOLIS	NC	28081-7945	1997 FLEETWOOD 00014 00080	793395	\$ 5.46
PRG CONSTRUCTION LLC	% PATRICK D MORRISON	PO BOX 136	NA	SPENCER	NC	28159-0136	1991 ROAD MLT YR TAG AY95051	795629	\$ 46.15
ROLLINS TERRY EUGENE	NA	8750 OLD CONCORD RD	NA	SALISBURY	NC	28146-1102	1998 GODFREY	796275	\$ 17.80
ROLLINS TERRY EUGENE	NA	8750 OLD CONCORD RD	NA	SALISBURY	NC	28146-1102	1998 YAMAHA O/B	796282	\$ 2.55
RUPARD TIMOTHY C & WF	RUPARD ALISHA D	117 PRISON CAMP RD	NA	NEWLAND	NC	28657-8607	4270 POTNECK RD	797842	\$ 98.39
RYMER DANIEL C	RYMER AMY L	7828 DUNOON LANE	NA	CHARLOTTE	NC	28269-7196	522 GOLD HILL DR	794873	\$ 1.74
SAJ TAMARA L	975 NEAZER ST		NA	ROCKWELL	NC	28138-8909	375 NEAZER ST	796306	\$ 4.56
SAULS JAMES JR &	SHOLTIS MICHAEL	640 WATERS RD	NA	SALISBURY	NC	28146-0000	OLD W INNES ST	796725	\$ 97.85
SECHLER PAMELA	NA	PO BOX 37	NA	MOREHEAD CI	NC	28557	DUMMY ACCT	797584	\$ 282.00
SETTLE JOEL R	NA	623 N OAKLAND AVE	NA	STATESVILLE	NC	28677-3851	W MILLER ST	797119	\$ 2.00
SMITH HARRIS P & WF	SMITH KENDRA J	9211 WRIGHT RD	NA	KANNAPOLIS	NC	28081-7901	9211 WRIGHT RD	794921	\$ 13.90
SMITH KRISTA KAY	NA	204 E 10TH ST	NA	KANNAPOLIS	NC	28083-2702	1992 TRAC PERMTAG AC84463	796900	\$ 1.12
SMITH ROBERT C & WF	SMITH PATRICIA B	135 GREENWAY DR	NA	SALISBURY	NC	28144-9451	135 GREENWAY DR	797464	\$ 54.28
SMOTHERS DARLA	NA	1005 GOBLE AVE	NA	KANNAPOLIS	NC	28083-2733	1005 GOBLE AV	798055	\$ 2.16
SOUTHERN CITY AME ZION CH	NA	PO BOX 547	NA	EAST SPENCER	NC	28039-0547	910 S LONG ST	793575	\$ 76.67
ST JOHN JOAN	NA	3825 WOODLEAF RD	NA	SALISBURY	NC	28147-7769	WOODLEAF RD	797739	\$ 157.56
STRINGER CALVIN	% BETTY STRINGER	2100 BETRY PL	NA	RALEIGH	NC	27603-3980	1966 CHEVROLET	794435	\$ 36.88
TAYLOR TERESA RAPELYE	NA	440 WATERS RD	NA	SALISBURY	NC	28146-7984	2006 YAMAHA	793765	\$ 14.94
THE LETTERED LILY DESIGN	STUDIO LLC	113 W FISHER ST	NA	SALISBURY	NC	28144-4933	SECT SCH K10 CLASS FF ASM# 00	797914	\$ 49.39
TOWNSEND CEDRICK VAUGHN	NA	CMR 467 BOX 5912	APO AE US				DREAM LN	795493	\$ 674.33
USRY GLENN JAY	NA	819 N JACKSON ST	NA	SALISBURY	NC	28144-3409	1845 ROSEMONT AV	797222	\$ 9.90
VANDERBILT MORTGAGE & FIN.,INC	NA	P O BOX 9800	NA	MARYVILLE	TN	37802	FOSTER RD	794374	\$ 8.04
WALLACE ALEX JUNIOR	C/O NAOMI CORPENING	1060 RAYMOND ST	NA	SCHENECTADY	NY	12308-0000	1972 NEWMOON 00014 00070	794576	\$ 1.22
WALTON KENNETH FRANK	NA	4365 BRINGLE FERRY RD	NA	SALISBURY	NC	28146-9099	4365 BRINGLE FERRY RD	794802	\$ 4.37
WEST MATTHEW STEVEN	NA	308 CHINABERRY LN	NA	CHINA GROVE	NC	28023-2000	2005 FORD MGT CP MUSTANG GT V-8	794324	\$ 25.61
WILEY SAMUEL ERVIN	WILEY ARTEA EVELYN	PO BOX 883	NA	EAST SPENCER	NC	28039-0883	506 ROYAL ST	793660	\$ 7.89
WILSON LEWIS E	NA	1150 INDIGO CIR	NA	SUNSET BEACH	NC	28468-0000	515 S CENTRAL AV	795629	\$ 273.86
WILSON LEWIS E	NA	1150 INDIGO CIR	NA	SUNSET BEACH	NC	28468-0000	5 CENTRAL AV	795629	\$ 232.77

WINECOFF TRACY	NA	1309 GREENHEATHER DR	NA	SALISBURY	NC	28147	W NC 152 HWY	796968	\$ 10.21
WINECOFF TRACY	NA	1309 GREENHEATHER DR	NA	SALISBURY	NC	28147	407 E 17TH ST	796882	\$ 49.99
YANG BEE	NA	1035 W RIDGE RD	NA	SALISBURY	NC	28147-8763	1996 EVINRUDE O/B	797037	\$ 54.85
YANG BEE	NA	1035 W RIDGE RD	NA	SALISBURY	NC	28147-8763	1996 SPRINT	797041	\$ 19.69
1225 ARBOR DRIVE LAND TRUST	NA	1834 LLOYD JACKSON RD	NA	VALDOSTA	GA	31601-1239	1225 ARBOR DR	795154	\$ 42.96
								<b>TOTAL:</b>	<b>\$ 18,564.34</b>

*Tonya Parnell*  
Tax Collections Manager

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Sheriff Kevin Auten  
**DATE:** 04-06-18  
**SUBJECT:** Authorization for County Manager for Returns on Writ of Executions

---

Request County Manager have authority to give OK for the return of funds seized by the RCSO while executing a Civil Writ of Execution, for Payment of a Bill, when the amount collected actually exceeds the amount of the Writ of Execution.

Recommend that County Manager be given the authority to return any amount that is collected by the RCSO that is in excess of the amount that satisfies the Writ of Civil Execution.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Memorandum with Explanation on Examples	4/6/2018	Cover Memo



# **ROWAN COUNTY SHERIFF'S OFFICE**

## **KEVIN L. AUTEN, SHERIFF**

**232 NORTH MAIN STREET, SALISBURY, NORTH CAROLINA 28144**  
**TELEPHONE: 704-216-8700      FAX: 704-216-8674**

### **MEMORANDUM**

TO: Board of Commissioners  
FROM: Sheriff Kevin Auten  
REF: Return of funds seized in by Writ of Civil Execution  
DATE: 04-06-2018

The Rowan County Sheriff's Office would like to respectfully request that County Manager Aaron Church be given authorization to approve funds seized from Mr. George Ellis via a Writ of Civil Execution. A copy of the Writ is attached, and was for the sum of \$1,275.48. Two banks responded almost simultaneously, on the same date, by sending the requested amount, which of course satisfied the Writ by double the amount that was needed. Mr. George Ellis is due to have returned the sum of \$1,275.48.

When the Rowan County Sheriff's Office makes an attempt to collect on a Civil Execution as required by NC Statutes, there is a notice sent to almost 30 different banking organizations in an attempt to collect the funds. While being an uncommon event, this scenario could in fact occur again. To prevent further similar issues, The Rowan County Sheriff's Office would respectfully request that County Manager Aaron Church be given the authorization to approve a return of funds seized on any future actions, involving a Writ of Execution, in which there is an excess of funds seized. The returns would not involve any funds that belong to Rowan County, but would in fact be a return of funds that would be the property of the defendant in these types of civil actions that are authorized by NC Statutes, and are sent to the Sheriff to be served by the Rowan Clerk of Court. If Manager Church can be provided this requested permission to act on future incidents of this nature, it would prevent a tremendous amount of time and effort required just to return to a defendant what is essentially their property once the debts established by the courts are fully satisfied.

Please contact me at 704-216-8671 for further information or questions in this matter.



327186 EXAMPLE

STATE OF NORTH CAROLINA

File No.

17 CVD 92

Abstract No.

J1

Judgment Book & Page No. In Original County

ROWAN County

In The General Court Of Justice

Name And Address Of Plaintiff

PORTFOLIO RECOVERY ASSOC LLC  
C/O ANDREW HOKE  
PO BOX 110564  
DURHAM, NC 27709

WRIT OF EXECUTION

G.S. 1-313(1); 1C, Art. 16

VERSUS

Name And Address Of Defendant 1

GEORGE ELLIS  
212 MYRON PLACE  
SALISBURY, NC 28144

Name And Address Of Defendant 2

To The Sheriff Of ROWAN County:

Judgment in favor of the plaintiff was rendered in this case against the defendant. By terms of that judgment the following sums are now due:

Principal Due As Of Today.....	\$	967.18
Plus Dollar Amount Of Interest Due As Of Today.....	\$	
Plus Court Cost Due As Of Today.....	\$	265.00
Plus Other.....	\$	
Total Due As Of Today.....	\$	

Plus, interest on the principal at the rate set out below shall be due from the date shown below, and a sheriff's commission shall be collected on sales of property or funds collected of 5% on the first \$500 and 2-1/2% on all sums over \$500.

(NOTE: Interest is due on all bond forfeiture judgments for appearance bonds signed on or after 10/1/99.)

Date From Which Interest Due	Date Of Judgment	County To Which Issued	File No.
	03-21-2017	ROWAN	17 CVD 92
Rate Of Interest	Daily Interest Rate	Judgment Docket Book & Page No.	Transcript No.
<input type="checkbox"/> Contract Rate <input type="checkbox"/> Legal Rate		NA NA	NA
			Date And Time Of Docketing
			03-21-2017 1:16 PM

You are commanded to satisfy the judgment:

- ☒ out of the personal property of the defendant, and if sufficient personal property cannot be found, then out of the real property belonging to the defendant on the day the judgment was docketed in your county as shown above or any time after that date.
- ☐ except as to property of the defendant set off as exempt (a list of which is attached) out of the personal property of the defendant within your county and if sufficient personal property cannot be found, then out of the real property belonging to the defendant on the day the judgment was docketed in your county as shown above or any time after that date.

Additional Order For Satisfying Judgment

NO EXEMPTIONS FILED

County In Which Order To Be Served

ROWAN

Date Issued

01-03-2018

Name And Address Of Creditor's Attorney

PORTFOLIO RECOVERY ASSOC LLC  
PO BOX 110564  
DURHAM, NC 27709  
919-688-1000

Signature

*Joel Doherty*

☐ Deputy CSC

☒ Assistant CSC

☐ Clerk Of Superior Court



**NOTICE OF LEVY  
UNDER AN EXECUTION ON BANK ACCOUNT**

NORTH CAROLINA

FILE# 17cvd92

ROWAN COUNTY

**PORTFOLIO RECOVERY**

Vs.  
**GEORGE ELLIS**

Defendant(s)

Execution issued on the 3<sup>rd</sup> day of **January, 2017**  
Execution served on the Bank on the 5th day of **February, 2018** at 9:00 a.m.

EXAMPLE  
ONLY

**Take notice that by virtue of an Execution issued in the above entitled action, and pursuant thereto, I have this date levied upon, and do hereby levy the following**

**BB&T**

**BANK ACCOUNT**

**Described property of the defendant:**  
Any and all accounts and joint accounts  
Including checking, savings, CDs, stocks, bonds,  
**George Ellis**

SS# 044-64-9781

Levy is hereby made on the above account(s) sufficient to satisfy the amount due on this Execution, which is **1,275.48** as of **February 5, 2018**

**Defendant has claimed \$00 as exempt.**

**PLEASE DO NOT HOLD THE BANK ACCOUNTS LONGER THAN 15 DAYS!!**

This levy is made on the property of the defendant pursuant to the authority of N.C.G.S.1-359. Delivery of an amount sufficient to satisfy said Execution is hereby demanded under authority of this Court Order to satisfy the judgment.

*All funds should be made payable to Rowan County Sheriff's Office.  
All funds should then be mailed to Rowan County Sheriff's Office at:*

**Rowan County Sheriff's Office  
Attention: Deputy Bebber  
232 North Main Street  
Salisbury, NC 28144**

*Sheriff Kevin L. Auten*  
By *B. C. Bebber*  
Date **February 5, 2018**  
**Rowan County Sheriff's Office**  
**BC Bebber Deputy 704-216-8662**

COPY SENT TO 30 BANKING INSTITUTIONS  
IN EFFORTS TO COLLECT ON EXECUTION!

513963



5-709  
110

REMITTER: LEVY GEORGE ELLIS

Date 2/20/18

Pay to the  
order of

ROWAN COUNTY SHERIFF DEPT

EXACTLY \*\*1,275 AND 48/100 DOLLARS

\$ 1,275.48

PAYABLE THROUGH: THE BANK OF NEW YORK MELLON

EVERETT, MASSACHUSETTS

# OFFICIAL CHECK

THE PURCHASE OF AN INDEMNITY BOND WILL BE REQUIRED BEFORE ANY  
OFFICIAL CHECK OF THIS BANK WILL BE REPLACED OR REFUNDED IN  
THE EVENT IT IS LOST, MISPLACED OR STOLEN.

AUTHORIZED SIGNATURE

MP

⑈513963⑈ ⑆011007092⑆0140010023297⑈

000113

Rowan County Sheriff's Department  
232 North Main Street  
Salisbury, NC 28144



CASHIER'S CHECK

0000 000948

W91F3S51

000113 051124248000

[illegible]

PLEASE DETACH BEFORE DEPOSITING

WELLS FARGO CASHIER'S CHECK		WELLS FARGO CASHIER'S CHECK	
HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK		HOLD DOCUMENT UP TO THE LIGHT TO VIEW TRUE WATERMARK	
WELLS FARGO		11-24/1210	
Pay to the order of <u>Rowan County Sheriff's Department</u>		Check Number: 0001402713	
		Date: February 20, 2018	
		\$1,275.48	
***One Thousand Two Hundred Seventy-Five dollars and 48/100***			
For 12297118		Drawer: WELLS FARGO BANK, N.A.	
Wells Fargo Bank, N.A.		Authorized Signature <i>Richard Levy</i> Authorized Signature	
FOR INQUIRIES: 480-394-3122			

00001402713 1:1210002481: 4861009330

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Finance Department  
**DATE:** April 6, 2018  
**SUBJECT:** Martin Starnes & Associates - FY 2018 Audit Contract

---

Please see the attached contract between Rowan County and Martin Starnes & Associates, CPAs, P.A. for the fiscal year 2018 audit.

Please approve the attached contract.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Martin Starnes & Associates - FY 2018 Audit Contract	4/6/2018	Backup Material
FY 2018 Single Audit Engagement Letter	4/6/2018	Backup Material



**CONTRACT TO AUDIT ACCOUNTS**

Of Rowan County, NC  
Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

On this 6th day of April, 2018,

Auditor: Martin Starnes & Associates, CPAs, P.A. Auditor Mailing Address: \_\_\_\_\_

730 13th Avenue Dr. SE, Hickory, NC 28602 Hereinafter referred to as The Auditor

and Board of Commissioners (Governing Board(s)) of Rowan County, NC  
(Primary Government)

and N/A: hereinafter referred to as the Governmental Unit(s), agree as follows:  
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by accounting principles generally accepted in the United States of America (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2017, and ending June 30, 2018. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with auditing standards generally accepted in the United States of America. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board). **County and Multi-County Health Departments:** The Office of State Auditor (OSA) will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on Eligibility Determination as required by OSA and in accordance with the instructions and timeline provided by OSA.
3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's Auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. If during the process of conducting the audit the Auditor determines that it will not be possible to render an unqualified opinion on the financial statements of the unit, the Auditor shall contact the SLGFD staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract. **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the SLGFD within four months of fiscal year end.  
Audit report is due on October 31, 2018. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoices shall be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net>. Subject line should read "Invoice – [Unit Name]". The PDF invoice marked 'approved' with approval date shall be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Government shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (**Note: Fees listed on Fees page.**) This does not include fees for any Pre-Issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item #12).
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall submit to the SLGFD either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue

bond rate covenant. Additionally, the Auditor shall submit to the SLGFD simultaneously with the Governmental Unit's audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the fiscal year end.
12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit shall not be billed for the pre-issuance review. The pre-issuance review shall be performed **prior** to the completed audit being submitted to the SLGFD. The pre-issuance review report shall accompany the audit report upon submission to the SLGFD.
13. The Auditor shall electronically submit the report of audit to the SLGFD as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. **Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit report Reissuance form.** These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If the SLGFD determines that corrections need to be made to the Governmental Unit's financial statements, those corrections shall be provided within three days of notification unless another deadline is agreed to by the SLGFD.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the SLGFD.

The SLGFD's process for submitting contracts, audit reports and invoices is subject to change. Auditors shall use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/sl原因/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload the amended contract is <http://nctreasurer.sl原因.leapfile.net> No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit shall be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses shall not be accepted by the SLGFD.
17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
19. The contract shall be executed, pre-audited, physically signed by all parties including Governmental Unit and the Auditor and then submitted in PDF format to the Secretary of the LGC. The current portal address to upload the contractual documents is <http://nctreasurer.slgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2017. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item #16 for clarification).
- 
- 

***SIGNATURE PAGES FOLLOW FEES PAGE***



Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

**FEES – PRIMARY GOVERNMENT**AUDIT: \$ See fee section of engagement letterWRITING FINANCIAL STATEMENTS: \$ N/AALL OTHER NON-ATTEST SERVICES: \$ N/A

For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a “significant threat” requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 26,662.50

\*\* NA if there is to be no interim billing

**FEES – DPCU (IF APPLICABLE)**AUDIT: \$ N/AWRITING FINANCIAL STATEMENTS: \$ N/AALL OTHER NON-ATTEST SERVICES: \$ N/A

For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a “significant threat” requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ N/A

\*\* NA if there is to be no interim billing

Contract to Audit Accounts (cont.)

Rowan County, NC

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

*Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.*

**Audit Firm Signature:**

Martin Starnes & Associates, CPAs, P.A.

Name of Audit Firm

By Amber Y. McGhinnis, Senior Audit Manager

Authorized Audit firm representative name: Type or print

*Amber Y. McGhinnis*

Signature of authorized audit firm representative

Date April 6, 2018

amcghinnis@martinstarnes.com

Email Address of Audit Firm

**Governmental Unit Signatures:**

Rowan County, NC

Name of Primary Government

By Greg Edds, Chairman

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By N/A

Chair of Audit Committee - Type or print name

N/A

\*\*

Signature of Audit Committee Chairperson

Date

N/A

*\*\* If Governmental Unit has no audit committee, mark this section "N/A"*

**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)**

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

By Leslie Heidrick, Assistant County Manager/Finance Director

**Primary Government Unit Finance Officer:**

Type or print name

**Primary Government Finance Officer Signature**

Date

*(Pre-audit Certificate **must be dated.**)*

leslie.heidrick@rowancountync.gov

Email Address of Finance Officer

**Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)**

**\*\*\*Please provide us the most current email addresses available as we use this information to update our contact database\*\*\***

Contract to Audit Accounts (cont.)

Rowan County, NC

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

**\*\* This page to only be completed by Discretely Presented Component Units If Applicable \*\***

*Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.*

**DPCU Governmental Unit Signatures:**

N/A

Name of Discretely Presented Component Unit

By N/A

DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date N/A

By N/A

Chair of Audit Committee - Type or print name

N/A

\*\*

Signature of Audit Committee Chairperson

Date N/A

*\*\* If Governmental Unit has no audit committee, mark this section "N/A"*

**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28**

**(a)**

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

By N/A

**DPCU Finance Officer:**

Type or print name

N/A

**DPCU Finance Officer Signature**

Date N/A

*(Pre-audit Certificate **must be dated.**)*

N/A

*Email Address of Finance Officer*

**Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)**

N/A

**\*\*\*Please provide us the most current email addresses available as we use this information to update our contact database\*\*\***

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

**Steps to Completing the Audit Contract**

1. Complete the header information – If a DPCU is subject to the audit requirements found in the Local Government Budget and Fiscal Control Act and a separate report is being issued for that DPCU, a separate audit contract for the DPCU is required. If a separate report is not being issued for the DPCU – it is being included in the Primary Government’s audit – the DPCU shall be named with the Primary Government on the audit contract for the Primary Government. The Board Chairperson of the DPCU shall sign the audit contract in addition to the elected leader of the Primary Government.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 –Please note that the new fee section has been moved to page 5.
6. Item No. 16 – Has the engagement letter been attached to the contract that is being submitted to SLGFD?
  - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *“In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence.”*
  - b. Does the engagement letter contain an indemnification clause? **The audit contract shall not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the fees page; please note:
  - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year’s total audit fee. If the contract fee is partially variable, we shall compare the authorized interim payment on the contract to 75% of last year’s actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: [https://www.nctreasurer.com/slg/lfm/audit\\_acct/Pages/default.aspx](https://www.nctreasurer.com/slg/lfm/audit_acct/Pages/default.aspx) select “audit fees”

Please call or email Lorna Hodge at 919-814-4299 [lorna.hodge@nctreasurer.com](mailto:lorna.hodge@nctreasurer.com) if you have any questions about the fees on this list.

  - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Primary Government Unit

N/A

Discretely Presented Component Unit (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
  - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Please only send the page(s) that are applicable to your Unit of Government and do not include the instructions pages. Make sure all signatures have been obtained, and properly dated. **The contract shall be approved by Governing Boards pursuant to G.S. 159-34(a).** If this contract includes the audit for a DPCU that is a Public Authority that falls under the Local Government Budget and Fiscal Control Act, it shall be named in this contract and the Board Chairperson of the DPCU also shall sign the contract in the area indicated. If the DPCU is filing a separate audit, a separate audit contract is required for that DPCU.
9. Please place the date the Primary Government's Governing Board and the DPCU's Governing Board (if applicable) approved the audit contract in the space provided.
- a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
  - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
  - c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the fees page.
11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to PDF. **When submitting for approval combine and send the documents as one PDF file to include the Audit contract, any applicable addendums, the engagement letter and Peer Review Report.** Submit these documents using the most current submission process which can be obtained at the NC Treasurer's web site  
<https://www.nctreasurer.com/slg/Audit%20Forms%20and%20Resources/Instructions%20for%20Contract%20Submission.pdf>
13. If an audit cannot be completed by the due date, the Auditor or Governmental Unit shall file an Amended Contract form (Amended LGC-205). This form shall be signed by the Governmental Unit representative and the Auditor. The explanation for the delay in completing the audit is part of this contract amendment form and shall be provided. The parties that signed the original audit contract shall sign the amended contract form as well. If the signing representatives are unable to sign the amended contract, please include an explanation for this in the submitted amended contract form.





**Koonce, Wooten & Haywood, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

## SYSTEM REVIEW REPORT

To the Partners of Martin Starnes & Associates, CPAs, P.A.  
and the Peer Review Committee of the North Carolina Association  
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. (the firm) in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. in effect for the year ended December 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates, CPAs, P.A. has received a peer review rating of *pass*.

*Koonce, Wooten & Haywood, LLP*

Koonce, Wooten & Haywood, LLP

May 21, 2015

**Raleigh**

4060 Barrett Drive  
Post Office Box 17806  
Raleigh, North Carolina 27619

919 782 9265  
919 783 8937 FAX

**Durham**

3511 Shannon Road  
Suite 100  
Durham, North Carolina 27707

919 354 2584  
919 489 8183 FAX

**Pittsboro**

10 Sanford Road  
Post Office Box 1399  
Pittsboro, North Carolina 27312

919 542 6000  
919 542 5764 FAX

# MARTIN ♦ STARNES & ASSOCIATES, CPAs, P.A.

*"A Professional Association of Certified Public Accountants and Management Consultants"*

April 6, 2018

Leslie Heidrick, Finance Director  
Rowan County  
130 West Innes Street  
Salisbury, NC 28144

You have requested that we audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Rowan County, NC, as of June 30, 2018, and for the year then ended, and the related notes to the financial statements, which collectively comprise Rowan County's basic financial statements as listed in the table of contents.

In addition, we will audit the entity's compliance over major federal and State award programs for the period ended June 30, 2018. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal and State award programs.

Accounting principles generally accepted in the United States of America require that certain supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Law Enforcement Officers' Special Separation Allowance schedules
- Other Post-Employment Benefits' schedules
- Local Government Employees' Retirement System's schedules
- Register of Deeds' Supplemental Pension Fund schedules

Supplementary information other than RSI will accompany Rowan County's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Combining and individual fund financial statements
- Budgetary schedules
- Other schedules
- Schedule of Expenditures of Federal and State Awards

### **Schedule of Expenditures of Federal and State Awards**

We will subject the Schedule of Expenditures of Federal and State Awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the Schedule of Expenditures of Federal and State Awards is presented fairly in all material respects in relation to the financial statements as a whole.

The following additional information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- Introductory section
- Statistical tables

We will make reference to the component unit auditor's audit of the Rowan County Tourism Development Authority in our report on your financial statements.

### **Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, Schedule of Expenditures of Federal and State Awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the Federal Audit Clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the Federal Audit Clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.



## **Audit of the Financial Statements**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and the direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of Rowan County's basic financial statements. Our report will be addressed to the governing body of Rowan County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

## **Audit of Major Program Compliance**

Our audit of Rowan County's major federal and state award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; the Uniform Guidance, and the State Single Audit Implementation Act, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and the State Single Audit Implementation Act and other procedures we consider necessary to enable us to express such an opinion on major federal and state award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance and the State Single Audit Implementation Act require that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal and state award programs. Our procedures will consist of determining major federal and State programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the State Single Audit Implementation Act.

Also, as required by the Uniform Guidance and the State Single Audit Implementation Act, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal and state award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal and state award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

## **Management's Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal and state awards received and expended during the period and the federal and State programs under which they were received, including federal awards and funding increments received prior to December 26, 2014 (if any), and those received in accordance with the Uniform Guidance (generally received after December 26, 2014);
4. For maintaining records that adequately identify the source and application of funds for federal and state funded activities;
5. For preparing the Schedule of Expenditures of Federal and State Awards (including notes and noncash assistance received) in accordance with the Uniform Guidance and State Single Audit Implementation Act;
6. For the design, implementation, and maintenance of internal control over federal and state awards;

7. For establishing and maintaining effective internal control over federal and state awards that provides reasonable assurance that the nonfederal and nonstate entity is managing federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of the federal and state awards;
8. For identifying and ensuring that the entity complies with federal and state statutes, regulations, and the terms and conditions of federal and state award programs and implementing systems designed to achieve compliance with applicable federal and state statutes, regulations and the terms and conditions of federal and state award programs;
9. For disclosing accurately, currently and completely the financial results of each federal and state award in accordance with the requirements of the award;
10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
11. For taking prompt action when instances of noncompliance are identified;
12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
14. For submitting the reporting package and data collection form to the appropriate parties;
15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
16. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal and state award programs, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
17. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
20. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above (including the Schedule of Expenditures of Federal and State Awards), you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

### **Fees**

Erica Brown is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Martin Starnes & Associates, CPAs, P.A.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are as follows:

#### **Fixed:**

Audit	\$ 62,000
Financial Statement Drafting	-
Other Non-Attest Services	-
	<u>\$ 62,000</u>

#### **Variable:**

Charge per major program over five (5)	<u>\$ 3,000</u>
--	-----------------

Our invoices for these fees will be rendered in four installments as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use Rowan County's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

We want our clients to receive the maximum value for our professional services and to perceive that our fees are reasonable and fair. In working to provide you with such value, we find there are certain circumstances that can cause us to perform work in excess of that contemplated in our fee estimate.

Following are some of the more common reasons for potential supplemental billings:

#### *Changing Laws and Regulations*

There are many governmental and rule-making boards that regularly add or change their requirements. Although we attempt to plan our work to anticipate the requirements that will affect our engagement, there are times when this is not possible. We will discuss these situations with you at the earliest possible time in order to make the necessary adjustments and amendments in our engagement.

#### *Incorrect Accounting Methods or Errors in Client Records*

We base our fee estimates on the expectation that client accounting records are in order so that our work can be completed using our standard testing and accounting procedures. However, should we find numerous errors, incomplete records, or the application of incorrect accounting methods, we will have to perform additional work to make the corrections and reflect those changes in the financial statements.

#### *Failure to Prepare for the Engagement*

In an effort to minimize your fees, we assign you the responsibility for the preparation of schedules and documents needed for the engagement. We also discuss matters such as availability of your key personnel, deadlines, and work space. If your personnel are unable, for whatever reasons, to provide these items as previously agreed upon, it might substantially increase the work we must do to complete the engagement within the scheduled time.

#### *Starting and Stopping Our Work*

If we must withdraw our staff because of the condition of the client's records, or the failure to provide agreed upon items within the established timeline for the engagement, we will not be able to perform our work in a timely, efficient manner, as established by our engagement plan. This will result in additional fees, as we must reschedule our personnel and incur additional start-up costs.

#### *Assistance with Financial Statement Drafting*

Your personnel is responsible for drafting the financial statements and related notes and the Schedule of Expenditures of Federal and State Awards. Upon completion of the drafted financial statements, we will review them and return them to you with suggested revisions. If significant assistance is needed to make those revisions, this will result in additional fees based on the amount of assistance required.

Our fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our fees for such services range from \$75-\$300 per hour.

#### **Other Matters**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of Martin Starnes & Associates, CPAs, P.A. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the Local Government Commission, Office of the State Auditor, federal or State agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under

the supervision of Martin Starnes & Associates, CPAs, P.A.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

We will perform the following nonattest services:

- Preparation of Data Collection Form

With respect to the nonattest services we perform as listed above, Rowan County's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

*Government Auditing Standards* require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to management and those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm to the Contract to Audit Accounts for your consideration and files.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements and compliance over major federal and state award programs, including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

*Martin Starnes & Associates, CPAs, P.A.*

Martin Starnes & Associates, CPAs, P.A.  
Hickory, North Carolina

RESPONSE:

This letter correctly sets forth the understanding of Rowan County.

Acknowledged and agreed on behalf of Rowan County by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Cari Price, Grant Writer  
**DATE:** April 9, 2018  
**SUBJECT:** Request To Apply For The Duke Energy Water Resources Grant

---

Rowan County Government is seeking permission to apply for the Duke Energy Water Resources Grant in the amount of \$100,000.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Request to Apply	4/9/2018	Cover Memo



April 6, 2018

Rowan County Commissioners:

Rowan County Government is seeking permission to apply for the Duke Energy Water Resources Grant in the amount of \$100,000.

Rowan County has partnered with High Rock Lake Association and Davidson County in installing a safety buoy system for High Rock Lake. The funds received from the Duke Energy Water Resources Grant would assist in funding this project.

Respectfully,

Cari Price

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Cari Price, Grant Writer  
**DATE:** April 9, 2018  
**SUBJECT:** Request To Apply For The North Carolina Department of Health and Human Services Grant

---

Rowan County Government is seeking permission to apply for the North Carolina Department of Health and Human Services Grant in the amount of \$111,692.32 for Narcan, Naloxone, kits and a Health Education Specialist position.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Permission Letter to Apply for DHHS Grant	4/10/2018	Cover Memo

April 6, 2018

Rowan County Commissioners:

Rowan County Government is seeking permission to apply for the North Carolina Department of Health and Human Services Grant in the amount of \$111,692.32 for Narcan, Naloxone, kits and a Health Education Specialist position.

Funding from the North Carolina Department of Health and Human Services will fund a Health Educator Specialist II position. This position will provide targeted education and cultivate a risk reduction program with specific attention on community outreach and facilitation of educational efforts on the opioid epidemic in Rowan County. This Health Education Specialist will provide our county with a dedicated specialist who will devote time to the efforts of combating the opioid epidemic. Four-hundred kits of injectable and nasal Naloxone will be purchased and used to fill 400 Narcan Kits. These kits will be distributed among other Rowan County organizations that are certified to give out Naloxone.

The funds received from the North Carolina Department of Health and Human Services would make this project possible.

Respectfully,

Cari Price

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:**

**DATE:**

**SUBJECT:** Proclamation for Child Abuse Prevention Month

---

**ATTACHMENTS:**

**Description**

Proclamation

**Upload Date**

4/9/2018

**Type**

Cover Memo

Greg Edds, Chairman  
Jim Greene, Vice-Chairman  
Mike Caskey  
Judy Klusman  
Craig Pierce



Aaron Church, County Manager  
Carolyn Barger, Clerk to the Board  
John W. Dees, II, County Attorney



## Rowan County Board of Commissioners

130 West Innes Street • Salisbury, NC 28144  
Telephone 704-216-8180 • FAX 704-216-8195

### *Proclamation for Child Abuse Prevention Month*

**WHEREAS**, child maltreatment is a community problem and finding a solution depends upon involvement among people throughout the community; *and*

**WHEREAS**, child maltreatment occurs when parents find themselves in stressful situations without community resources and unable to cope; *and*

**WHEREAS**, approximately 127,199 children were reported abused and/or neglected in North Carolina in Fiscal Year 2017; *and*

**WHEREAS**, 32 children were victims of homicide due to abuse or neglect in North Carolina during the year 2015; *and*

**WHEREAS**, the majority of child maltreatment cases stem from situations and conditions that are preventable in an engaged and supportive community; *and*

**WHEREAS**, the effects of child maltreatment are felt by whole communities, and need to be addressed by the entire community; *and*

**WHEREAS**, effective child maltreatment prevention programs succeed because of partnerships created among social service agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community.

**THEREFORE**, the Rowan County Commissioners, do hereby proclaim **April 2018** as **Child Abuse Prevention Month** in Rowan County and call upon all citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in our efforts to prevent child maltreatment and strengthen the communities in which we live.

This the 16th day of April 2018.

---

Gregory C. Edds, Chairman  
Rowan County Commission

ATTEST:

---

Carolyn Barger, MMC, NCMCC  
Clerk to the Board/  
Assistant to the County Manager

Equal Opportunity Employer



recycled paper



**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Aaron Church, County Manager  
**DATE:** April 10, 2018  
**SUBJECT:** Mini-Brooks Policy

---

**ATTACHMENTS:**

**Description**

Memorandum

**Upload Date**

4/10/2018

**Type**

Cover Memo

TO: ROWAN COUNTY BOARD OF COMMISSIONERS  
FROM: AARON CHURCH, ROWAN COUNTY MANAGER  
DATE: APRIL 9, 2019  
SUBJECT: MINI-BROOKS ACT POLICY RECOMMENDATION

---

The Mini-Brooks Act governs how local governments select professional design services from architects, engineers and surveyors. Chapter 7. *Hiring Architects, Engineers, and Surveyors: Requirement under the Mini-Brooks Act* from the book "A Legal Guide to Construction Contracting with North Carolina Governments," (Houston, Norma R.) reads, "If the local government is not able to negotiate a fair and reasonable contract price with the best qualified firm, it must terminate negotiations with that firm and initiate negotiations with the next best qualified firm."

Currently, the County Manager is negotiating with a firm that the Board of Commissioner deemed to be most qualified. However, the terms offered by the firm suggests that negotiations may not be fair and reasonable. The above summary of Houston's book does not suggest that the County Manager has explicit authority to terminate negotiations. Therefore the Manager is requesting that the board adopt the following statement of policy.

**BOARD ACTION:**

The board authorizes the County Manager to terminate negotiations with professional design services (architect, engineers and surveyors) that the board has previously selected and to empower the manager to negotiate with the next best qualified firm that would have been recommended for the board's consideration had the most qualified firm not submitted their qualifications.

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Chris Corriher, NCDOT District Engineer  
**DATE:** 04/04/2018  
**SUBJECT:** NCDOT Request to Add Veronica Lane to State Secondary Road System for Maintenance

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
NCDOT Request	4/10/2018	Cover Memo
NCDOT Map	4/10/2018	Cover Memo

08-JAN-2018 07:52  
S:\DDC\2017-Veronica-Lane\Veronica-ddc.psh4.dgn  
ationes8 AT DIV9-298083

08-JAN-2018 07:52  
S:\00C\2017-Veronica-Lane\Veronica.ddc.psh4.dgn  
e:\jones8 AT 0119-298083



PROJECT REFERENCE NO.	SHEET NO.
VERONICA LN. EXTENSION	4
RW SHEET NO.	
ROADWAY DESIGN ENGINEER	HYDRAULICS ENGINEER
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>PRELIMINARY PLANS</b>              DO NOT USE FOR CONSTRUCTION           </div>	
<b>DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED</b>	



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION



ROY COOPER  
GOVERNOR

April 4, 2018

JAMES H. TROGDON, III  
SECRETARY

Rowan County

Subject: Request for Addition

Mr. Greg Edds, Chairman  
Rowan County Board of Commissioners  
Attn: Ms. Carolyn Barger, Co. Mgr. Office  
130 West Innes Street  
Salisbury, NC 28144

Dear Mr. Edds:

I am attaching the petition requesting that Veronica Lane, which is located in Granite Quarry, be added to the State Secondary Road System for maintenance.

One of the requirements needed for addition to the State System is the County Commissioners' approval. We would, therefore, appreciate it very much if you would have the County Commissioners act on this request and forward to us the proper SR-2 form for our further handling.

Thanking you in advance for your assistance in this matter, and if I may be of further assistance, please advise.

Sincerely,

*Chris T. Corriher / PWC*

Chris T. Corriher, PE  
District Engineer

CTC/jem  
Attachment(s)

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION 9 DISTRICT I  
4770 SOUTH MAIN STREET  
SALISBURY, NC 28147

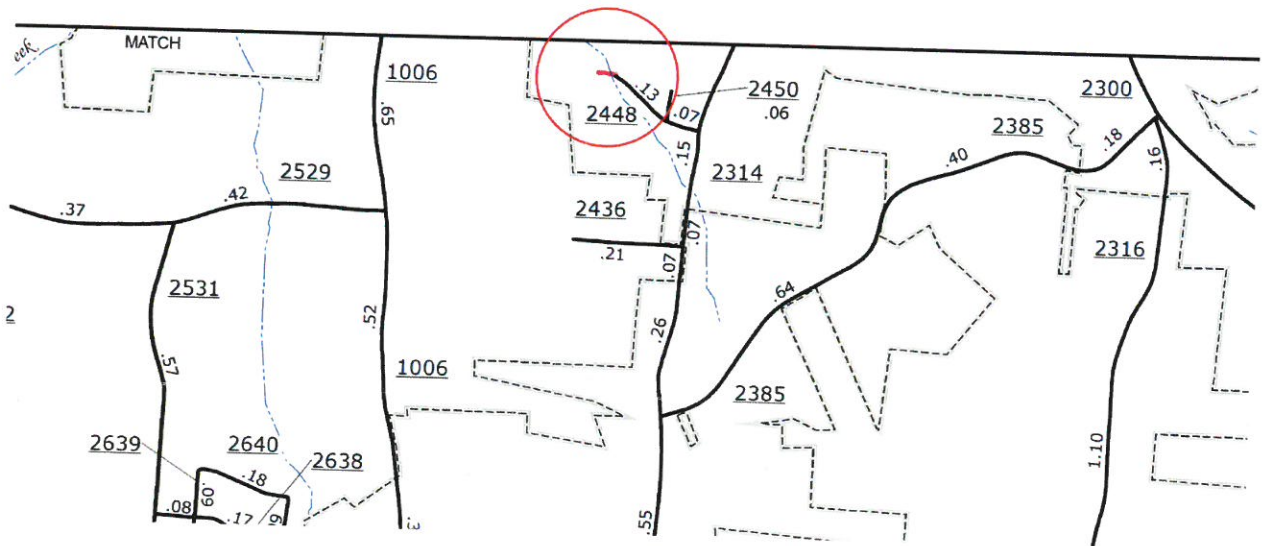
Telephone: (704)-630-3200  
Fax: (704)-639-7566  
Customer Service: 1-877-368-4968

Website: [www.ncdot.gov](http://www.ncdot.gov)



NEW ADDITION  
ROWAN COUNTY  
TOWNSHIP: GOLD HILL      MAP: 3 OF 7

EXTENSION OF SR 2448  
Veronica Lane



351A014

Rowan County New Addition  
Gold Hill Township  
Plat Bk. 9995 Pg. 1332

353 094

353 088

353 087

353A003

353 151

353 212

353 105

353 090

353 002

353 015

GRANITE QUARRY

VERONICA LANE

353 177

353 089

353 099

353F027

353F028

353F037

353F036

353F039

353A177

353A014

353F035

353F040

353F050

404 131

353A005 353A006  
353A00601

353A004

353A009

353A008

353A007

353A079

353A010

JOE LEWIS ST

of SR 2448 Veronica Lane on System

Extension to be added from the end of  
ing maintenance.



North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition

**ROADWAY INFORMATION:** (Please Print/Type)

County: Rowan Road Name: Veronica Ln.  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Veronica Length (miles): \_\_\_\_\_

Number of occupied homes having street frontage: \_\_\_\_\_ Located (miles): \_\_\_\_\_

miles N ☐ S ☐ E ☐ W ☐ of the intersection of Route \_\_\_\_\_ and Route \_\_\_\_\_  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of \_\_\_\_\_ in \_\_\_\_\_ County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Richard Allen Phone Number: 704-762-0546  
213-6911

Street Address: 380 Veronica Lane

Mailing Address: 380 Veronica Lane Salisbury NC 28146

**PROPERTY OWNERS**

Name	Mailing Address	Telephone
Richard Allen	380 Veronica Ln.	704-762-0546 213-6911
<del>Delbert Mack</del>	<del>385 Veronica Ln</del>	<del>704-279-8517</del>
Regis W. Tank	3985 Morris Burn <sup>Concord</sup> N.C.	704-782-8772
David L. Mack	120 JOE ST Salisbury NC	

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Pamela Mills, China Grove Town Clerk  
**DATE:** March 21, 2018  
**SUBJECT:** CruisIn The Grove

---

The Town of China Grove will partially close a section of Main Street from Church Street to Patterson Street to host Cruisin the Grove. Cars will be parked along Main Street downtown from 3:00 pm to 7:00 pm and Elvis Tribute artist Stephen Freeman will be performing in Hanna Park from 4:00 pm to 6:00 pm.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
CruisIn The Grove	3/21/2018	Cover Memo

**Print****Agenda Announcement Form - Submission #4664****Date Submitted: 3/21/2018**

Announcements for a Rowan County municipality sponsored event or a County sponsored event may be submitted via this online form for approval to the chairman of the board for inclusion on the agenda. The announcements must be for public events scheduled within the County. Municipalities are limited to one announcement per commission meeting and County departments may submit one announcement per month. Announcements receiving approval will also be listed on the Rowan County Website.

Announcement requests must be received by 5 p.m. on the second Friday prior to the meeting.

**Date of Announcement Submission\***

4/16/2018

**Municipality\***

China Grove

**Contact Name\***

Patti Price

**Phone Number\***

704-857-2466

**Email\***

pprice@chinagrovec.gov

**Name of Event\***

Patti Price

**Event Description\***

CruisIn The Grove

**Event Purpose\***

333 N Main Street

Date/Time of Scheduled Event\*

4/21/2018

3:00 PM

Town Sponsored Event\*

☒ Yes☐ No

List Additional Participating Sponsors\*

Brian's Grill, Key Real Estate, Omega Graphics, Novant Health

Event Address\*

333 N Main Street

City\*

China Grove

State\*

NC

Zip\*

28023



**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Aaron Poplin, Planner  
**DATE:** 4/6/2018  
**SUBJECT:** Presentation of Plaque for Historic Neely School

---

On October 16th, 2017 the Rowan County Board of Commissioners voted to establish the Historic Neely School as a Rowan County Historical Landmark. The Historic Landmark Commission has prepared a special plaque to be presented to the property owners, The Historic Neely School Foundation. The HLC requests the Board of Commissioners present the plaque in celebration of this important achievement.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Request for Presentation	4/6/2018	Cover Memo



## Rowan County Planning and Development Department

402 North Main Street • Salisbury, N.C. 28144-4341

Planning: 704-216-8588 Fax: 704-638-3130

### MEMORANDUM

TO: Chairman Edds and the Rowan County Board of Commissioners  
FROM: Aaron Poplin, Planner  
DATE: April 6 2018  
RE: **Request for Special Presentation of Historic Landmark Plaque**

#### REQUEST

On October 16<sup>th</sup>, 2017 the Rowan County Board of Commissioners voted to establish the *Historic Neely School* as a Rowan County Historical Landmark. The Historic Landmark Commission has prepared a special plaque to be presented to the property owners The Historic Neely School Foundation. The HLC requests that the Board of Commissioners present the plaque in celebration of this important achievement.

#### BACKGROUND

The Rowan County Historic Landmarks Commission's mission is to identify and inventory properties within the county having historical, pre-historical, architectural, and cultural significance, and make recommendations to the County Commissioners regarding sites, areas, structures, and objects to be designated as "Historical Landmarks". Since 2003, the Historic Landmarks Commission has recommended 6 structures for designation:

Kerr Mill – Approved February 20<sup>th</sup>, 2006

The Richard Wainwright Barber Farm – Approved July 7<sup>th</sup>, 2008

Organ Zion Lutheran Church – Approved September 6<sup>th</sup>, 2010

Peter Kern House – Approved August 3<sup>rd</sup>, 2015

The Historic Neely School – Approved October 16<sup>th</sup>, 2017

The Griffith Sowers House – Approved March 19<sup>th</sup>, 2018

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Kevin Davis, Airport Director  
**DATE:** April 6, 2017  
**SUBJECT:** NCDOT Grant to Replace the Airport Instrument Landing System

---

Acceptance of a NCDOT grant to replace Airports Instrument Landing System (ILS). The total cost of the project is estimated to be \$540,000. Rowan County would be responsible for 10% of the project cost.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
NCDOT Grant to Replace the Airport Instrument Landing System	4/6/2018	Cover Memo
North Carolina National Guard Letter	4/6/2018	Backup Material

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street – Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \*FAX 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Kevin Davis, Airport Director

**DATE:** April 6, 2017

**SUBJECT:** NCDOT Grant to Replace the Airport Instrument Landing System

**Request**

For the Board of Commissioners to approve the acceptance of a NCDOT grant for replacement of the airport Instrument Landing System (ILS). The total cost of the project is estimated to be \$540,000. Rowan County would be responsible for %10 of the project cost. The current ILS system is over 21 years old and has not been supported by the manufacturer since 2013. Since the end of the system's support, it has become increasingly difficult, and in some case impossible, to find replacement parts to keep the ILS operational.

Without the ILS, aircraft would not be able to land during poor visibility, virtually closing the airport. Maintaining a functioning ILS system is not only critical to the airport operation, but also the operational capabilities of the North Carolina National Guard, Army Aviation Support Facility #2 (AASF #2).

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
RUQ ILS Letter NCNG	4/6/2018	Attachment



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
ARMY AVIATION SUPPORT FACILITY #2  
1235 NATIONAL GUARD RD  
SALISBURY NC 21847

4 April 2018

Mr. Kevin Davis  
Mid-Carolina Regional Airport  
3670 Airport Loop  
Salisbury, NC 28147

Dear Mr. Davis:

The North Carolina National Guard, Army Aviation Support Facility #2 (AASF #2) requests the Instrument Landing System (ILS) remain fully operational at Mid-Carolina Regional Airport. AASF #2 is a training and maintenance facility that supports aircrew, maintenance, and support personnel assigned to North Carolina National Guard aviation units. AASF #2 crewmembers provide emergency support to the state of North Carolina utilizing UH-60 Blackhawk helicopters and trained crews when called upon typically under non-ideal weather conditions. Having the ILS operational provides us with a precision approach procedure for recovery back to Mid-Carolina Regional Airport while supporting emergency and state duty missions. The ILS at the airport is instrumental to our aircrews' training and maintaining precision approach proficiency. The ILS approach also serves as an emergency recovery approach for aircrews while training in the local area surrounding Mid-Carolina Regional Airport. Loss of the ILS would reduce our emergency response, operational and training capability. Thank you for your continued support of the North Carolina National Guard and AASF #2.

Point of contact for questions about this request is the undersigned at 984-661-6501.

Sincerely,

*Darrell Scoggins*  
Darrell A. Scoggins  
Major, U.S. Army  
Commanding

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Ed Muire, Planning Director  
**DATE:** April 6, 2018  
**SUBJECT:** Law Enforcement Memorial Update

---

Staff will present the Commission two (2) options for locating the Rowan County Law Enforcement Memorial on the grounds of the Rowan County Courthouse. Once the location is selected, Staff will prepare an application for site / monument consideration by the Salisbury Historic Properties Commission.

**STAFF RECOMMENDATION**

- Authorize County Manager and / or Staff to prepare and submit the Certificate of Appropriateness to the Salisbury HPC, including any related fees or signatures for processing
- Authorize the County Manager or Staff to obtain any necessary bids and select a contractor for incidental concrete and electrical (if needed) work related to the monument

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Staff Memorandum	4/6/2018	Cover Memo
Monument Location Presentation	4/6/2018	Presentation





## Rowan County Planning and Development Department

402 North Main Street ■ Room 204 ■ Salisbury, N.C. 28144-4341

Phone: 704-216-8588 ■ Fax: 704-216-7986

### MEMORANDUM

**TO:** Chairman Edds and County Commissioners  
**FROM:** Ed Muire, Planning Director  
**DATE:** April 5, 2018  
**RE:** Proposed Law Enforcement Memorial

#### BACKGROUND

The County released an RFP for design and fabrication services for a law enforcement memorial on February 23, 2018 and ultimately selected Salisbury Marble and Granite to furnish these services in a contract approved and executed by the Commission on March 19, 2018.

Due to the nature of the memorial, Staff considered locating the monument on the County Courthouse property as the best location. Given the Courthouse is located in Salisbury's Downtown Historic District, the memorial must obtain approval from Salisbury Historic Properties Commission (HPC). As such, Staff is presenting this material for consideration by the Commission prior to presenting an application to the HPC. If approved by the Commission, Staff anticipates the application will be considered by the HPC at its May 2, 2018 meeting.

#### MEMORIAL MONUMENT

Two different locations have been selected for the proposed memorial and are depicted in the attached presentation as Options A and B. Option A is the preferred location and is situated to the left of the Courthouse steps on a fourteen foot (14') wide by ten foot (10') deep concrete island accessed by a six foot (6') wide by eight foot (8') deep concrete sidewalk. Option B is tucked between the Courthouse and Justice Center and would be sited on an identical concrete island. Regardless of location, the concrete island is of sufficient dimension to accommodate future column styled monuments that will be complimentary to the primary monument structure.

The proposed monument is similar in style and scale to that of a memorial monument located in Union County, NC. The overall height, including base pedestals, is approximately six and one-half feet (6.5') tall and no greater than twenty-six inches (26") deep. Staff has suggested having the decorative bronze flame to be lit during evening hours by a red (or appropriately colored) LED light to enhance the solemn reverence of this site during the night. The columns will accept the names of the fallen law enforcement personnel and space for approximately eight (8) names, affiliation and dates is available on the face, side and rear of each column, i.e. space for a total of forty-eight (48) officers. Although research by the Sheriff's Office continues, the current estimate is that fourteen (14) officers having died in the line of duty in Rowan County will be memorialized on this monument once erected.

#### STAFF RECOMMENDATION

- Authorize County Manager and / or Staff to prepare and submit the Certificate of Appropriateness to the Salisbury HPC, including any related fees or signatures for processing
- Authorize the County Manager or Staff to obtain any necessary bids and select a contractor for incidental concrete and electrical (if needed) work related to the monument

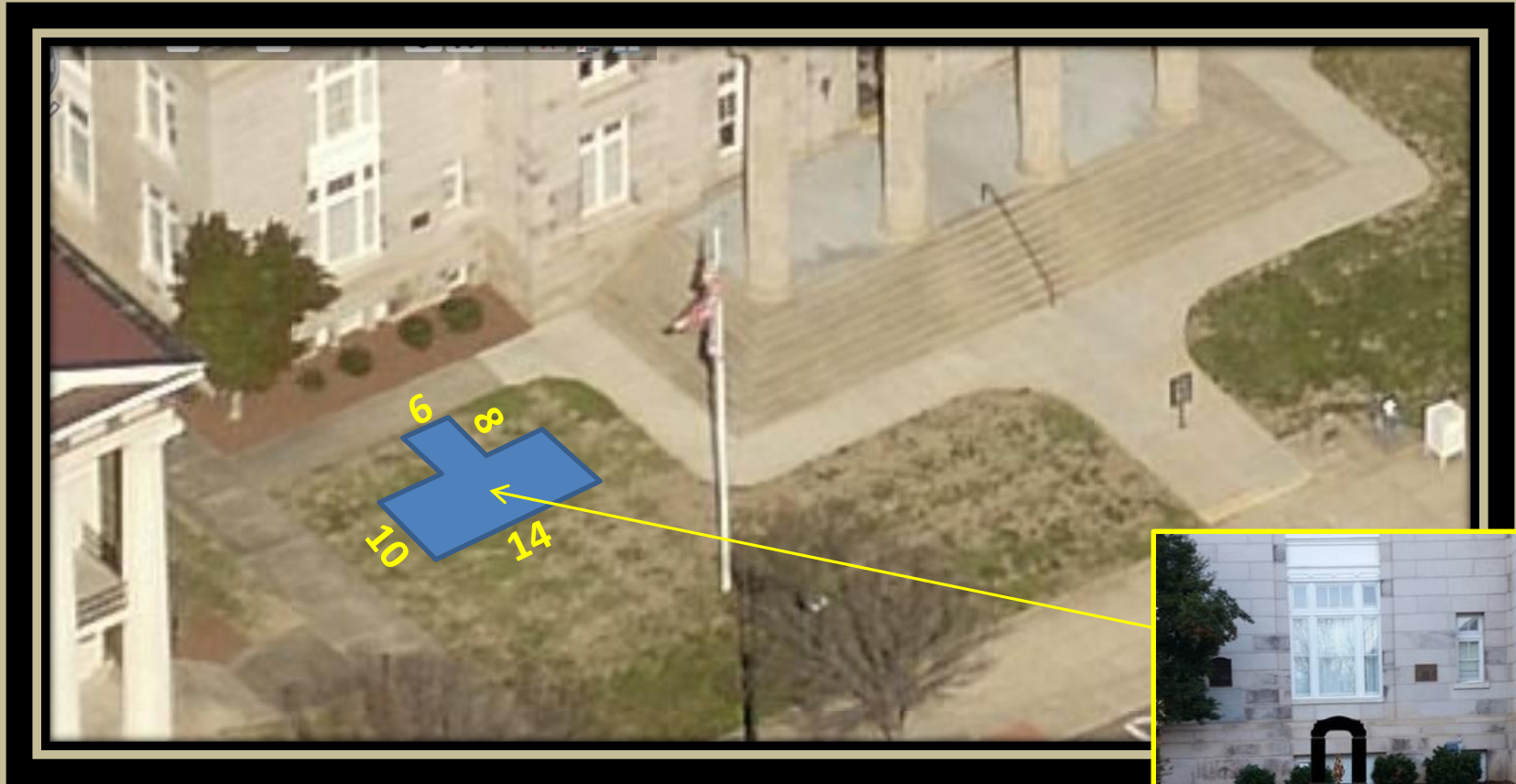
# Rowan County Law Enforcement Memorial



**Option A** – Monument and Pad placement to the left of Courthouse steps [preferred location]

**Option B** – Monument and Pad placement between Courthouse and Justice Center

# Option A – Preferred Location



## Proposed Improvements

Monument with accent lighting

10' x 14' concrete pad for monument

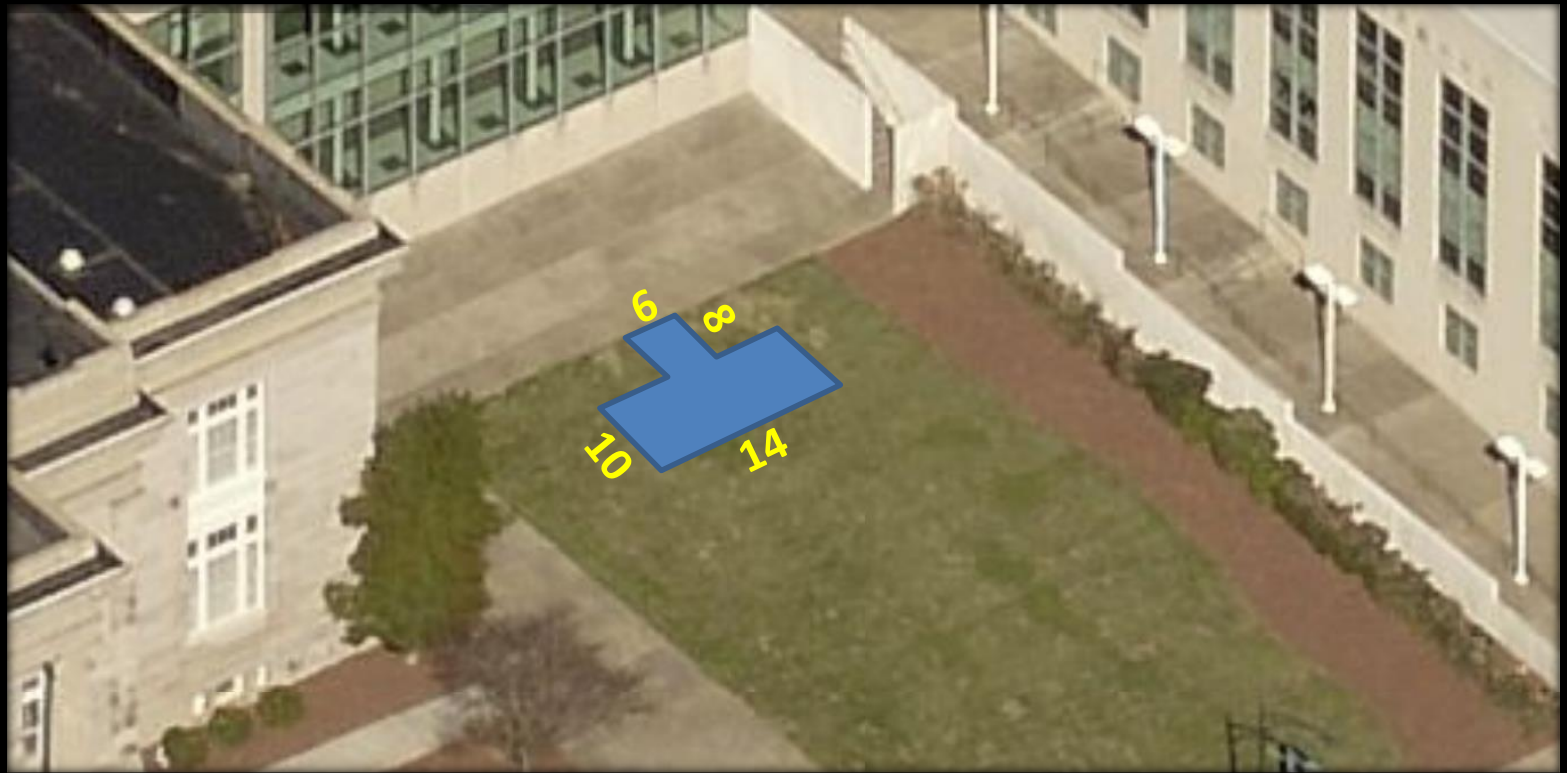
6' x 8' sidewalk access from existing sidewalk



*Photo Simulation*



# Option B – Secondary Location



## Proposed Improvements

Monument with accent lighting

10' x 14' concrete pad for monument

6' x 8' sidewalk access from existing sidewalk

# Rowan County Law Enforcement Memorial

## Monument Specifics

Overall Height – 6.5 feet

Base Pedestals of Georgia Gray Granite

- Base Foundation at 84" wide x 26" deep x 10" tall [A]
- Second Tier Foundation at 66" wide x 20" deep x 8" tall [B]

Monument fashioned from Imperial Black Marble with:

- Base at 54" wide x 14" x 8" tall [C]
- Column Base at 44" wide x 6" tall [D]
- Columns at 10" x 8" x 32" tall [E]
- Cap at 38" wide x 14" tall [F]

Bronze Flame centered on base measuring approximately 10" wide x 20" tall [G]

**NOTE:** The monument pictured at right is located in Union County, NC and was erected by Gaulden Monuments which is the parent company of Salisbury Marble and Granite. The monument proposed for location at the Rowan County Courthouse will be similar in scale and appearance.





**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Aaron Church, County Manager  
**DATE:** April 7, 2018  
**SUBJECT:** Law Enforcement Pay Trends

---

Recently there have been some vacancies in the Sheriff's Office. As the Sheriff's Office explored the possibility of filling the vacancies with experience it became apparent that some agencies within Rowan County and surrounding counties had pay, benefit and work schedules that may make Rowan County uncompetitive. As we understand it, some agencies are offering sign on bonuses and one agency recently gave a \$3,000 bonus to sworn officers. Law enforcement pay systems, stipends and bonuses are not always clear and can be difficult to analyze from agency to agency. In fact a recent news headline at WSOCTV read, "FOP: Raleigh Police "Poaching" CMPD officers in our own backyard." This news article verifies to a degree that communities are actively recruiting law enforcement officers. This specific article states that the Raleigh Police Department had recruiters in Charlotte having recruitment sessions. Mark Michael with the Fraternal Order of Police was quoted as stating, "The Raleigh Police Department is poaching in our backyard, or not even our backyard – our front porch more or less – at the Westin down there." (WSOCTV)

Based on the above stated examples we feel that it would be advantageous to retain HR Consultants to assist the Sheriff's Office. These consultants can assist us in researching current trends in law enforcement pay and recruitment and make recommendations to the Board of Commissioners on how to ensure that Rowan County's Sheriff's Office stays competitive and retains the dedicated staff that we currently have. Also it is important to be competitive as Deputies retire and the Sheriff's Office has the appropriate tools to attract qualified officers to protect the citizens of Rowan County.

Attached to this agenda item you will find a proposal from the Piedmont Triad Regional Council to perform a study at a cost of \$12,000. Also attached to this agenda item is a recommendation from John McCrary the Interim Human Resources Director.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
--------------------	--------------------	-------------

Proposal Rowan CCOG Sheriff Class and 4/9/2018  
Pay  
Memorandum 4/9/2018

Cover Memo

Cover Memo



April 2, 2018

Mr. Aaron Church, County Manager  
Rowan County  
130 W. Innes Street  
Salisbury, NC 28144

Dear Aaron:

Thank you for calling on the Piedmont Triad Regional Council (PTRC) to assist you with management services. It is my understanding that you are interested in having a classification and pay study of positions in the Sheriff's Department. Please find enclosed a proposal that details the scope of work we anticipate. We are proposing to do the work for a fee of \$12,000.00. When you are ready for us to begin please return a signed proposal that acknowledges your acceptance and agreement of the scope of work and terms. If you have any questions about the scope of work, terms or desire a different format please contact me.

The PTRC's mission is to serve our member governments and their affiliates by being accessible and providing high quality services. We provide these services from a unique position and familiarity with this region. You can expect the highest degree of expertise and precision from our staff.

I very much appreciate you giving us an opportunity to submit this proposal. I am available to discuss this proposal with you. I look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Reece", with a stylized flourish at the end.

Matt Reece  
Assistant Director

PROFESSIONAL SERVICES OFFERED TO  
ROWAN COUNTY  
FOR  
A CLASSIFICATION AND PAY STUDY

This is a proposal and agreement by the Piedmont Triad Regional Council (PTRC) to provide services to Rowan County (hereinafter "the County") to conduct a classification and pay study.

These services will be conducted according to the scope of work described below in the following sections:

I. Work Elements for the Pay and Classification Study

As part of the position classification and pay study, the PTRC agree to review the existing City job classifications and pay plan for appropriateness, internal equity and external competitiveness:

- A. Study the classification and positions identified and mutually agreed to by the County and the PTRC. Section II of this proposal details the positions to be studied.
- B. Meet with management before commencement of the position classification and pay study to discuss the following issues: expectations of the study, confirmation of labor market comparisons, the understanding of the classifications and pay process, and implementation principles.
- C. Facilitate an orientation session with Department Heads, Supervisors and/or the employees for the purpose of explaining the study and to distribute and explain the position description questionnaire. The PTRC will provide the design and format of questionnaires which are to be filled out by every employee. The questionnaires provide the basic information necessary to address the classification criteria.
- D. Interview each employee who wishes to be interviewed; however, the PTRC reserves the right to conduct group interviews with employees in the same job classification. A minimum of one person from each classification will be interviewed. The interviews provide an opportunity to see the employee's work environment, to ask the employee additional questions, to allow the employee to add information that may have been left off the questionnaire, and to obtain a "personal feel" for the position.
- E. Collect salary data from public employers in the labor market with whom the County competes. The County will have input as to whom data is collected from and generally what weight data is given.
- F. Assign each classification to a salary grade based on an assessment of the classification, market data collected, and internal relationships.

- G. Assign each employee to a position and classification. Implementation costs for any recommended changes will be calculated and shall include, but not be limited to, addressing salary compression. A printout will be provided to management which will include name, current title, proposed title, current grade, current salary, proposed grade, proposed salary, dollar increase on an annual basis, and percent increase. These costs will be summarized by department based on the way the information is provided by the County. The County will need to provide guidance as to how implementation will be administered.
- H. Meet with Department Heads and management prior to finalizing the recommendations to discuss findings and receive input.
- I. Present to management a summary of the study and recommendations.
- J. Deliver to the County a final compilation of the study that will contain the assignment of classifications to grades, schedule of changes, and allocation list.
- K. Consult on miscellaneous items such as report preparation to communicate study results to employees, organizational design of departments, and other related subjects up to 7.5 hours.

## II. Selected Classes

<b>Description</b>	<b>Location Desc</b>
DEPUTY	SHERIFFS OFFICE ADMIN
DEPUTY-DETENTION	DETENTION CENTER
DETENTION OFFICER	DETENTION CENTER
MASTER DEPUTY	SHERIFFS OFFICE ADMIN
DETECTIVE	SHERIFFS OFFICE ADMIN
SERGEANT	SHERIFFS OFFICE ADMIN
LIEUTENANT - 8 HR	SHERIFFS OFFICE ADMIN
LIEUTENANT - 12 HR	SHERIFFS OFFICE ADMIN
CAPTAIN	SHERIFFS OFFICE ADMIN
CHIEF DEPUTY	SHERIFFS OFFICE ADMIN
SHERIFF	SHERIFFS OFFICE ADMIN

### III. Responsibilities of the County

In order to facilitate relevant and useful study results the County agrees to provide to the PTRC with the following:

- A. Input as to whom data is collected from and generally what weight data is given. Because this element is so important in determining recommended salary ranges, it is suggested this be discussed and resolved before the data is collected in order to obtain some consensus about data collection and what emphasis should be placed on the larger employers in the market. No private sector or out of state data will be analyzed, unless the County specifically provides it.
- B. Copies of existing class specifications. Electronic copies will be provided if available,
- C. Access to employees for interviews, if necessary, for data collection about the work they perform.
- D. Access to a computer or digital database of current payroll and salary administration information. This database should include the employee's name, current title, current grade, current salary, and any other relevant information related to classification or study implementation decisions. The PTRC will summarize the study reports based on the way the information is provided by the County.
- E. Guidance as to how the implementation of the study's results will be administered.
- F. Access to appropriate management staff, as determined by the County Manager, to meet with the Council's representatives to gather information, discuss recommendations and receive input.
- G. A contact person for all business related to the project including the scheduling of interviews, necessary meeting space, information referral to the County Manager and any other items necessary to the completion of this project.

Until otherwise directed the designated contact and address is –

Mr. John McCrary  
Interim Human Resources Director  
Rowan County  
John.McCrary@rowancountync.gov



#### IV. Timeline for Project Completion

##### April 2018

- Meet with management and discuss the expectations of the classification and pay study, and confirmation of labor market comparisons.
- Hold an orientation session with employees.

##### May 2018

- Conduct employee interviews.
- Gather and analyze labor market position classification and salary data.

##### June 2018

- Meet with management to discuss findings and receive input.
- Final presentation will be made to management summarizing the study and recommendations.

##### July 2018

- Deliver final compilation of the study to the County

#### V. Method of Classification

The PTRC utilize the factor comparison method of job evaluation. The duties and responsibilities of individual positions are evaluated to determine their relative level of difficulty and responsibility. The factors used are generally accepted principles in the personnel field. The following are among the classification factors used in determining the level of each position:

1. Working conditions
2. Nature and significance of public contacts
3. Variety and complexity of work
4. Decision making
5. Consequence of error
6. Supervision given
7. Supervision received
8. Knowledge, skills, and abilities

It is mutually understood that individual employee compensation is not being studied and the PTRC will not be making recommendations regarding individual employee compensation. Further it is understood that the County's management and employment practices and such factors as individual employee performance determine individual compensation.

## VI. Staff

The staff that will be working on this project are very experienced in personnel work. David Hill is recently retired from Caldwell City as the Human Resources Director. David brings both a private and public sector perspective having worked within a unionized private sector establishment as well as state and local government within NC. David received a Bachelor's Degree in Economics from UNC Asheville and has over 40 years of experience in human resources management. David is a graduate of the School of Government's Municipal and City Administration program, and is a past member of IPMA, and SHRM. David served for six years as a Trustee for the NC Association of City Commissioner's Health, Workers' Comp, and Property & Liability Insurance Pools. He is a past member of the Board of Directors for the Foothills Area Mental Health Authority. David's specialties include employee benefits development, labor contract negotiations, development of policies and procedures, federal contract compliance, employee and management training, compensation and classification analysis, conflict resolution, Affirmative Action and EEO compliance, and establishment and management of a Substantially Equivalent HR System.

Bob Carter is experienced in managing the employment, interviewing, and employee records maintenance functions for small and large organizations. His breadth of experience includes labor contract administration and the development of operating budgets. He has significant job evaluation experience and has conducted salary studies to ensure workforce competitiveness. He also has experience in the development and administration of local City substantial equivalency compensations systems to ensure compliance with State of NC guidelines. Bob has served as a subject matter expert for three different local government employers implementing client server human resource information systems. Bob graduated from High Point University with a bachelor's degree in Business Administration and has completed post graduate work in public administration at UNCG and Florida International University. He is a graduate of the Institute of Government's Municipal and City Administration Course, and he holds a certification as a Certified Compensation Professional (CCP).

Kim Newsom recently retired from Randolph City as the Personnel Director. A native of the Piedmont Triad, Kim also boasts more than 40 years of human resources management experience including work with the NC Office of State Personnel, the Greenville Utilities Commission, and the NC Department of Human Resources, serving as personnel analyst for local mental health, public health, and social services departments in a 21 City region. Kim has a Bachelor's Degree in Economics from NC State University and has completed graduate level coursework at NC State and East Carolina University. Kim's has developed skill sets in a full range of human resources services with an emphasis on employee relations, classification and compensation, policy development and administration, interpretation and application of federal and state legislation, drug and alcohol policy administration, and supervision and managerial development. Kim is also a member of IPMA, serving as President of the NC chapter and as President of the Southern Region during his tenure.

Ann Taylor has over 30 years of Human Resources experience at the county and regional level. After working for six years with the Union County Department of Social Services, she joined Piedmont Behavioral HealthCare (now Cardinal Innovations). Ann retired from Cardinal Innovations having served as Director of Human Resources for over 20 years, where she developed and administered a substantially equivalent personnel system. During her tenure she was a member of the Executive Management Team developing and over-seeing merger plans, divestiture plans and the creation of Daymark Recovery – a successful, private non-profit spin-off of the area program. Her experience includes policy and procedure development, employee relations, classification and compensation, interpretation and application of federal and state legislation, development and presentation of a wide range of Human Resources and Compliance training. Ann obtained her Senior Professional in Human Resources (SPHR) in 1999 and completed the Healthcare Corporate Compliance Institute in 2005 and is certified as a Workplace Mediator. Since retiring in 2007, she has worked as a consultant providing Human Resources, Compliance and National Accreditation training and consultation throughout the state, working with Areas Programs and Behavioral Healthcare Providers. Most recently she was a key member of the consulting group managing the successful merger of three Area Programs that transitioned from a Local Management Entity (LME) to a Medicaid Managed Care Organization (MCO).

Matt Reece serves as PTRC's Assistant Director. He has extensive experience providing technical assistance to local governments throughout the state. He regularly conducts a variety of management studies including, program evaluation, policy analysis, capital budgeting, and personnel classification and compensation. As a past-president of regional and state wide professional organizations, Matt has directed and organized research and discussion on a variety of personnel, compensation and public policy issues. He has also served as adjunct faculty for compensation management instructing in the master of human resources management program. Matt has a bachelor of arts in political science and a master's degree in public affairs, both from the University of North Carolina at Greensboro.

## VII. References

PTRC has been involved in human resources consulting for nearly two decades. The following is a list of local governments for which services have been rendered recently and would be familiar with our work. Specific contact information is located in the cover letter to this proposal:

Alamance County	City of Eden
Caswell County	City of Graham
Davidson County	City of High Point
Davie County	City of Randleman
Forsyth County	City of Reidsville
Guilford County	City of Thomasville
Montgomery County	Town of Elon
Town of Archdale	Town of Gibsonville
City of Asheboro	Town of Green Level
City of Burlington	Town of Jamestown
Town of Kenersville	Town of Madison
Town of Liberty	Town of Mayodan

## VIII. Fees for Service

PTRC proposes to complete the pay and classification study for a fee of \$12,000. This fee will be billed in two installments; one-third after the interviews are completed and the balance will be payable within thirty (30) days after submission of completed final report. Any alteration or modification from the above specifications involving extra cost of material or labor will be implemented only upon written instructions from the designated contact with the County.

IX. Acceptance of Proposal and Agreement

If you are in agreement with the terms of this proposal please indicate by signing below and returning a signed original to the offices of the PTRC. The PTRC's staff will begin work as soon as we are notified of your acceptance. This confirms your intention to accept the scope of work as indicated in the proposal presented by the PTRC, provide assistance and otherwise meet the responsibilities outlined, and you are confirming the encumbrance of funds sufficient to pay the fees for services rendered.

Please return acceptance to:

Matt Reece, Assistant Director  
PTRC  
1398 Carrollton Crossing Drive  
Kernersville, NC 27284  
[mreece@ptrc.org](mailto:mreece@ptrc.org)

Rowan County

\_\_\_\_\_  
Secretary ATTEST

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
(Signature of Finance Director)

\_\_\_\_\_  
Date



## Rowan County Human Resources

130 West Innes Street, Salisbury, NC 28144  
Phone (704) 216-8100 FAX (704) 216-8110

DATE: April 2, 2018

TO: Rowan County Board of Commissioners  
Aaron Church, County Manager

FROM: John McCrary, Interim Human Resources Director

SUBJECT: Piedmont Triad Regional Council  
Sheriff Department Classification & Pay Study Proposal

Aaron Church, County Manager, asked that I review the classification and pay study proposal submitted by Matt Reece, Assistant Director, with the Piedmont Triad Regional Council.

The scope of work as defined in my professional opinion will provide all of the relevant information needed to determine if Rowan County has maintained a competitive position with other law enforcement agencies in the area labor market.

The cost of the proposed scope of work is reasonable and in fact a bargain. In my thirty plus years of human resources experience I have utilized the classification and pay consulting services offered by PTRC to local governments since the early 1990's. The PTRC has an excellent reputation among local governments for providing high quality at a reasonable cost classification and pay consulting services.

I have worked professionally with Matt Reece during my years as Human Resources Director in High Point, North Carolina. Matt is a well organized and knowledgeable Project Manager.

I have worked professionally with Bob Carter, David Hill and Kim Newsom. Each will bring a wealth of expertise and experience to this project.

Without any reservations I recommend the acceptance of the Piedmont Triad Regional Council scope of work proposal.



**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Finance Department  
**DATE:** April 6, 2018  
**SUBJECT:** Financial Report

---

Please see the attached graphs.

**ATTACHMENTS:**

**Description**

Financial Graphs

**Upload Date**

4/6/2018

**Type**

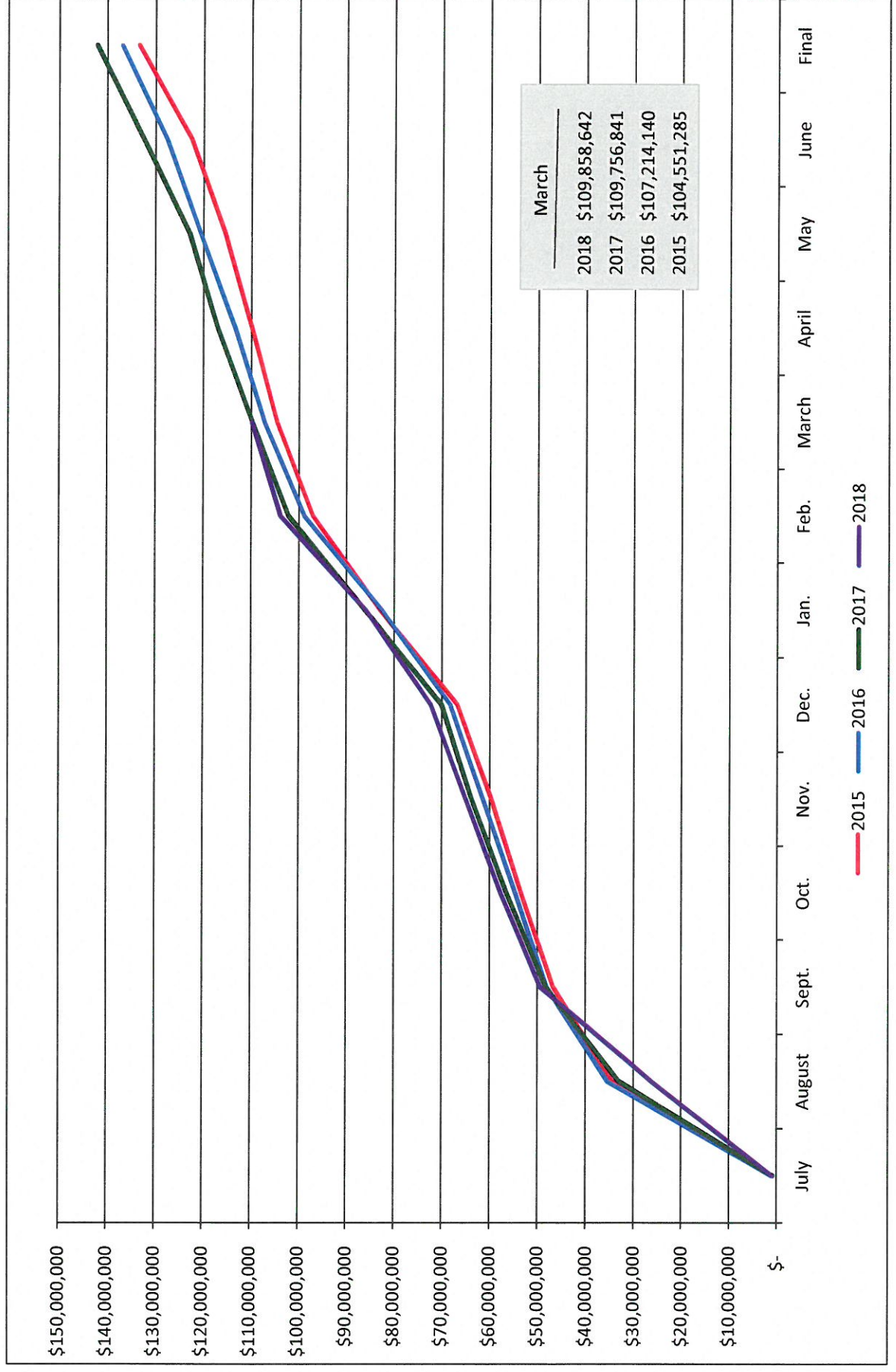
Backup Material

ROWAN COUNTY

GENERAL FUND

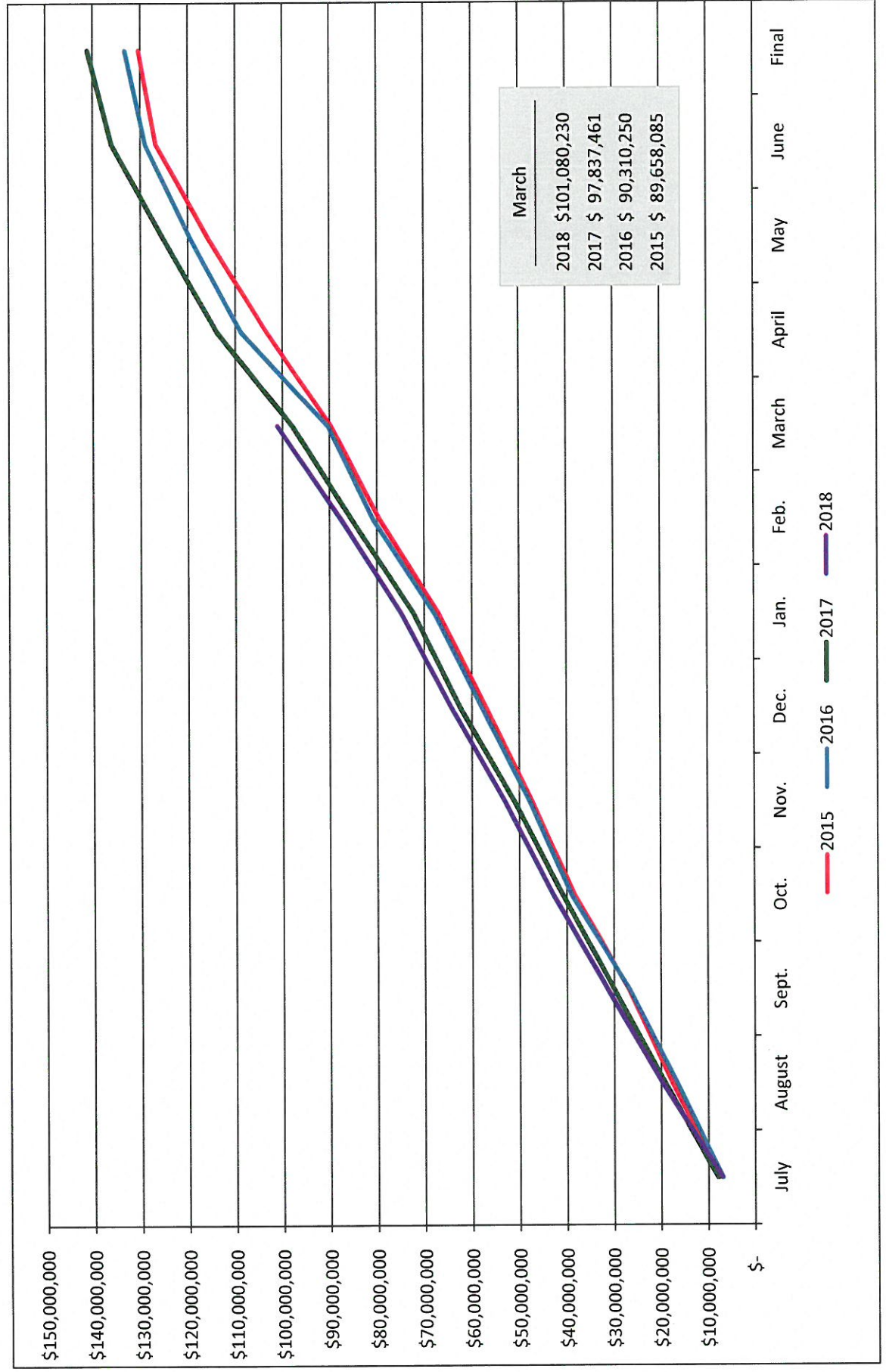
FISCAL YEARS 2015 - 2018

ANNUAL CUMULATIVE REVENUE COMPARISONS



ANNUAL CUMULATIVE EXPENDITURE COMPARISONS

ROWAN COUNTY  
GENERAL FUND  
FISCAL YEARS 2015 - 2018



ROWAN COUNTY  
GENERAL FUND  
Fiscal Years 2015 - 2018

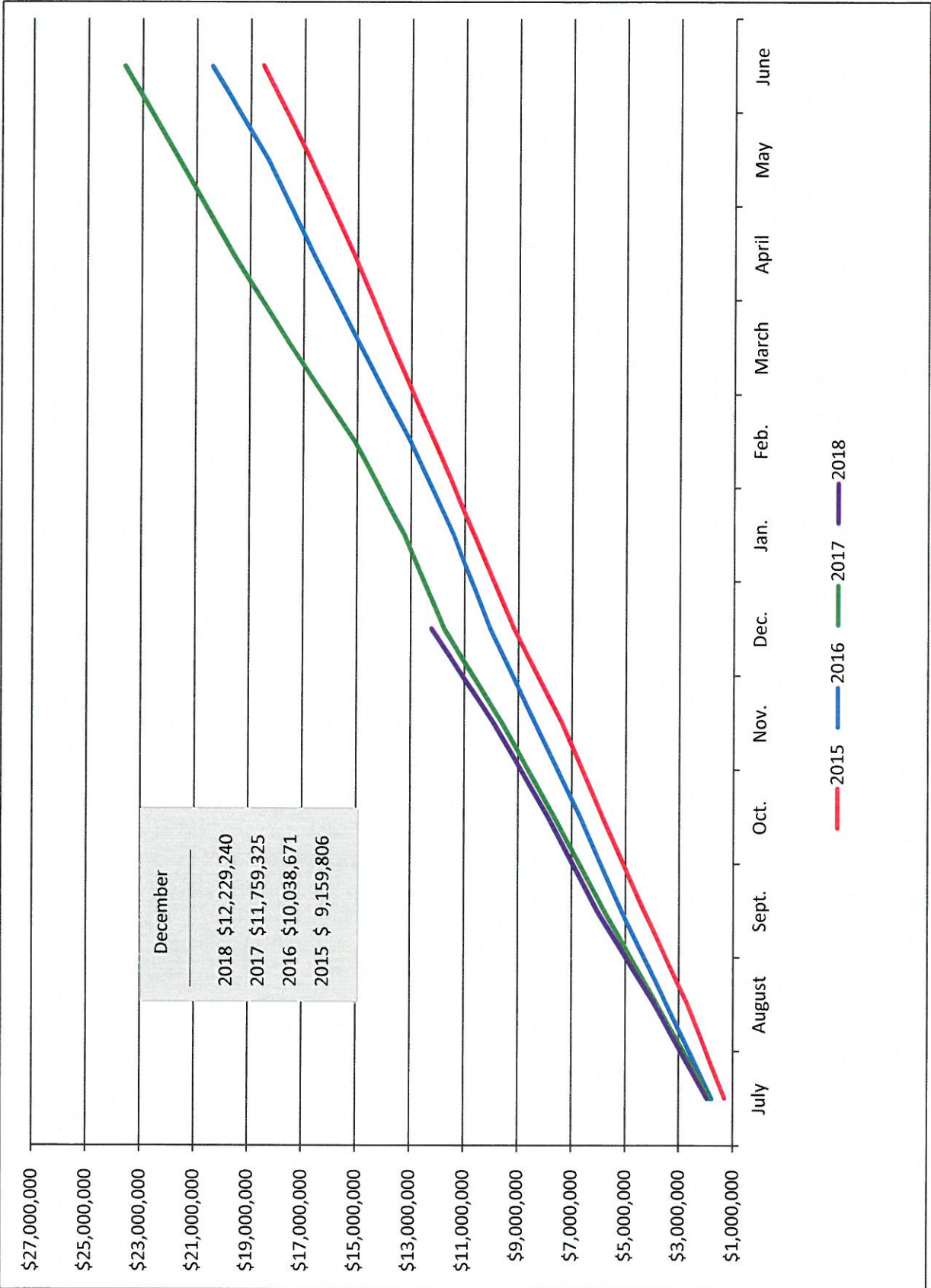
ANNUAL CUMULATIVE CURRENT YEAR PROPERTY TAX COMPARISONS





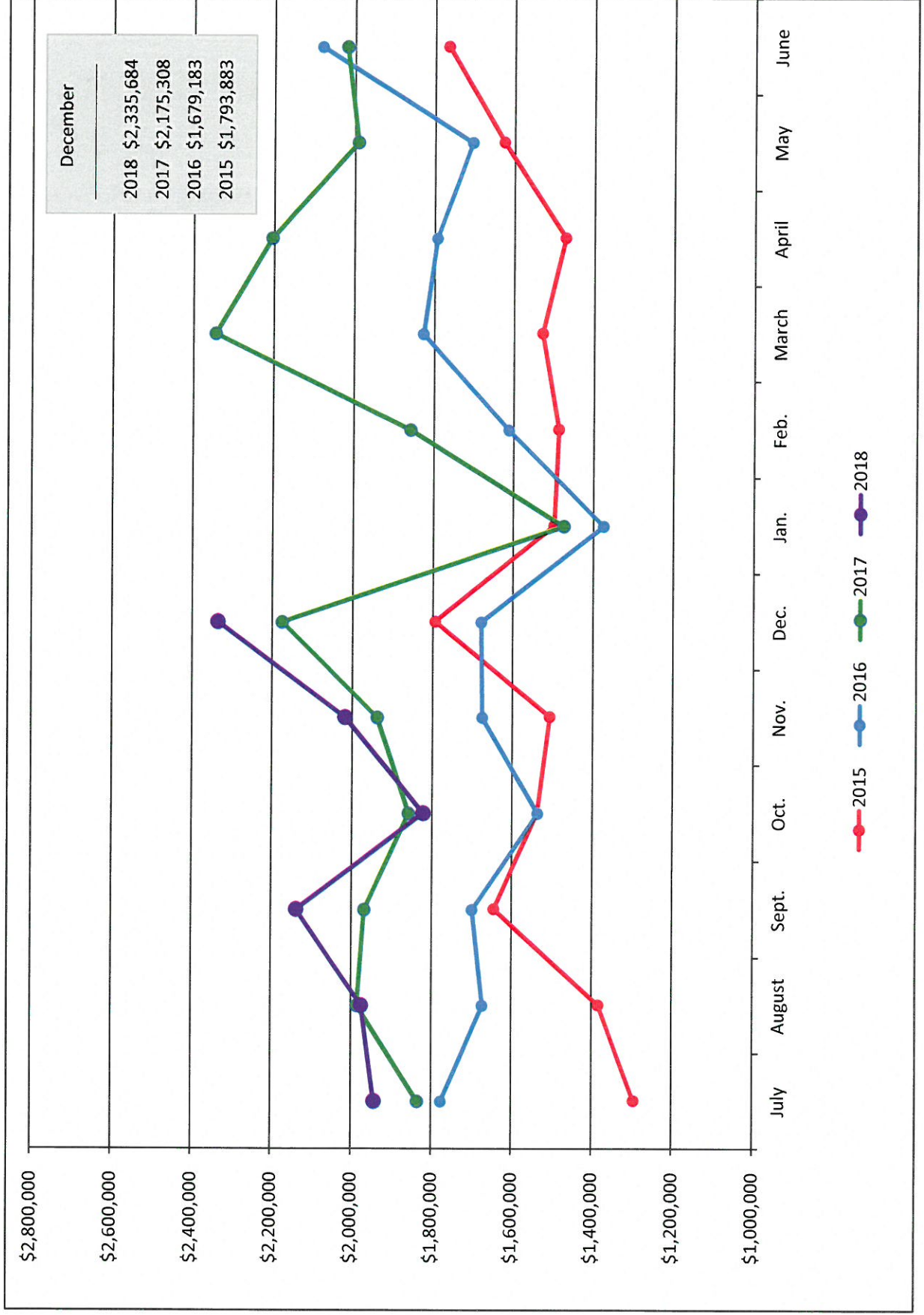
ROWAN COUNTY  
GENERAL FUND  
FISCAL YEARS 2015 - 2018

ANNUAL CUMULATIVE SALES TAX COMPARISONS



ROWAN COUNTY  
GENERAL FUND  
FISCAL YEARS 2015 - 2018

MONTHLY SALES TAX COMPARISONS





**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Finance Department  
**DATE:** April 6, 2018  
**SUBJECT:** Budget Amendments

---

Please see attached budget amendments.

Please approve attached budget amendments.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Budget Amendment	4/6/2018	Cover Memo

## DEPARTMENTAL REQUEST FOR BUDGET ACTION

EXPLANATION IN DETAIL: To budget a One NC Fund grant for Agility Fuel Systems.

**BUDGET INFORMATION:**

[illegible]



ROY COOPER  
*Governor*

ANTHONY M. COPELAND  
*Secretary*

STEWART DICKINSON  
*Director*

March 29, 2018

Leslie Heidrick  
Finance Director  
Rowan County  
130 W. Innes Street  
Salisbury, NC 28144

Dear Leslie:

A OneNC electronic payment, number 250120, in the amount of \$98,096, was sent to Rowan County on March 26, 2018 to be disbursed to AFS MFG LLC. The company has provided required documentation as stated in the Terms of the One NC Grant and is receiving a close out disbursement of the \$300,000 OneNC grant awarded. The money will be used in accordance with Senate Bill 27, Page 247, Section 31.

Please note that the allocation and accounting of these funds must meet the normal requirements of the Local Government Budget and Fiscal Control Act. We are requesting that you disburse this money to the company as quickly as possible along with the attached receipt. Please have the company forward the signed receipt to the attention of Mary Johnson, NC Department of Commerce, Commerce Finance Center, 4318 Mail Service Center, Raleigh, NC 27699-4318. This will enable us to complete our records.

You may use the following contact at the company to make arrangements for the payment: Shawn Adelsberger, Director of Operation, AFS MFG LLC; email [sadelsberger@agilityfs.com](mailto:sadelsberger@agilityfs.com); phone 1-704-870-3513.

Thank you for your assistance.

Sincerely,

Mary M. Johnson  
Program Officer

Enclosure

4/4/18 JCH



Account Inquiry - Munis [Rowan County] ? x

HOME

Accept Cancel Search Browse Query Builder Segment Find Add Update Global Duplicate Print PDF Excel Word Email Attach Notify Maplink Alerts

Confirm Search Actions Output Office Tools Menu

Account

Fund 1010 GEN FD Acct 1010-42-4244-4400-4416-0000-332-4-432003-  
 Org 11444162 ASSET FED Acct name FED ASSET FORFEITURE FUND [Account Notes](#)  
 Object 432003 FED FORFEI Type Revenue Status Active  
 Project ... ☐ MultiYr Fund

4 Year Comparison History

Yr/Per 2018/10	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2019
Original Budget	.00	.00	.00	.00
Transfers In	-6,364.50	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	-6,364.50	.00	.00	.00
Actual (Memo)	-24,683.37	.00	-39,884.08	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	18,318.87	.00	39,884.08	.00
Percent used	387.83	.00	.00	.00

**ROWAN COUNTY**  
**A COUNTY COMMITTED TO EXCELLENCE**



**130 West Innes Street - Salisbury, NC 28144**  
**TELEPHONE: 704-216-8180 \* FAX: 704-216-8195**

**MEMO TO COMMISSIONERS:**

**FROM:** Donna Fayko  
**DATE:** April 9, 2018  
**SUBJECT:** Community Child Protection Team Annual Report 2017

---

On behalf of the Community Child Protection and Fatality Prevention Team, please find the annual report for calendar year 2017, compiled by co-chair Cynthia Dry.

We appreciate your consideration of the recommendations for the Rowan Board of Commissioners in the efforts to prevent child abuse and neglect in our community.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Community Child Protection Team Annual Report 2017	4/9/2018	Cover Memo



**Rowan County Community Child Protection Team  
Annual Report  
2017**

**I. Authority**

Community Child Protection Teams (CCPT) were established as a way for state and local communities to form partnerships that strengthen child protection efforts. The teams were established in response to Executive Order 142 in May 1991. CCPT duties and responsibilities were adopted as North Carolina Administrative Code 411.0400. The original purpose and composition of the teams were further formalized and expanded by G.S.7B.1408, effective July 1, 1993.

**II. Responsibilities and Purpose**

Federal and State laws require that a citizen review panel be established to review certain cases receiving child welfare services. In North Carolina, the CCPT has been designated as the citizen review panel. The CCPT is an interdisciplinary group of community representatives who meet regularly to review child welfare cases. Case reviews are conducted to:

- Identify gaps and deficiencies in the community child protection system which impact the incidence of abuse, neglect, dependency, or child fatalities;
- Increase public awareness about conditions that have an impact on child protection within the community;
- Advocate for system changes by promoting collaboration among agencies in the creation or improvement of resources for children;
- Assist the DSS in the protection of children living in the family whose case is being reviewed;
- Inform the Board of Commissioners about actions needed to address gaps and deficiencies in services.

**III. Members**

Membership is mandated by law and includes but is not limited to the following:

- Community Representatives
- County Department of Social Services Director
- County Board of Social Services Member
- County Health Department Director
- Health Care Provider
- Local Community Action Agency Executive Director
- School Superintendent
- Attorney for the District Attorney's Office
- Guardian ad Litem Representative
- Law Enforcement Officer
- Mental Health Professional
- Parent Consumer

#### **IV. Local Operational Procedures**

##### **A. Members and Attendees of the Rowan County CCPT/CFPT**

- Jennifer Payne, Novant Health Rowan Medical Center and CCPT Chair through July 11, 2017
- Cynthia Dry, Rowan DSS Child Welfare Attorney and CCPT Chair effective July 11, 2017
- Rhonda Williams, Novant Health Rowan Medical Center
- Jeff Morris, Community Representative and CCPT/CFPT Vice Chair
- Donna Fayko, Rowan DSS Director
- Lisa Berger, Rowan DSS Children's Services Program Administrator
- Dee Dee Wright, Rowan DSS Board
- Nina Oliver, Rowan Health Department Director and CFPT Chair
- Tykeisha Carter, Rowan Health Department
- Renee Bradshaw or Trina Baldwin, Family Crisis Council Representative
- Beth McKeithan, Terrie Hess House Child Advocacy Center Director
- Brandy Cook, District Attorney
- Lissa Pence, Guardian ad Litem
- Kevin Auten, Rowan County Sheriff
- King Jones or Tressy McLean-Hickey, Cardinal Innovations Healthcare MCO
- Victor Martin or Tiffany Clark, NCDPS/DJJ
- Amy Brown, Smart Start
- Carol Ann Houpe, Rowan-Salisbury School System
- Amy Wagoner, Rowan DSS
- Lennie Cooper, Emergency Medical Services
- Charlie Brown, Chief District Court Judge

##### **B. Meetings**

The CCPT merged with the Child Fatality Prevention Team (CFPT) in 2015. The purpose was to streamline work as both teams had overlap in membership. By merging the two teams, a broader scope of addressing mutual concerns of both groups could be encompassed while reducing the number of meetings that members were required to attend. Frequency of meetings changed from quarterly to every other month.

In 2017, CCPT/CFPT meetings were held on a designated Tuesday of every odd month (6 meetings total), at 12:30 p.m. in the Stanback Room of the Rowan Public Library, 201 West Fisher Street, Salisbury, NC. For 2017, meetings were held on February 14, March 7, May 2, July 11, September 12, and November 7.

##### **C. Review of Cases**

Cases reviewed by the CCPT/CFPT are based on local need and include children deemed to be at higher risk of injury or death as a result of child abuse, neglect, or dependency. Any team member may bring a case for review. Guidance for selecting cases for review includes:

- Substantiated cases of abuse, including sexual abuse;
- Cases of neglect, especially when referral is made by a medical provider;

- Cases in which DSS has substantiated two reports within a specific period, regardless of the type of report or referral source;
- Other cases where there are indications that a child has been impacted by a deficiency in community services or resources;
- Cases where there has been a child fatality.

Total Number of Cases Reviewed	Fatalities	Active Child Welfare Cases			Other Cases
15	15	0			0
For non-fatality cases give the number of cases reviewed in each category from January 1 through December 31, 2017		Abuse	Neglect	Dependency	Other
		0	0	0	0

#### **D. Outcome of Reviews / Recommendations**

CCPT/CFPT reviewed a total of 15 cases in 2017. The majority were child deaths due to:

- prenatal issues/perinatal conditions
- unique health conditions/illness (e.g. genetic disorders)
- substance abuse, domestic violence, motor vehicle accidents and co- sleeping/SIDS.

The needs identified through these case reviews were various and include timely and effective substance abuse treatment services, evidence-based mental health services with proven outcomes, preventive parenting education (including specifically the dangers of cigarette smoking and consumption of alcohol during pregnancy), and regular and early prenatal care.

Additional community concerns identified by the team during case reviews include teen drug abuse, the continued use of legal methadone by clients while using opioids, and the possible lack of adequate regulation of methadone clinics.

In addition, enhanced community knowledge of the dangers of co-sleeping and potential for child drownings continues to be needed.

The team recommends the following to community agencies and policy makers through the submission of the fatality reports to the Department of Health and Human Services:

- Formulation of a state committee to study the effectiveness of methadone clinics and their regulations
- Increased safety measures at the inactive rock quarry in Granite Quarry, NC, where a child drowning occurred, including increased signage, higher fences, and monitored security cameras.

#### **E. Actions taken by CCPT/CFPT**

- The team discussed the community need for increased prevention, treatment, and recovery efforts to combat the growing opioid crisis in Rowan County and across the nation. The team acted by drafting and sending a letter to every Rowan County medical provider, seeking partnership in beginning to address the opioid epidemic. The letter was signed by Rowan CCPT chair and vice chair, Jennifer Payne and Jeff Morris; Nina Oliver, Health Director; and Donna Fayko, Social Services Director, and was sent in March 2017. Included with the letter was a copy of correspondence from Dr. Mandy Cohen, DHHS Secretary, encouraging every prescriber to take action to address prevention, treatment, and recovery. The letter asked providers to review the DHHS document and determine what steps each provider could take to assist in the efforts. A total of 276 letters was sent.
- In response to the Rowan County Board of County Commissioners' request, Health Department Director Nina Oliver led the formation of a forum of community leaders to discuss ideas to combat the opioid crisis. The forum was held on August 30, 2017 with approximately 83 community leaders present. A public forum on the same issue is planned for May 2018.
- District Attorney Brandy Cook, on behalf of the CCPT, reached out to Senator Tom McInnis, sponsor of Senate Bill 175 (STOP Act), to come to Rowan County to speak with the team and other community members regarding his efforts and the Senate's efforts to prevent opioid misuse and abuse. A date and time for the meeting was secured (May 26, 2017), but Senator McInnis had to cancel because he was called into an emergency legislative session.

#### **F. Identified areas of potential training for the community and/or team**

- Opioid crisis and Federal Response
- Human Trafficking
- Safe sleeping
- Motor vehicle safety
- Effective team building
- Supervision of children
- Operations of the Medical Examiner's Office
- Prematurity and perinatal issues
- Child death scene investigations
- Child suicide prevention

#### **V. Community Factors**

Community factors that impact the well-being of children in Rowan County are:

- The Rowan Board of Commissioners annually proclaims April as Child Abuse Prevention Month.
- The *Rowan County Community Protocol for Child Abuse Prevention* was incorporated into the Child Advocacy Center protocol as a living document that provides clear expectations of DSS, law enforcement, the Child Advocacy Center, the school system, the hospital, and all residents in making and responding to reports of child abuse and neglect. It further provides guidelines for conducting investigations of alleged child abuse and neglect and for collaboration between agencies. Roles and responsibilities of community agencies are clearly identified.
- Any changes to the *Protocol* are referred to the CCPT/CFPT for review and approval to assure there is close adherence to procedures and to maintain the integrity and spirit of collaboration set forth by the original protocol.
- There are regular meetings among community partners in which child protection is addressed. These meetings include (1) Quarterly meetings of the Law Enforcement Protocol Committee, (2) Bi-monthly meetings of the Community Child Protection and Fatality Prevention Team, (3) Rowan County System of Care Collaborative meetings, (4) Meetings between the Department of Juvenile Justice/Delinquency Prevention and DSS, (5) Multi-disciplinary team meetings at CAC, and (6) Annual meeting of DSS and Juvenile Court Judges.
- Training is provided by DSS to many organizations, the school system, hospital staff, and the general public related to recognizing and reporting abuse and neglect, accessing services that support families and children and Trauma 101.
- Prevent Child Abuse Rowan organizes community activities that bring the community's awareness to children who are abused and neglected.
- An annual Child Abuse Prevention event is held by Rowan DSS to raise awareness of child abuse prevention. Planting of a pinwheel garden and a balloon release in honor of victims of abuse and neglect are planned for 2018.

## **VI. Child Statistics for Rowan County**

The estimated population for Rowan County in 2015 (most current count) according to the United States Census Bureau was 139,142. Approximately 35,416 children under the age of 19 years are included in that count, representing 25% of the population.

From January through December 2017, DSS investigated 2440 child protective services reports (an increase of 8.4 % over 2016). The majority of these reports alleged neglect of the victim children. An average of 89 children per month received in-home services to address safety and risk factors while keeping the families together.

For calendar year 2017, there was an average of 134 children in DSS custody each month, with 210 total children served throughout the year, due to neglect, abuse, or dependency. The majority of

those children were placed in family-like living situations. At any given time, approximately 31% were placed with relatives, 52% were in family foster homes, 14% were in group settings, and 3% were in hospital settings. Rowan County had 21 licensed foster homes in the calendar year of 2017.

## **VII. Recommendations for the Rowan Board of Commissioners**

The CCPT/CFPT requests that the Board of Commissioners:

- Provide on-going leadership efforts to prevent child abuse and neglect by urging local agency collaboration and support of the Community Protocol for Child Abuse Prevention and of the Multi-Disciplinary Team staffing at the Child Advocacy Center
- Appoint new members of the CCPT/CFPT for mandated member positions as vacancies occur and include at-large appointments to ensure that members of the community continue to be involved in the important work of protecting our children.
- Continue to issue a Proclamation declaring the month of April as Child Abuse Awareness month.
- Support the recommendation from the Rowan County Child Abuse Prevention Task Force, by consensus, that the annual meeting of the taskforce be held in conjunction with the Community Child Protection and Child Fatality Prevention Team meeting in March of each year. Annually, the Protocol will be reviewed and any changes to the document would be voted upon and signatures of involved agencies would be obtained.
- Encourage use of Evidence Based Practice models for agencies receiving county funding.
- Continue to support efforts through RCDSS's Partnering for Excellence initiative to build a trauma-informed community.
- Continue to offer leadership and funding for efforts to reduce the opioid crisis in Rowan County.
- Accept and approve this annual report presented in order to keep the Board informed of activities to date.