



**Orange County
Board of Commissioners**

Agenda

Business Meeting

December 5, 2022

7:00 p.m.

Donna S. Baker Meeting Room

Whitted Building

300 West Tryon Street

Hillsborough, NC 27278

Note: Background Material
on all abstracts
available in the
Clerk's Office

Compliance with the "Americans with Disabilities Act" - Interpreter services and/or special sound equipment are available on request. Call the County Clerk's Office at (919) 245-2130. If you are disabled and need assistance with reasonable accommodations, contact the ADA Coordinator in the County Manager's Office at (919) 245-2300 or TDD# 919-644-3045.

Oaths of Office for Board Members

- **Resident Superior Court Judge Alyson Grine will administer the oath to Commissioner Sally Greene**
- **NC State Senator and United States Representative-Elect Valerie Foushee will administer the oath to Commissioner Earl McKee**
- **NC State Senator and United States Representative-Elect Valerie Foushee will administer the oath to Commissioner Jamezetta Bedford**
- **NC State Senator and United States Representative-Elect Valerie Foushee will administer the oath to Commissioner Anna Richards**

Board Organization

- a. Election of Board of Commissioners' Chair and Vice-Chair
- b. Designation of Voting Delegate for all NCACC and NACo Meetings for Calendar Year December 1, 2022-2023

1. Additions or Changes to the Agenda

PUBLIC CHARGE

The Board of Commissioners pledges its respect to all present. The Board asks those attending this meeting to conduct themselves in a respectful, courteous manner toward each other, county staff and the commissioners. At any time should a member of the Board or the public fail to observe this charge, the Chair will take steps to restore order and decorum. Should it become impossible to restore order and continue the meeting, the Chair will recess the meeting until such time that a genuine commitment to this public charge is observed. The BOCC asks that all electronic devices such as cell phones, pagers, and computers should please be turned off or set to silent/vibrate. Please be kind to everyone.



2. Public Comments (Limited to One Hour)

(We would appreciate you signing the pad ahead of time so that you are not overlooked.)

- a. Matters not on the Printed Agenda (Limited to One Hour – THREE MINUTE LIMIT PER SPEAKER – Written comments may be submitted to the Clerk to the Board.)

Petitions/Resolutions/Proclamations and other similar requests submitted by the public will not be acted upon by the Board of Commissioners at the time presented. All such requests will be referred for Chair/Vice Chair/Manager review and for recommendations to the full Board at a later date regarding a) consideration of the request at a future Board meeting; or b) receipt of the request as information only. Submittal of information to the Board or receipt of information by the Board does not constitute approval, endorsement, or consent.

- b. Matters on the Printed Agenda

(These matters will be considered when the Board addresses that item on the agenda below.)

3. Announcements, Petitions and Comments by Board Members (Three Minute Limit Per Commissioner)

4. Proclamations/ Resolutions/ Special Presentations

5. Public Hearings

6. Regular Agenda

- a. Discussion on Process for Board of Commissioners Vacancy
- b. Boards and Commissions Selection Schedule, Interim Assignments and Alliance Vacancy
- c. Approval of a Professional Services Contract with CPL Architects and RHA Health for Advance Planning of a Behavioral Health Crisis Diversion Facility

7. Reports

- a. Orange County Partnership to End Homelessness – 2022 Data Update

8. Consent Agenda

- Removal of Any Items from Consent Agenda
 - Approval of Remaining Consent Agenda
 - Discussion and Approval of the Items Removed from the Consent Agenda
- a. Minutes
 - b. Motor Vehicle Property Tax Release/Refund
 - c. Property Tax Releases/Refunds
 - d. Late Applications for Property Tax Exemption/Exclusion
 - e. Recommendation of a Salary Increase for Sheriff Charles Blackwood
 - f. Approval of the Official Bond of the Sheriff
 - g. Approval of an Amendment to the Orange County Human Relations Commission's Policies and Procedures Regarding Monthly Meeting Locations
 - h. Approval of Sale of 129 East King Street, Hillsborough, NC
 - i. Boards and Commissions – Appointments
 - j. Appointments to the Orange County Justice Advisory Council
 - k. Approval of Amendments to the Advisory Board Policy



9. County Manager's Report

10. County Attorney's Report

11. *Appointments

12. Information Items

- Tax Collector's Report – Numerical Analysis
- Tax Collector's Report – Measure of Enforced Collections
- Tax Assessor's Report – Releases/Refunds under \$100
- Memorandum – FY 2021-22 General Fund Budget versus Actual Results and Fund Balance Classification

13. Closed Session

14. Adjournment

Note: Access the agenda through the County's web site, www.orangecountync.gov

***Subject to Being Moved to Earlier in the Meeting if Necessary**

Orange County Board of Commissioners' meetings and work sessions are available via live streaming video at orangecountync.gov/967/Meeting-Videos and Orange County Gov-TV on channels 1301 or 97.6 (Spectrum Cable).

**ORANGE COUNTY
BOARD OF COMMISSIONERS
ACTION AGENDA ITEM ABSTRACT
Meeting Date: December 5, 2022**

**Action Agenda
Item No. 6-a**

SUBJECT: Discussion on Process for Board of Commissioners Vacancy

DEPARTMENT: Board of Commissioners

ATTACHMENT(S):

Application Utilized for 2021 Board Vacancy

INFORMATION CONTACT:

John Roberts, County Attorney, 919-245-2318

Laura Jensen, Clerk to the Board, 919-245-2130

PURPOSE: To discuss the process by which the upcoming vacancy on the Board of Commissioners ("BOCC") will be filled.

BACKGROUND: Commissioner Renee Price was recently elected to the North Carolina General Assembly. Commissioner Price notified the Board of Commissioners that she will be resigning her position effective December 31, 2022. Orange County is subject to North Carolina General Statute (NCGS) 153A-27, which provides that in Orange County, a vacancy is filled by the BOCC subject to several pre-requisites. The nominee must be a member of the same political party as that of the member being replaced and a resident of the same district. Before filling the vacancy, the BOCC must also consult the appropriate political party, but is not bound by the party's recommendation. The BOCC may either conduct the applicant evaluation process itself or, as it has done in the past, allow the Orange County Democratic Party to conduct the applicant evaluation process. The Board would then receive one or more recommended applicants from the Party and appoint a new Board member.

The BOCC must fill the vacancy within 60 days of the date the vacancy becomes effective – December 31, 2022. The deadline for the Board to fill the vacancy is March 1, 2023. If not filled by that date, the Clerk of Superior Court must fill the vacancy. Pursuant to NCGS 153A-27, the appointee will serve in the position for the remainder of Commissioner Price's unexpired term. The last vacancy on the Board of County Commissioners in 2021 was created by the resignation of Mark Dorosin and was filled through an open process in which the Orange County Democratic Party evaluated the applications, interviewed those applicants, and presented four applicants to the BOCC for consideration.

Should the BOCC choose to follow the same process as in 2021, the application process is proposed to begin in December 2022. The 2021 application (for potential use again in the current process) is attached for Board reference and discussion/revision. The 2021 application included questions from the BOCC and from the Orange County Democratic Party. It is proposed that applications be accepted through January 6, 2023, with all eligible applications then being forwarded to the Orange County Democratic Party. The Party would review the applications and nominate candidate(s) to the BOCC by January 30, 2023, in time for Board consideration at the February 7, 2023 Business meeting.

FINANCIAL IMPACT: There is no financial impact associated with this action.

SOCIAL JUSTICE IMPACT: There is no Orange County Social Justice Goal impact associated with this item.

ENVIRONMENTAL IMPACT: There is no Orange County Environmental Responsibility Goal impact associated with this item.

RECOMMENDATION(S): The Manager recommends the Board discuss the process, options, and Vacancy Application, and provide direction to the Clerk to the Board and County Attorney on next steps.

Orange County Board of Commissioners - Vacancy Application

Name: _____

Address: _____

Email: _____ Phone: _____

Registered Voter? yes ___ no ___ Party Affiliation: _____

Questions:

1. What motivates you to want to serve as an Orange County commissioner, including why are you seeking an appointment now, as opposed to running for the seat during a previous election?

2. What do you consider to be one of the most important characteristics of a county commissioner? What in your experience demonstrates your ability to be effective as a commissioner? What is your experience in shared governance or leadership? What steps do you take in making decisions?

3. How would your appointment enhance diversity of the BOCC?

Orange County Board of Commissioners - Vacancy Application

4. What do you see as the most urgent unmet needs facing Orange County. Please limit to 5 or less and prioritize these needs, particularly if listing more than 3.

5. If you could change one thing about the current county budget, what would that be?

6. What is your assessment of the county's funding practices with regard to the two school systems? How do you propose the BOCC meet over \$300 million in K-12 public schools capital needs?

7. Do you support the 1909 Chapel Hill-Carrboro City Schools special district tax? How should it be used?

Orange County Board of Commissioners - Vacancy Application

8. What is your vision for how Orange County should grow economically?

9. One of the unfortunate outcomes of the pandemic is that the wealth gap has grown even greater. We anticipate what economists call a K-shaped recovery, in which pre-existing inequities are exacerbated. This disparity largely falls along lines of race. How can county commissioners ensure that prosperity in the coming years is more equitably shared?

10. What steps do you think the Board of Commissioners could take to address the chronic lack of affordable housing in the county?

Orange County Board of Commissioners - Vacancy Application

11. What should the county government be doing to address the climate crisis?

12. Orange County is in the process of revising its long-term transit plan in the aftermath of the failure of the Durham-Orange light rail project. What do you believe a new plan should emphasize? What potential initiatives would you like to support?

13. How should the BOCC interact with other governments—i.e., town councils, NC General Assembly?

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No.** 6-b

SUBJECT: Boards and Commissions Selection Schedule, Interim Assignments and Alliance Vacancy

DEPARTMENT: Board of Commissioners

ATTACHMENT(S):

None

INFORMATION CONTACT:

Clerk's Office, 919-245-2130

PURPOSE: To consider:

1. Extending the current boards and commissions assignments for members of the Board of Commissioners until both the appointment of a new Commissioner and the Board's approval of 2023 assignments occur;
2. Selecting Board members to serve in the interim on boards and commissions assigned to Commissioner Renee Price based on her stepping down to begin serving in the North Carolina General Assembly; and
3. Selecting a Board member to serve on the Alliance Health Board of Directors in place of Commissioner Amy Fowler.

BACKGROUND: Members of the Board of Commissioners serve on various County and County-related boards and commissions. Typically, Board members indicate their desire to continue serving on specific boards or commissions or their desire to make changes in December of each year.

Due to the upcoming BOCC vacancy created by Commissioner Price's resignation, it has been proposed that Board members remain in their current boards and commissions assignments until a new Commissioner is appointed to the Board.

Additionally, Commissioner Price currently serves on seven (7) boards and commissions as the BOCC representative. At this time, staff recommends temporarily filling the upcoming vacancies for the following boards:

1. Durham Technical Community College Board of Trustees
 - a. Upcoming meeting dates
 - i. Student Success Committee
 1. January 9, 2023 and February 6, 2023 from 4:00-5:15 pm (virtual)
 - ii. Workforce and Economic Development Committee
 1. January 19, 2023 from 3:00-4:00 pm (virtual)

- iii. Budget, Finance, and Infrastructure Committee
 - 1. February 14, 2023 from 3:30-5:00 pm (virtual)
- iv. Board of Trustees Meeting
 - 1. February 21, 2023, Time To Be Determined (virtual)
- 2. Go Triangle Board of Trustees
 - a. Upcoming meeting dates
 - i. Board of Trustees Meeting
 - 1. January 25, 2023 at 12:00 pm (in person with virtual option)
 - 2. February 22, 2023 at 12:00 pm (in person with virtual option)

Commissioner Price also serves on the Strategic Communications Work Group, the Schools Capital Needs Work Group, the Joint Public Safety Training Facility Work Group, the Legislative Issues Work Group, and the Small Business Loan Program. Due to the current status of these entities, the Board may want to consider the need and potential postponement of any interim assignments to these groups.

Finally, due to a potential conflict of interest, a Board member should be identified to replace Commissioner Fowler on the Alliance Health Board of Directors. The next Alliance meeting is scheduled for February 2, 2023 from 4:00-6:00 pm (in person with virtual option).

FINANCIAL IMPACT: There is no financial impact associated with this item.

SOCIAL JUSTICE IMPACT: There is no Orange County Social Justice Goal associated with this item.

ENVIRONMENTAL IMPACT: There is no Orange County Environmental Responsibility Goal impact associated with this item.

RECOMMENDATION(S): The Manager recommends that the Board:

- 1) approve extending the current boards and commissions assignments until both the appointment of a new Commissioner and the Board's approval of 2023 assignments occur;
- 2) select Board members to serve in the interim on the Durham Tech Board of Trustees and Go Triangle Board of Trustees;
- 3) discuss the need and, as necessary, make any interim assignments to the Strategic Communications Work Group, the Schools Capital Needs Work Group, the Joint Public Safety Training Facility Work Group, the Legislative Issues Work Group, and the Small Business Loan Program; and
- 4) select a Board member to serve on the Alliance Health Board of Directors in the interim.

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No.** 6-c

SUBJECT: Approval of a Professional Services Contract with CPL Architects and RHA Health for Advance Planning of a Behavioral Health Crisis Diversion Facility

DEPARTMENT: Asset Management Services

ATTACHMENT(S):

1. CPL and RHA Cost Proposal

INFORMATION CONTACT:

Travis Myren, Deputy County Manager,
919-245-2308
Steven Arndt, Asset Management
Services Director, 919-245-2658

PURPOSE: To consider the approval of a professional services contract with the team of CPL Architects and RHA Health for preliminary planning associated with the development of a Behavioral Health Crisis Diversion Facility.

BACKGROUND: Earlier this Fall, Orange County issued a Request for Qualifications (RFQ) to identify a qualified consultant to assist the County with preliminary/advanced planning services necessary for the development of a Crisis Diversion Facility serving the residents of Orange County. The scope of work includes a review of existing planning and development information regarding this proposed facility, and the development of programming documents, a preliminary/schematic design, site requirements and budget estimates. The project is anticipated to require three to four months after contract award.

An evaluation review committee consisting of the Director of Asset Management Services, the Deputy County Manager, the Criminal Justice Resource Director, the Health Director, and the resident Chair of the Crisis Diversion Facility Subcommittee reviewed all proposals, interviewed two finalists, and unanimously selected the team of CPL Architects and RHA Health to perform this work. After further negotiations, a final cost proposal totaling \$172,325 was received on November 7, 2022 (Attachment 1).

FINANCIAL IMPACT: The consulting service fee to prepare this advanced planning study is \$172,325. Funding was previously budgeted for this purpose.

SOCIAL JUSTICE IMPACT: The following Orange County Social Justice Goal is applicable to this item:

- **GOAL: ENSURE ECONOMIC SELF SUFFICIENCY**
The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food clothing, and medical care for themselves and their dependents.

Performance of this advance planning study will create planning documents necessary to budget and construct a Behavioral Health Crisis Diversion facility.

ENVIRONMENTAL IMPACT: There are no Orange County Environmental Responsibility Goal impacts associated with this item.

RECOMMENDATION(S): The Manager recommends that the Board:

- 1) Authorize the expenditure of up to \$172,325 for advance planning services to develop a Behavioral Health Crisis Diversion facility and direct the County Attorney's Office to draft a contract with CPL Architects and RHA Health reflecting terms similar to those in Attachment 1; and
- 2) Upon completion and approval of the contract by the County Attorney's Office, authorize the County Manager to sign the contract.



November 7, 2022

Via Email

Mr. Steven Arndt, MBA, CFM (sarndt@orangecountync.gov)
Asset Management Services Director
Orange County
405 Meadowlands Drive
Hillsborough, NC 27278

RE: **BEHAVIORAL HEALTH CRISIS DIVERSION FACILITY**
Orange County
Hillsborough, NC

Dear Steven:

On behalf of CPL + RHA, we are pleased to submit the following proposal for design services for the operational and facility planning on a new Behavioral Health Crisis Diversion Facility in Hillsborough, North Carolina.

PROJECT UNDERSTANDING

CPL + RHA understands Orange County (Client) wishes to contract with CPL + RHA to provide architectural and operational planning on a new Crisis Diversion Facility for the residents of Orange County. The initial effort will be to develop programming documents, preliminary/schematic design, site requirements, and opinions of cost for the project,

The scope of the project will include, but not be limited to:

- Front Entrance / Waiting Areas
- Rear Entrance
- BHUC Clinical Areas
- Adult FBC Areas
- Medical Areas
- Facility Security
- Outpatient Service Areas
- General Purpose Areas
- Community Partner Offices

SCOPE OF SERVICES

Task I – Validation / Schematic Design

CPL + RHA will lead operational planning sessions to assist in the process to establish/clarify space needs, bed and chair allowances, requirements and licensing and input on design specifications to ensure the best practices for service delivery.

In addition, we will lead parallel efforts in reviewing potential sites to house the new Crisis Diversion Center. This will include assessments on property zoning, utilities, storm water management, parking, and building massing to understand if the site can accommodate a



LETTER OF AGREEMENT

Behavioral Health Crisis Diversion Facility
Orange County
November 7, 2022
Page 2 of 3

one or two-story building based on the developed clinical programming. At the conclusion of our planning efforts our deliverables will include, but not be limited to:

1. Site Plan(s) and required narrative assessments
2. Building program
3. Operational framework/service delivery, as well as operational costs estimates
4. Plan bubble diagrams
5. M/E/P narratives and single line diagrams
6. Renderings (As required)
7. Construction cost estimates

SCHEDULE

While no overall schedule has been determined, CPL + RHA will proceed forward in the most expeditious manner possible. Our proposed duration of the efforts described within this proposal are further described in the schedule included in our RFP response to Orange County.

EXCLUSIONS AND CLARIFICATIONS

1. This proposal is based off the scope of work as described in RFQ No 367-OC535 issued by Orange County.
2. This fee proposal does not include medical equipment planning fees.
3. Site borings, and special inspections are excluded from CPL's scope of services.
4. Cost estimation and building massing assumes cost comparisons will be required for up to two different sites.
5. The schematic package will not be submitted to DHSR unless specifically requested by the Client.
6. Additional exclusions and clarifications as noted in the accompanying sub-consultant proposals.
7. Site surveys are included in the proposal as an allowance that will only be billed once costs are incurred, and/or necessary. The cost of the survey was estimated on two sites needing boundary, topo, and utility location.
8. Any items not contained in our Scope of Services or contrary to the assumptions listed above will be deemed additional services. If requested by the Client, additional services will be provided on an hourly basis at our Standard Hourly Billing rates, or as a fixed fee mutually agreed to in advance by both parties.

CLIENT RESPONSIBILITIES

The Client shall appoint an "Owner's Representative" to act as the point of contact for CPL. It shall be the responsibility of the client to provide the following:

- Reasonable advance notice of scheduled meetings.
- Decisions on critical issues in a timely manner.
- Payment of all invoices in accordance with this agreement.

COMPENSATION

CPL agrees to provide the professional design services listed in the Scope of Services. Our fee proposal is based upon work-effort projections and applicable billing rates for the scope of work anticipated for this project. We propose a fixed fee of \$172,325.00, summarized in the following table. Normal and customary reimbursable expenses are included in our fee.



LETTER OF AGREEMENT

Behavioral Health Crisis Diversion Facility
Orange County
November 7, 2022
Page 3 of 3

Description	Fee
CPL – Architectural/Interiors	\$34,560.00
RHA – Behavioral Health Service Provider	\$30,000.00
RMF – M/E/P Engineering	\$30,600.000
Timmons Group – Site/Civil	\$19,600.00
35 North – Cost Estimators	\$7,665.00
Site Survey Allowance	\$50,000.00
Total Design Fee (including Site Survey Allowance)	\$172,325.00

We will bill monthly for the progress of the work.

CONCLUSION

This document serves as the Owner – Architect Agreement. If these terms are acceptable, please countersign and return one copy to our office. The proposed fee is valid for 90 days from the date of this proposal.

We look forward to working with you on the successful completion of this project.

Sincerely,

CPL

Adam M. Chahulski, AIA, LEED AP, NCARB
Principal

ACCEPTED:

ORANGE COUNTY

By: _____

Title: _____

Dated: _____

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No.** 7-a

SUBJECT: Orange County Partnership to End Homelessness – 2022 Data Update

DEPARTMENT: Housing

ATTACHMENT(S):

Attachment 1: 2022 Homeless Infographic
Attachment 2: Orange County Homeless
System Gaps Analysis

INFORMATION CONTACT:

Rachel Waltz, Manager, Orange County
Partnership to End Homelessness,
(919) 245-2496

PURPOSE: To provide an overview of the work of the Orange County Partnership to End Homelessness (OCPEH), including updated data about homelessness in Orange County submitted to the United States Department of Housing and Urban Development (HUD) earlier this year, and current homeless system gaps.

BACKGROUND: The Orange County Partnership to End Homelessness (OCPEH) was created in 2008 to coordinate funding and activities to end homelessness in Orange County. OCPEH is jointly funded by Orange County (39.5%) and the Towns of Carrboro (14.3%), Chapel Hill (39.7%), and Hillsborough (6.5%).

The 2022 Homeless Point-in-Time count showed a decrease in the number of people experiencing homelessness, down from 176 people in 2021 to 133 in 2022. There are many success stories, including filling the homeless system gaps and expanding program offerings now available in the community. Looking at numbers from previous years, there are also significant barriers and challenges in the work to prevent and end homelessness, and little progress overall in decreasing the number of people experiencing homelessness as this number is virtually flat since 2017.

OCPEH Manager Rachel Waltz will present the updated data and discuss how current data relate to identified gaps in the homeless service system, including permanent supportive housing, rapid re-housing, and street outreach programs.

FINANCIAL IMPACT: There is no financial impact associated with receiving the update.

SOCIAL JUSTICE IMPACT: The following Orange County Social Justice Goals are applicable to this item:

- **GOAL: FOSTER A COMMUNITY CULTURE THAT REJECTS OPPRESSION AND INEQUITY**

The fair treatment and meaningful involvement of all people regardless of race or color; religious or philosophical beliefs; sex, gender or sexual orientation; national origin or ethnic background; age; military service; disability; and familial, residential or economic status.

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**

The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

- **GOAL: CREATE A SAFE COMMUNITY**

The reduction of risks from vehicle/traffic accidents, childhood and senior injuries, gang activity, substance abuse and domestic violence.

ENVIRONMENTAL IMPACT: There are no Orange County Environmental Responsibility Goal impacts applicable to this item.

RECOMMENDATION(S): The Manager recommends that the Board receive the update as information and provide any comments or questions.

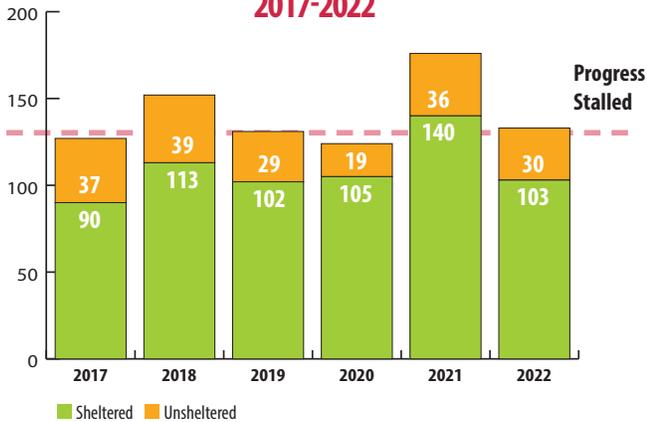


2022 HOMELESSNESS IN ORANGE COUNTY

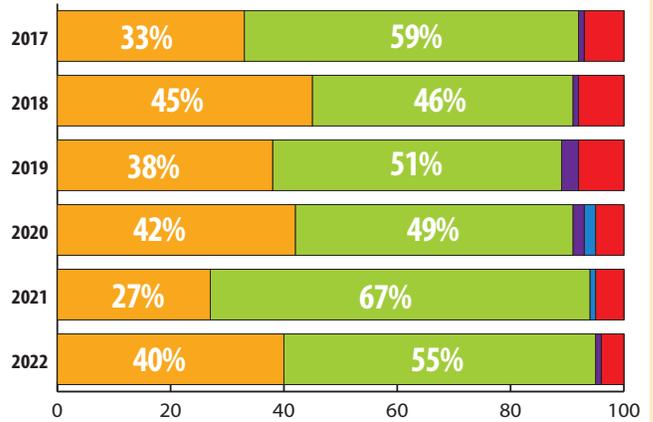
On one night...

The Point-in-Time (PIT) Count is a nationwide, annual count of people experiencing sheltered homelessness (emergency shelter and transitional housing) and unsheltered homelessness (places not meant for human habitation like vehicles, sheds, or outside) on one night. PIT data track demographic information and trends over time.

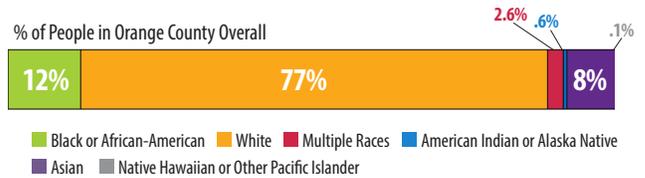
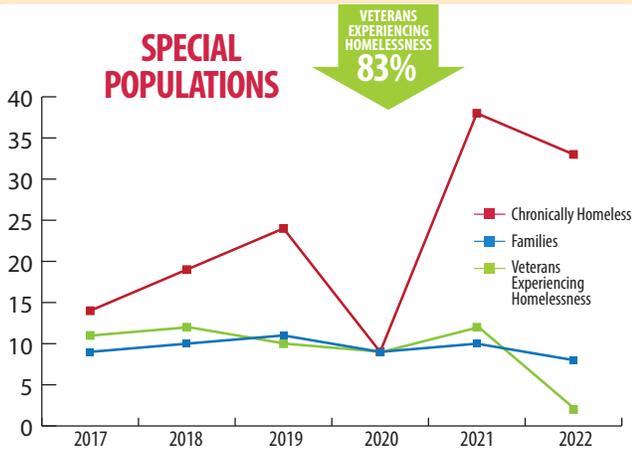
POINT-IN-TIME COUNT DATA 2017-2022



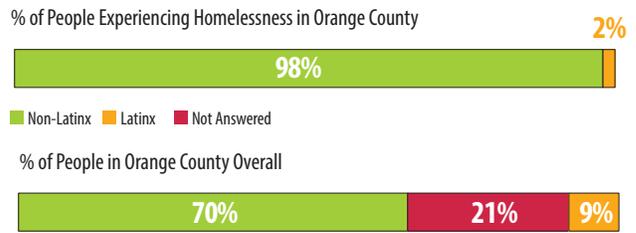
RACE



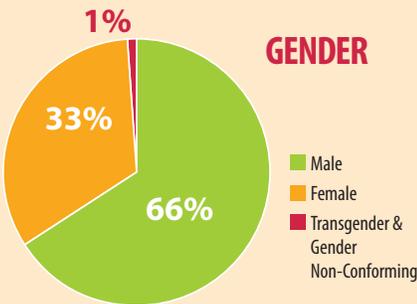
SPECIAL POPULATIONS



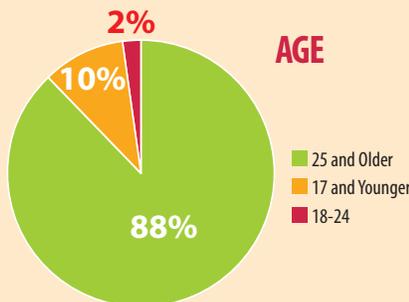
ETHNICITY



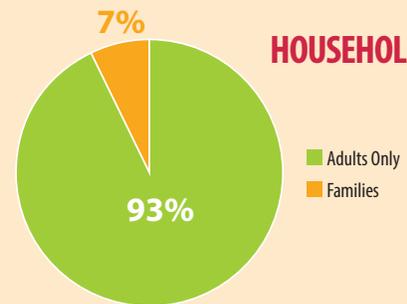
GENDER



AGE



HOUSEHOLD TYPE



2022 HOMELESSNESS IN ORANGE COUNTY



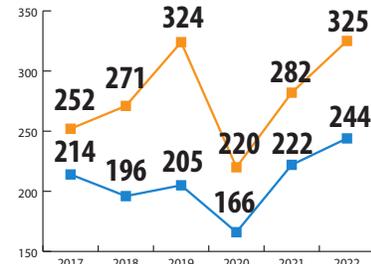
How we are doing overall...

The Orange County Partnership to End Homelessness, aligned with the U.S. Interagency Council on Homelessness strategic plan, Home, Together, works to make homelessness Rare, Brief & One-Time. System Performance Measure data inform our progress on these goals.

RARE



325 People entering shelter and housing programs
244 Of those, people experiencing homelessness for the first time



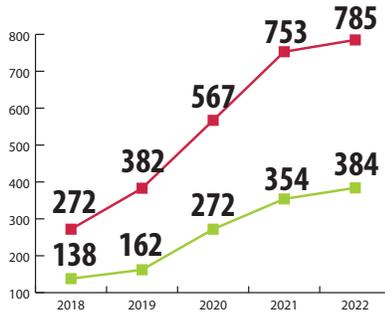
■ People served in one year ■ People experiencing homelessness for the first time

BRIEF



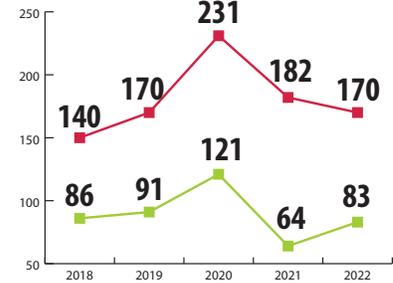
785 Average days (Highest Ever)
384 Median days

Length of time homeless (days)



■ Average ■ Median

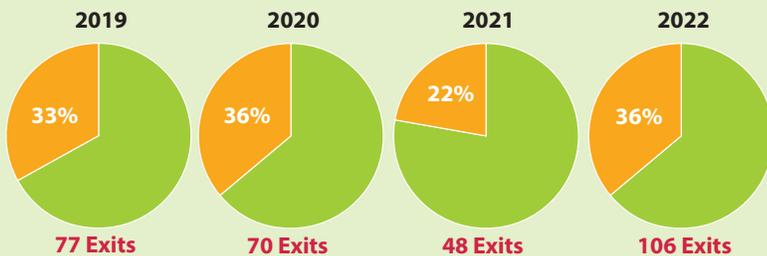
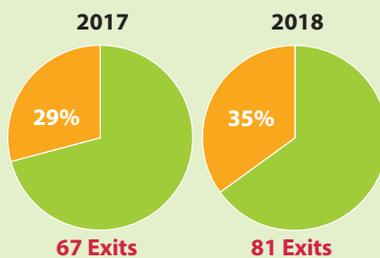
Length of time in shelter or transitional housing (days)



ONE TIME



36% Exited to permanent housing



ONE TIME

11% Returned to homelessness within 2 years

	2017	2018	2019	2020	2021	2022
From Shelter	26%	11%	43%	6%	14%	6%
From Transitional Housing	0%	0%	26%	25%	30%	20%
From Permanent Housing	0%	3%	3%	10%	3%	9%
Total Returns	10%	6%	18%	14%	9%	11%
Number of Exits	196	102	72	100	176	83

Update to Homeless System Gaps Analysis

December 2021

EXECUTIVE SUMMARY

Orange County has made great strides in filling gaps in the homeless service system over the past two years. Service providers and local governments have significantly expanded programs and services to address the needs of people at-risk of and experiencing homelessness. Community members and other funders have also stepped up to finance new and expanded programs.

At the same time, **demand for homelessness prevention, services, and housing has also increased.** The COVID global pandemic exposed existing inequality and overwhelmed existing supports and systems. **There are currently fifteen gaps to be filled to meet the current need and end homelessness in Orange County.**

Filling the gaps will provide the right mix of client-centered and evidenced-based programs which will in turn result in **homelessness in our community becoming rare, brief and one-time.**

FILLED:

- Housing Access Coordinator
- Homelessness Diversion Funding
- Street Outreach



TO BE FILLED:



• HOUSING

- Income Based Rental Units
- Rapid Re-housing
- Permanent Supportive Housing
- Youth Housing
- Landlord Incentives
- Housing Locator
- Furniture and Household goods



• SERVICES – TEMP. HOUSING

- Accessible, housing-focused shelter
- Medical respite beds
- Bridge Housing



• SERVICES - CONNECTIONS

- Housing Helpline staffing
- Crisis/Diversion Facility
- Integrated Service Center



• SERVICES - DIGNITY

- 24 hour bathrooms
- Memorial service funding

GAP DETAILS



FILLED GAPS

Since the first homeless system gaps analysis in 2017, three gaps have been filled.

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Housing Access Coordinator	Position moved from CEF to Orange County	FILLED	Funded via OC Partnership to End Homelessness budget (local governments)	Continued program

Program Description:

The Housing Access Coordinator (HAC) position originated at the Community Empowerment Fund (CEF) in 2018 and moved to Orange County housing in 2020. This position works with landlords and property management staff to recruit existing housing units in our community to use Housing Choice Vouchers (Section 8) as well as other housing vouchers like Rapid Re-housing and veterans programs.

This position has a limited capacity to also work with people in housing search. The HAC would work closely and directly with the Housing Locator position, which is a current Housing Gap to be filled.

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Homelessness Diversion Funding	\$13,000 in diversion funding provided by Carolina Homelessness Prevention Initiative (CHPI)	FILLED	Ongoing CHPI leadership development and funding continuing Funded via CHPI (nonprofit)	Continued program

Program Description:

Homelessness diversion funding is flexible funding that allows people to find safe alternatives to emergency shelter. Orange County has reduced the number of people entering the homeless system through flexible diversion funds provided by the Carolina Homelessness Prevention Initiative (CHPI) as well as effective utilization of Emergency Housing Assistance and the Eviction Diversion program. CHPI was started by a group of undergraduate students at UNC who wanted to help people experiencing homelessness.

After conversations with service providers and OCPEH staff, CHPI decided to tackle homelessness diversion, a gap at that time. CHPI has a system of ongoing member recruitment and leadership development to ensure ongoing continuation of this completely student-led and operated 501(c)3 nonprofit organization.

GAP DETAILS



FILLED GAPS

Since the first homeless system gaps analysis in 2017, three gaps have been filled.

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Street Outreach	Program started October 2020, 3 FTE (1 clinical coordinator + 2 peer support navigators) - ocpehnc.com/street-outreach	FILLED	Funded initially via Emergency Solutions Grant COVID funding (Oct 2020 – November 2021); Orange County providing continuation funding with American Rescue Plan (ARP) Need ongoing annual program funding July 2022 and beyond.	\$299,562 additional annual funding for July 2022 and beyond;

Program Description:

The Street Outreach, Harm Reduction, and Deflection (SOHRAD) program began operations in October 2020 with three full-time positions – a clinical coordinator and two peer support navigators. SOHRAD works with people who are living unsheltered to connect them with housing and services. Since beginning client work in November 2020 and through mid-September 2021, SOHRAD staff served over 200 people including helping 48 people enter housing, and assisted with over 50 deflections from law enforcement involvement, including arrest and jail. Funding for a fourth full-time position was approved by Town of Chapel Hill in January 2022.

Program Budget:

Salary & benefits for 3 Peer Street Navigators	\$185,763
Salary & benefits for 1 Clinical Coordinator	\$81,174
Training / Mileage	\$7,500
Supplies for engagement	\$25,125
TOTAL	\$299,562

GAP DETAILS



CURRENT GAPS: HOUSING

Orange County has made significant progress on filling some system gaps, there is also more work to be done. Here is the current status with some gaps added from previous editions of the Gaps Analysis.

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Income-based rental housing	Some units available in the community from Town/County subsidies and HUD subsidies, but referrals were not coordinated or prioritized and the community need outstrips the number of available units; There has been a significant expansion in the availability of Housing Choice Vouchers (HCV) since Oct 2020 with 100% of vouchers available through coordinated entry	PARTIALLY FILLED	Progress has been made with Master Leasing but barriers exist in the application process that exacerbate the lack of affordable housing options for people with criminal justice backgrounds and eviction histories	9,553 households are currently "rent burdened" meaning they spend more than 30% of their income on housing costs

Program Description:

Having an adequate supply of housing that people can afford is one of the key drivers of ending homelessness. People are less likely to become homeless if they are not rent burdened and more likely to exit homelessness faster if they can find housing that is affordable. Income based rental housing uses household income to determine amount of rent paid by clients. The greatest need exists for units that are affordable for households at no more than 30% of the area median income.

Program Budget:

Depends on approach

GAP DETAILS



CURRENT GAPS: HOUSING

Orange County has made significant progress on filling some system gaps, there is also more work to be done. Here is the current status with some gaps added from previous editions of the Gaps Analysis.

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Expanded Rapid Re-Housing	Best practice program started April 2020, as of September 2021 have 2 FTE case managers	PARTIALLY FILLED	Best practice program funded via combination of Emergency Solutions Grant COVID (ESG-CV) funds, HOME funds for Tenant Based Rental Assistance, and County Maintenance of Effort (MOE) funding; ESG-CV funding for case manager and financial assistance to end February 2022; Program targeted long-term shelter stayers, plus others on HOME Committee list; Need funding for a total of 6 case managers plus client financial assistance to serve 180 households per year (30 per case manager per year)	\$1,373,133 additional annual funding

Program Description:

Rapid Re-housing provides a flexible mix of short-term rental assistance and case management with services provided in a trauma-informed, client-centered manner. As of September 2021, there are over 160 households each month who are connected to service providers and in need of permanent housing, almost all of whom would be well served by Rapid Re-housing.

Program Budget:

Salary & benefits for 5 case managers	\$333,633
Expected ESG funding for RRH services	(\$ 40,500)
SUBTOTAL - case manager funding needed	\$293,133
Client financial assistance - \$1200/household/month x 12 months x 5 case managers	\$1,080,000
TOTAL	\$1,373,133

GAP DETAILS



CURRENT GAPS: HOUSING

Orange County has made significant progress on filling some system gaps, there is also more work to be done. Here is the current status with some gaps added from previous editions of the Gaps Analysis.

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Permanent Supportive Housing (PSH)	2 current programs serve Orange County: IFC (best practice program) and Community Link	PARTIALLY FILLED	Need additional funding for program expansion, helpful to identify non-HUD source for services funding to serve as match for CoC-funded PSH	\$200,000

Program Description:

Permanent Supportive Housing (PSH) serves people experiencing chronic homelessness, providing housing subsidy and case management. The Inter-Faith Council for Social Service (IFC) is requesting funds for 3 FTE case managers to allow expansion of best practice PSH program. The current program cannot expand due to the need for match funding. The program currently has 2 FTEs funded by Continuum of Care (CoC) funding. Providing local funding for PSH services would allow the CoC dollars to be used for rental assistance, and adding another FTE case manager (3 total) would provide the staff capacity needed to administer additional rental assistance from reallocated CoC funds. Permanent Supportive Housing demand has been exacerbated by COVID, from an average of about 25 households per month in February 2020 who are experiencing chronic homelessness and have high service needs to about 40 households per month in September 2021. There have been zero program referrals to PSH in the past two years because current programs are full.

Program Budget:

Salary & benefits for 3 case managers + IFC overhead	\$200,000
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GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Youth Housing Program	Program that served Durham revamped to adopt Rapid Re-housing model	UNFILLED	Need program expansion funding to cover youth in Orange County	\$162,160

Program Description:

Funding LGBTQ Center of Durham for housing, therapy, and case management for youth (age 18-24) exiting homelessness in Orange County; program serves both LGBTQ and non-LGBTQ youth. The Center completely revamped their youth housing program in response to COVID - changing from a host home program model to rapid re-housing inclusive of rental assistance and services.

Program Budget:

Staff Salaries	1/3 Program Director and Case Manager	\$33,997
Therapy Services	Contract services with mental health service providers	\$36,663
Housing	\$1000/month for 7 clients for 12 months	\$84,000
Admin and overhead		\$ 7,500
TOTAL		\$162,160

GAP DETAILS



CURRENT GAPS: HOUSING

Orange County has made significant progress on filling some system gaps, there is also more work to be done. Here is the current status with some gaps added from previous editions of the Gaps Analysis.

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Sustained funding for Landlord Incentive Program (LIP)	Implemented LIP in April 2020 (flyer) to increase units available for people exiting homelessness and people with Housing Choice Vouchers	PARTIALLY FILLED	Funding requested via County American Rescue Plan (ARP) funding, to be decided Fall 2021	\$200,000 annually for 200 units

Program Description:

The Landlord Incentive program provides landlords with \$1000 signing bonus for new leases and \$500 for renewing leases for Housing Choice Voucher participants and participants in other programs like Rapid Re-housing, veterans programs, and for clients working with the Local Reentry Council and Compass Center. The County has funded LIP with CARES Act and HCV funds that all expire at the end of 2021. LIP is managed by the Housing Access Coordinator. COVID eviction moratorium created stagnation in unit turnover -- providing Landlord Incentives for new and renewing leases has proven an effective strategy during COVID to create unit availability for people with Housing Choice and other vouchers.

Program Budget:

100 new leases, \$1000 each	\$100,000
200 renewal leases, \$500 each	\$100,000
TOTAL	\$200,000

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Housing Locator	Orange County allocated the County portion for this position in the FY21-22 budget	UNFILLED	Housing Locator allow the HAC to concentrate on system-level unit recruitment	\$67,000

Program Description:

The Housing Locator would provide client-level assistance in locating units for people exiting homelessness, people with Housing Choice Vouchers, and other people at risk of homelessness who contact the Housing Helpline. The position will work in coordination with the Housing Access Coordinator (HAC) to develop and maintain landlord relationships. This will allow the HAC to focus more completely on system-level landlord recruitment, which is currently difficult due to demand for providing direct housing navigation support for the more vulnerable residents in housing search with vouchers in-hand. People are searching for units with Housing Choice Vouchers and other rental assistance without being able to locate units. As of September 2021, there are over 160 households experiencing homelessness who are connected to service providers and in active housing search, up from average of 102 households in 2019.

Program Budget:

Salary & benefits for Housing Locator position	\$67,000
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GAP DETAILS



CURRENT GAPS: HOUSING

Orange County has made significant progress on filling some system gaps, there is also more work to be done. Here is the current status with some gaps added from previous editions of the Gaps Analysis.

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Furniture and household goods	Orange County used state CARES Act funding for a furniture and household goods program in November 2020 – over 71 households applied in a 6 week period, of whom 39 were funded an average of \$800	PARTIALLY FILLED	The Furniture Program, St. Thomas More’s Caring and Sharing Center, and CommunityWorx thrift store offer some options for furniture and household goods for people entering housing. Gaps remain for returning clients, clients in Ashley Forest, and to meet community-wide need for all people exiting homelessness	\$160,000

Program Description:

People exiting homelessness often have little to no furniture or the other things needed to create a home, like linens, dishes, and cleaning supplies. Having items to make a housing unit livable and comfortable contribute greatly to housing stability. A best-practice program design would allow for a great deal of flexibility and client choice in allowing people to pick both what they need and what they would like for their homes. Orange County is on track to house over 160 households in 2021, the project budget estimates for 200 households understanding some do not come through the HOME Committee. The project budget estimates \$800 per household, understanding some people will be fully or partially served by existing community programs, but that gaps remain.

Program Budget:

200 households per year, \$800 each \$160,000

GAP DETAILS



CURRENT GAPS: SERVICES - TEMP. HOUSING

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Accessible, Housing-Focused Shelter	Noncongregate shelter program at local hotel funded by FEMA May 2020 – June 2021	PARTIALLY FILLED	Changes to the Chapel Hill Good Neighbor Plan are needed to allow IFC to implement best practice, low barrier approach and Emergency Shelter designation at IFC Community House; IFC also needs increased staffing to provide low barrier shelter	\$194,700 (revising Good Neighbor Plan) to \$3.17 million (building new shelter)

Program Description:

HUD recommends that emergency homeless shelters are accessible with low barriers to entry. Currently there is no same-night shelter availability in Orange County – people wait days, weeks, or months to enter and the wait time is highly variable. HUD further recommends that shelters are fully integrated into a housing-focused homeless service system. Stipulations in the current Good Neighbor Plan (GNP) agreement between shelter operator IFC and the neighbors of the men's shelter, Community House regarding the designation and programming at IFC Community House do not allow this currently. OCEPH will convene facilitated community conversations around current restrictions to try to determine a way forward – changing the GNP, building a new shelter, or other option(s).

Program Budget: TBD

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Medical Respite Beds	Group of UNC Healthcare and homeless/housing service providers meeting regularly to advance plan; UNC Healthcare management is interested to pursue	UNFILLED	Working now on nursing-home based model 5 bed project proposal for potential funding by UNC Healthcare	Budget TBD

Program Description:

Beds with low level medical care available for people discharging from hospital without a place to live, 2-6 week stays previewed for people who are able to complete their activities of daily living but need skilled care such as wound care or IV medicine administered. Currently these patients are long-term stayers at the hospital or discharged to homelessness – a medical respite program would free up needed hospital beds and also ensure people experiencing homelessness are getting needed care. The program will be designed to meet community need, particularly being able to serve people with behavioral health issues and/or criminal justice involvement

Program Budget: TBD

GAP DETAILS



CURRENT GAPS: SERVICES - TEMP. HOUSING

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Bridge Housing	Reentry House Plus opened Summer 2021 to provide bridge housing to up to 3 participants at a time, plus a house manager who also has a history of incarceration	UNFILLED	Orange County Local Reentry Council (LRC) seeing 65 people exiting jail or prison per year needed an average of 60 nights stay	\$220,500

Program Description:

There is a critical need for short-term, low barrier reentry housing and supporting services to help reentering individuals re-integrate into the community, especially during COVID. Bridge Housing funds allow for short-term supportive stabilization housing at hotels for up to 60 days for 55 reentering individuals per year and supportive services for 65 individuals through Reentry House Plus. Reentry House Plus has contracted with the SWIT (Success While in Transition) program run by individuals who themselves have reentered successfully to provide a month-long course and ongoing one-on-one case management and peer mentoring for these individuals in collaboration with our Local Reentry Council. Bridge Housing and support is an evidence-based best practice for ensuring stabilization and support for people reentering from incarceration, which has been identified as a critical priority by U.S. Housing and Urban Development Secretary, Marcia Fudge.

Program Budget:

Hotels – 55 people per year, an average of 60 nights, \$55/night	\$181,500
Services – SWIT classes, \$600/person for 65 people	\$39,000
TOTAL	\$220,500

GAP DETAILS



CURRENT GAPS: SERVICES - CONNECTIONS

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Housing Helpline Staffing	Program moved to Orange County March 2020; expanded to full time hours (Monday-Friday, business hours) plus one day a week in-person in Chapel Hill as of September 2021 ocpehnc.com/housing-help	PARTIALLY FILLED	Have ongoing funding for 2 FTE from Continuum of Care grant; one-time 12 month funding for .5 FTE from ESG-CV; Have requested .5 FTE funding from ARP to make this 1 FTE; have funding for 4 temporary staff through June 2022	\$161,010 additional annual funding to add 2 FTE July 2022 and beyond

Program Description:

The Orange County Housing Helpline is the centralized access point for people in housing crisis, including people who need to access emergency shelter, homelessness diversion, eviction diversion, and homelessness prevention including rent and utility assistance. Since launching in March 2020 through mid-September 2021, Helpline staff have fielded over 24,000 calls and 18,000 emails, serving over 8800 households. In September 2021 the Helpline received an average of 82 calls and 47 emails per day of people in housing crisis. Helpline staff offer assistance using a trauma-informed and client-centered approach. The increased volume of people in housing crisis due to COVID results in increased need for Housing Helpline staff to answer calls and emails.

Program Budget:

Salary & benefits for 2 Coordinated Entry Housing Specialists \$161,010

GAP DETAILS



CURRENT GAPS: SERVICES - CONNECTIONS

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Crisis/Diversion Facility	Orange County Behavioral Health Task Force subcommittee working since 2019 on program to divert people in behavioral health crises from jail and hospitals. Stakeholders are combining conversations about a Sobering Center with this project	UNFILLED	UNC Healthcare seeing 10-15 encounters/5 people per week presenting at Emergency Department (ED) without medical conditions beyond alcohol use; discussion of rolling detox/sobering space into long-term planning for best practice Crisis/Diversion Facility	Facility to receive people who can be diverted from jail or hospitals

Program Description:

A Sober Center would provide a detox/sobering space outside of the hospital Emergency Department. The Center would feature medical detox and other low intensity medical care needed in addition to case management with connections to street outreach and other service providers. UNC Emergency Medicine is interested in developing a program in a community location -- not be proximate to the ED because of regulatory requirements.

Program Budget: TBD

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Integrated Service Center	IFC Commons opened January 2021 providing bathrooms, showers, service navigation	PARTIALLY FILLED – CEF Hub providing supportive services	Continuing community conversations to explore potential integration with IFC Commons, Sober Center, Crisis Center	Budget TBD

Program Description:

An integrated service center is a central location where people in housing crisis could access many different needed services including housing navigation, service connections, showers, lockers, medicine storage, medical care, and food. Services would be provided in a trauma-informed and client-centered manner. Behavioral Health Taskforce Day Center Workgroup has recommended the following positions to address people in crisis in early engagement with additional service connections: Harm Reduction Therapist and Harm Reduction Peer Support Specialist.

Program Budget: TBD

GAP DETAILS



CURRENT GAPS: SERVICES - DIGNITY

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
Memorial Service Funding	CEF held vigil in December 2020 for people that passed the previous year; community member expressed interest in setting up GoFundMe to establish funding	PARTIALLY FILLED – CEF has received a \$1500 grant from UNC	DSS can assist with cremation if person is unclaimed; can explore receiving discounted rate while allowing person to be claimed by community members	\$5000 annually

Program Description:

Many people experiencing or with lived experience of homelessness are also medically fragile. Several times each year members of our community pass away. Oftentimes this is followed by case managers having to scramble to assemble funding and resources needed for a memorial service. Service providers have requested our community to establish a fund to use in these circumstances that would allow memorial services to occur with less stress, to provide needed closure for all community members.

Program Budget:

\$1000 for 5 services/year

GAP	PROGRESS SINCE JUNE 2019	STATUS	NOTES	NEEDED TO FILL
24 Hour Bathroom with showers and drinking water Access in Downtown	Need exacerbated with COVID, now returned to pre-COVID levels; Working group coordinated by the Town of Chapel Hill came up with pilot program in 2019	PARTIALLY FILLED - IFC Commons bathroom open; Carrboro Town Commons open	24-hour access and downtown location are key elements; OCPEH will touch base with Town of Chapel Hill planning group to determine next steps	Budget TBD

Program Description:

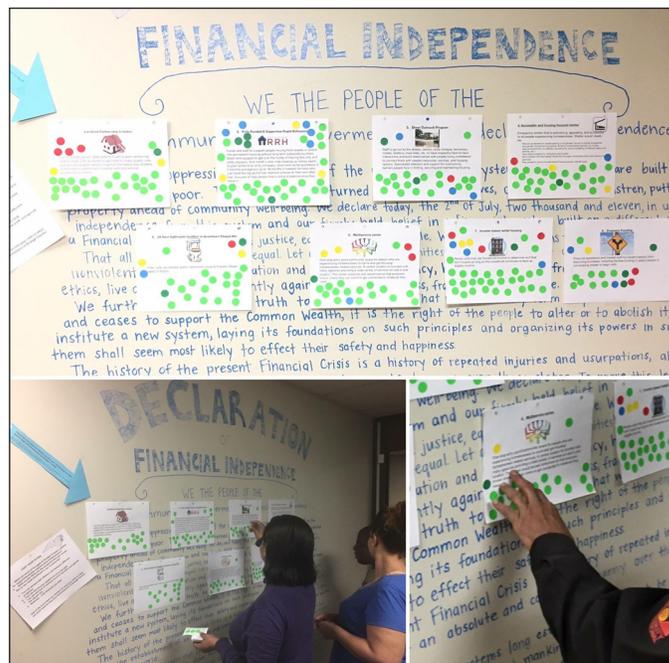
Bathroom and shower access in downtown Chapel Hill/Carrboro for all community members, including people experiencing homelessness.

Program Budget: TBD

BACKGROUND

The Orange County Partnership to End Homelessness is a diverse group of community stakeholders including services providers, local governments and community members who work to prevent and eliminate homelessness in Orange County. This collaborative seeks to ensure that homelessness is rare, brief and one time through a coordinated system of assessment and service delivery including prevention and diversion, emergency shelter and rapid re-housing and permanent housing options.

In 2016-2017 the Orange County Partnership to End Homelessness (OCPEH) gathered a series of meetings with people with lived experience of homelessness, homeless service providers, community leaders, and state homeless experts to map the homeless service system in Orange County. This process created the Orange County homeless system map and the homeless system gaps analysis. OCPEH staff work with community members to update the gaps analysis annually, the latest updated is previewed to be approved by the OCPEH Leadership Team in October 2021.



**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No. 8-a**

SUBJECT: Minutes

DEPARTMENT: Board of County Commissioners

ATTACHMENT(S):
Draft Minutes (Under Separate Cover)

INFORMATION CONTACT:
Laura Jensen, Clerk to the Board, 919-
245-2130

PURPOSE: To correct and/or approve the draft minutes as submitted by the Clerk to the Board as listed below.

BACKGROUND: In accordance with 153A-42 of the General Statutes, the Governing Board has the legal duty to approve all minutes that are entered into the official journal of the Board's proceedings.

Attachment 1: October 18, 2022 Business Meeting

Attachment 2: October 25, 2022 Joint Meeting with the Orange County Chief's Association and Work Session

FINANCIAL IMPACT: There is no financial impact associated with this item.

SOCIAL JUSTICE IMPACT: There is no Orange County Social Justice Goal impact associated with this item.

ENVIRONMENTAL IMPACT: There is no Orange County Environmental Responsibility Goal impact associated with this item.

RECOMMENDATION(S): The Manager recommends the Board approve minutes as presented or as amended.

1 DRAFT

2 **MINUTES**
3 **ORANGE COUNTY**
4 **BOARD OF COMMISSIONERS**
5 **BUSINESS MEETING**
6 **October 18, 2022**
7 **7:00 p.m.**

8 The Orange County Board of Commissioners met for a Business Meeting on Tuesday, October
9 18, 2022 at 7:00 p.m. at the Whitted Human Services Center in Hillsborough, NC.

10
11 **COUNTY COMMISSIONERS PRESENT:** Chair Renee Price, Vice Chair Jamezetta Bedford,
12 and Commissioners Amy Fowler, Sally Greene, Jean Hamilton, and Anna Richards

13 **COUNTY COMMISSIONERS ABSENT:** None.

14 **COUNTY ATTORNEYS PRESENT:** John Roberts

15 **COUNTY STAFF PRESENT:** County Manager Bonnie Hammersley, Deputy County Manager
16 Travis Myren, and Clerk to the Board Laura Jensen. (All other staff members will be identified
17 appropriately below)

18
19 Chair Price called the meeting to order at 7:00 p.m. All commissioners were present.

20
21 **1. Additions or Changes to the Agenda**

22 Chair Price noted that item 8-g on the consent agenda will be removed and considered at
23 a later date. She also requested consideration of an additional item under 6-c at the request of
24 Community Home Trust.

25
26 A motion was made by Commissioner Bedford, seconded by Commissioner Greene, to
27 add an item on Community Home Trust as item 6-c.

28
29 **VOTE: UNANIMOUS**

30
31 Chair Price dispensed with reading the public charge.

32
33 **2. Public Comments (Limited to One Hour)**

34 a. Matters not on the Printed Agenda

35
36 There was no one signed up to speak on matters not on the printed agenda.

37
38 b. Matters on the Printed Agenda

39 (These matters will be considered when the Board addresses that item on the agenda below.)

40
41 **3. Announcements, Petitions and Comments by Board Members**

42 Commissioner Greene said she was unable to attend a recent event celebrating the
43 Neuse River as "River of the Year" by the American River non-profit organization, but wanted to
44 highlight the improvements to the river over the last fifteen years. She said that October 18, 2022
45 is the 50th anniversary of the Clean Water Act.

46 Commissioner Fowler said she attended recent meetings for TARPO, the Policy Steering
47 Committee, and the ABC Board. She said that the NC Transportation Planning Department will
48 receive \$1.9 million for EV charging stations to be distributed throughout the state. She said there
49 was also a request for proposals from CMAC for about \$200,000 with a 20% match for which
50 Orange County could be eligible. She said at the Policy Steering Committee they learned that
51 there are federal funds to help move forward with the North/South Bus Rapid Transit line on

1 Highway 15-501, but it requires a \$15 million match. She said they will pursue state funds to use
2 as the match. She said at the ABC meeting she learned that the Southern Village store is open
3 and they will have a ribbon cutting on October 27, 2022. She also said that an ABC Board member
4 resigned, so an appointment to fill the vacancy will be considered soon. She said there was a
5 fundraiser for the Mountains to Sea Trail on October 23, 2022 from 3 - 6 p.m.

6 Commissioner Bedford attended the Durham Chapel Hill Carrboro MPO meeting. She
7 said that on November 1, 2022 there will be a public hearing on the Orange County Transit Plan.
8 She said that it is also open for public comment on the MPO website. She said it had a focus on
9 equity. She said it stays within the budget as set by revenues for the special tax and taxes on
10 rental cars. She said she attended the DSS board meeting and that DSS will once again host a
11 holiday program for families. She said that individuals can sponsor the purchase of toys by
12 making cash donations online or contacting DSS. She said it will be a drive through event and
13 that teenagers will receive gift cards. She said she attended the Orange County Partnership to
14 End Homelessness meeting. She said that the partnership is hoping to hear back soon about
15 \$100,000 in ESG funding, and later about \$900,000 in HUD funds. She said that early voting
16 starts on October 20, 2022 and she encouraged everyone to get out and vote.

17 Commissioner Richards said she went to the opening of the Blue Hill event center and
18 said it may be a good location for meetings. She said she also attended the UNC Civic
19 Engagement Fair and talked to college students about civic engagement. She said she will be
20 part of the Inner City Visit with the Chamber for a Greater Chapel Hill-Carrboro and will not be at
21 the meeting on October 25, 2022.

22 Commissioner McKee had nothing to report.

23 Commissioner Hamilton said October 2022 was the 75th anniversary of the founding of the
24 NAACP branch in Chapel Hill and Carrboro. She said on October 19, 2022, there will be a
25 meeting of School Capital Needs Work Group, during which they will discuss the request for
26 qualifications from interested consultants. She said there will be a Board of Health meeting in
27 the following week.

28 Chair Price said she and Commissioner Bedford met with the mayors of Hillsborough,
29 Chapel Hill, and Carrboro together with housing staff to discuss a collaborative approach for
30 issues such as housing, health, and homelessness. She said there are local organizations who
31 ask for funds from all jurisdictions, and the group would like to find a way to address these needs
32 jointly. She said the next meeting will be held sometime next month. She said she attended the
33 10th + 1 anniversary of the Piedmont Food Processing Center. She said it has served Orange
34 County for many years as a business incubator and accelerator.

35 36 **4. Proclamations/ Resolutions/ Special Presentations**

37 38 **a. Recognition of County Employee Retirements from April 1, 2022 through September 30,** 39 **2022**

40 The Board recognized and expressed gratitude to retirees for their devotion and service to Orange
41 County and its residents.

42
43 **BACKGROUND:** The following employees have retired from April 1, 2022 through September
44 30, 2022:
45

1

Recipient	Department	Retirement Date	Years of Service
Terry Colville	Department on Aging	4/28/2022	28
Donna Hall	Social Services	4/28/2022	34
Donna King	Health	4/28/2022	21
Donna Lloyd	Human Resources	4/28/2022	7
James Summey	Emergency Services	4/28/2022	25
Philip Vilaro	Health	4/28/2022	20
David Walker	Sheriff's Office	4/28/2022	7
Darrel Lambe	Solid Waste Management	4/28/2022	19
Maria McPherson	Emergency Services	5/31/2022	30
Thomas Howard	Asset Management Services	6/30/2022	28
Derrick Jones	Asset Management Services	6/30/2022	20
Felicia Mack	Housing & Community Development	6/30/2022	12
Tammy Sykes	Health	6/30/2022	29
Kim Dunderdale	Library	7/31/2022	14
Allen Cole	Sheriff's Office	7/31/2022	24
Randy Haynes	Social Services	8/31/2022	19
Cathy York	Health	8/31/2022	32
Richard Clayton	Sheriff's Office	9/30/2022	3

2

3 The Orange County Board of Commissioners thanks each of these retirees for their service to
4 Orange County and for their dedication in meeting the primary mission of Orange County, in
5 serving residents with fairness, respect and understanding.

6

7 Brenda Bartholomew, Human Resources Director, read the names of all employees who
8 retired between April 1 and September 30, 2022.

9 Donna King and James Summey were present and received service awards from Brenda
10 Bartholomew and had their picture taken with the Commissioners.

11 Chair Price thanked all the retirees for their service to Orange County.

12 Commissioner Fowler echoed Chair Price's comments and mentioned that, as a
13 pediatrician, she would miss speaking with Cathy York in the Health department.

14

15 **b. Proclamation Designating October 2022 as Arts and Humanities Month**

16 The Board approved a proclamation designating October 2022 as Arts and Humanities Month in
17 Orange County.

18

1 **BACKGROUND:** Each year, the month of October is recognized as National Arts and Humanities
2 Month. This recognition acknowledges the impact of the arts and humanities on civic and human
3 health, as well as the economic impact made by the arts industry on a national and local scale.
4

5 The attached proclamation recognizes October 2022 as Arts and Humanities Month in Orange
6 County.
7

8 Chair Price read the following proclamation:
9

10 **ORANGE COUNTY BOARD OF COMMISSIONERS**

11 **PROCLAMATION**
12 **ARTS AND HUMANITIES MONTH – OCTOBER 2022**
13

14
15 **WHEREAS,** the nation's 120,000 nonprofit arts organizations, the National Endowment for the
16 Arts, the National Endowment for the Humanities, the nation's 4,500 local arts agencies in
17 communities across the country, and the arts and humanities councils of the 50 states and the
18 six jurisdictions and districts of the United States annually have issued official proclamations
19 designating October as National Arts and Humanities Month; and
20

21 **WHEREAS,** cities and states – through their local and state arts agencies representing thousands
22 of cultural organizations – have celebrated the value and importance of culture in the lives of
23 Americans and the health of thriving communities during National Arts and Humanities Month for
24 nearly 30 years; and
25

26 **WHEREAS,** the humanities help diverse communities across the United States explore their
27 history and culture with the support and partnership of the National Endowment for the
28 Humanities, the 50 state and six jurisdiction and district humanities councils, and local educational
29 and cultural institutions; and
30

31 **WHEREAS,** the arts and humanities embody so much of the accumulated wisdom, intellect, and
32 imagination of humankind, and also enhance and enrich the lives of everyone in America; and
33

34 **WHEREAS,** despite significant losses due to the coronavirus pandemic, the creative industries
35 remain among the most vital sectors of the American economy, providing new opportunities for
36 developing cities, creating jobs and economic activity within their own industry and across sectors,
37 and making communities attractive to business development; and
38

39 **WHEREAS,** the nation's arts and culture sector – including nonprofit, commercial and education
40 – is an \$877 billion industry that supports 4.6 million jobs representing 4.2% of the nation's
41 economy, a larger share of the GDP than powerhouse sectors such as agriculture, transportation,
42 and utilities (2020); and
43

44 **WHEREAS,** the nation's arts and culture sector additionally boasts a \$33 billion international trade
45 surplus (2019); and
46

47 **WHEREAS,** the nonprofit arts industry of Orange County has generated \$12.4 million in local and
48 state government revenue and \$130.3 million in economic activity (2015) annually by
49 organizations and audiences – including \$36.6 million of spending beyond the cost of admission
50 on items such as meals, parking, and lodging by arts event attendees – making the arts a vital
51 income source for local businesses;

1 **NOW, THEREFORE**, the Board of County Commissioners of Orange County, North Carolina
 2 does hereby proclaim October 2022 as Arts and Humanities Month in Orange County and calls
 3 upon community members to celebrate and promote the arts and humanities throughout the
 4 region, state and nation, and to participate in sustaining the vibrancy of the arts and humanities
 5 for the betterment of society.

6
 7 This the 18th day of October, 2022.
 8
 9

10 Renee Price, Chair
 11 Orange County Board of
 12 Commissioners
 13

14 A motion was made by Commissioner Bedford, seconded by Commissioner Hamilton, to
 15 approve and authorize the Chair to sign the proclamation recognizing October 2022 as Arts and
 16 Humanities Month in Orange County.
 17

18 **VOTE: UNANIMOUS**
 19

20 Katie Murray, Arts Commission Director, thanked the Commissioners for the proclamation.
 21

22 **c. Orange County Arts Commission One Year Update on Eno Arts Mill**

23 The Board received an update on the Eno Arts Mill project on its one-year anniversary.
 24

25 **BACKGROUND:** The Orange County Arts Commission (OCAC) opened eleven (11) artist
 26 studios occupying 3,000 square feet at the Eno River Mill in March 2020. In May 2021, the OCAC
 27 was granted permission to lease an additional 7,000 square feet of space adjacent to the existing
 28 studios. The combined spaces, referred to as the “Eno Arts Mill,” occupy 10,000 square feet of
 29 space, including a gallery, classroom, seventeen (17) artist studios, a conference room, and the
 30 OCAC offices. The grand opening of the Eno Arts Mill was October 1, 2021. Three hundred
 31 residents attended and enjoyed an “Artist Preview” exhibit of all studio artists as well as open
 32 artist studios, live music, food trucks and more.
 33

34 In the last year, the Eno Arts Mill has already become staple of the Hillsborough community and
 35 Triangle arts community. Through the payment of artists and by drawing visitors to Hillsborough,
 36 the space has made a significant contribution to the local economy, as demonstrated in the chart
 37 below. It has also provided a welcoming and safe place for all types of people to experience the
 38 arts. Several highlights of the first year of programming include:

- 39 • **April 2022:** [*Home? An Artistic Exploration of Affordable Housing in the Triangle.*](#)
 40 This Triangle-wide exhibit was a partnership with the Housing Department and featured
 41 100 works of art by 54 artists, as well as 16 poets who read their selected works during
 42 the exhibit opening. In addition to works focusing on the unaffordable housing market,
 43 many works focused on the COVID-19 pandemic. This powerful show received Triangle-
 44 wide press and introduced many new artists and patrons to the Eno Arts Mill.
- 45 • **July 2022:** *Building Bridges: An Exhibit of Latin-American Artists in the Triangle.* This
 46 Triangle-wide exhibit featured nineteen Latin-American artists. The opening event
 47 featured Grammy-nominated musician Joe Troop with Larry Bellorín as well as Takiri
 48 Mexican dancers.
- 49 • **Diversity and accessibility:** The OCAC believes the studio artists, staff, and leadership
 50 need to reflect the community in order to be a welcoming space for all people. Growing a
 51 diverse group of artist-tenants has been a priority of OCAC, with diversity not only being

1 defined by demographics, but also career level and medium. This intentionality has
 2 resulted in 44% of artist tenants identifying as a member of a marginalized community.
 3 38% of tenants are people of color. The Eno Arts Mill is one of the only accessible art
 4 studios in the Triangle, and in the last year, three studio artists have been wheelchair
 5 users.

- 6 • **New partnerships:** The Eno Arts Mill has allowed the OCAC to forge new relationships
 7 with organizations in the community. The Art Therapy Institute (ATI) established a
 8 Hillsborough office in the Eno Arts Mill and has offered programs including free kids'
 9 activities during our First Fridays openings, and camps and classes taught by ATI staff,
 10 including a LGBTQ Teen Arts Collective. The Mill has provided the Orange County Artists
 11 Guild a home for two annual shows in December and May. In addition, the OCAC has
 12 collaborated with the Housing Department on two exhibits and hosted a departmental
 13 meeting in the gallery.
 14

ENO ARTS MILL FIRST YEAR IMPACT: October, 2021 through September, 2022	
Number of artists paid for work sold, classes, performances, or services	125
Amount paid to artists for work sold, classes, performance, or services	\$48,179
Number of artists exhibited	212
Dollar amount of work sold (Oct-Dec, March-September)	\$18,980
Number of people hosted during First Friday openings	2,400
Number of people hosted for classes	232
Number of youth hosted during Summer Camp 2022	77
Number of youth scholarship recipients during Summer Camp 2022	12 (16%)

15 Katie Murray, Arts Commission Director, introduced the item and gave the following
 16 presentation:
 17

18 Slide #1
 19



1 Slide #2



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Slide #3



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Slide #4



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Katie Murray said they have received good press coverage and positive feedback about the space.

1 Slide #5



2
3 Katie Murray reviewed the different exhibitions that were held at Eno Arts Mill over the
4 previous year.
5
6

6 Slide #6



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9 Slide #7



10

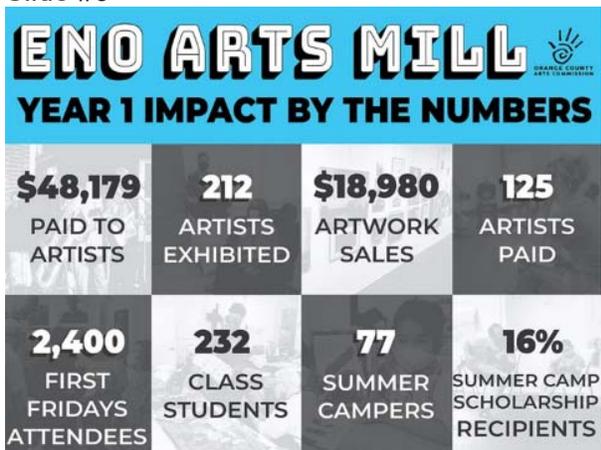
1 Katie Murray said she is very proud of the accessibility and diversity at the mill. She said
 2 44% of tenant artists identify as members of a marginalized community, and it is one of the only
 3 truly accessible arts studios in the Triangle region.

4
 5 Slide #8



6
 7 Katie Murray said they have partnered with Arts Therapy Institute to create a teen arts
 8 collective. She said they partnered with various organizations to highlight community initiatives.
 9

10 Slide #9



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 12
 13 Slide #10



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1 Slide #11



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Katie Murray said she is hopeful that revenues will improve in the next year.

Slide #12



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Slide #13



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11

Chair Price praised Katie Murray's work in the first year of the Eno Arts Mill. She said she is proud of the arts programming in Orange County. She said the arts are integrated into

1 everything Orange County does. She said the proclamation and the presentation will be sent to
 2 Jay Dick at Americans for the Arts.

3 Commissioner Greene asked about the figure of \$130 million in the previous proclamation.
 4 She noted that the figure was seven years old.

5 Katie Murray said that the survey typically takes place every 5 years, but it was delayed
 6 due to the pandemic. She said she will have updated figures next year. She said she feels the
 7 number is still relevant.

8 Commissioner Richards said she was impressed by the commitment to fill gaps in the arts
 9 in the community, as well as the intentional efforts to expand opportunities to participate in the
 10 arts where people are or where they find themselves.

11 Chair Price said she appreciated the idea of having a big tip jar to raise money to support
 12 artists during the pandemic. She also appreciated Katie Murray’s efforts to participate in WRAL’s
 13 Big Night In for the Arts event in conjunction with three other counties.

14 Katie Murray said the Big Night In for the Arts will be held again on March 11, 2023.

15
 16 **d. Orange County Arts Commission 2022-23 Annual Grant Recipients**

17 The Board acknowledged local artists and arts organizations receiving 2022-23 Orange County
 18 Arts Grants.

19
 20 **BACKGROUND:**

21 **Orange County Annual Grants Cycle**

22 The Orange County Arts Commission (OCAC) administers two primary grant programs each year.
 23 The Grassroots Arts Program utilizes state funding to provide support for nonprofit organizations
 24 and schools conducting arts programming. The Artist Project Grant utilizes county funding for
 25 artist-led community projects.

26
 27 A total of \$45,000, typically dispersed to arts agencies through the Outside Agencies Program,
 28 was allocated to the OCAC’s annual Grassroots Arts Program. The purpose of this was to ensure
 29 arts agencies were applying for funding through a program specific to the arts, following the best
 30 practices established by the North Carolina Arts Council.

31
 32 Statistics regarding this year’s grant cycle are noted in the chart below.

TOTAL	
NC Arts Council Funding	\$51,007.00
Orange County Funding`	\$73,800.00
TOTAL AVAILABLE FUNDING	\$124,807.00
Total dollar amount requests	\$154,525
Total grants awarded	36, or 82% of applications
Total applications received	44
Total first-time applicants	13, or 30% of applicants

33
 34
 35 The OCAC grant review and awards process:

- 36
 37 1. The grant application process is open for two months. Two virtual training sessions took
 38 place and the OCAC director was available for one-on-one meetings.
 39 2. After the due date, the OCAC director conducted an initial compliance and eligibility
 40 review. Applications found noncompliant or outside of the grant requirements are
 41 considered disqualified.

- 1 3. Qualified applications are forwarded to members of each review panel for initial review
 2 and scoring. This year's grant panels included the following:
 3 a. Visual Arts: Composed of OCAC Board Members with visual arts expertise, as well
 4 as two visual arts professionals from the community.
 5 b. Performing Arts: Composed of OCAC Board Members with performing arts
 6 expertise, as well as one performing arts professional from the community.
 7 c. Literary Arts: Composed of OCAC Board Members with literary arts expertise.
 8 4. Non-governmental Grassroots Arts Program (GAP) applicants were also evaluated by a
 9 Financial Review Panel who examined submitted financial documents to determine
 10 financial solvency and stability. Factors considered include the ratio of administrative or
 11 fundraising expense in overall budget, as well as a deficit or surplus without explanation
 12 and/or stated plan.
 13 5. Each panel met virtually to evaluate assigned applications. Feedback, first strengths and
 14 then challenges, was offered by panelists, and recorded by OCAC staff. After discussion,
 15 each panelist submitted a score through the online platform for each of the categories
 16 below. After all scores are submitted, the director records the final average score per
 17 applicant.
 18 6. The scoring rubric for this year's grant program was as follows:

19 GRASSROOTS ARTS PROGRAM GRANTS

20 Artistic Merit – 35%

21 Community Impact – 30%

22 Program Management – 15%

23 Financial Review – 10%

24 NC Arts Council Priority of Funding – 10%

25 ARTIST PROJECT GRANTS

26 Artistic Merit – 40%

27 Community Impact – 40%

28 Program Management – 20%

- 29 7. Funding decisions were made at the August 2022 Arts Commission meeting. For the GAP
 30 program, the Commission prioritized organizational requests, high scoring program
 31 requests, and schools. For APG, the Commission approved funding applicants with scores
 32 above 70 at their full request amount.
 33 8. All applicants were notified of the panel's decisions. All declined GAP applicants received
 34 panel feedback; approved GAP and APG applicants could receive feedback upon request.
 35

36 Katie Murray, Arts Commission Director, reviewed the information included in the agenda
 37 abstract.

38 Katie Murray read a list of all the grant recipients and the Commissioners took a photo
 39 with those that were in attendance.
 40

41 **5. Public Hearings**

42 None.
 43

44 **6. Regular Agenda**

45 **a. Schools Safety Task Force – Proposed Charge and Composition**

46 The Board discussed the charge and composition for a Schools Safety Task Force and
 47 established a timeline for completion of the Task Force's work/report/recommendations to the
 48 Board of Commissioners.
 49

50 **BACKGROUND:** The Board of Commissioners previously requested information on how the
 51 County may regulate protests or large gatherings in Orange County. (However, it should be noted

1 that the Board's most recent interest and discussion has focused on school safety as referenced
2 below.)
3

4 The Board initially received information on this subject at its February 1, 2022 Business meeting.
5 At that meeting the Board discussed many aspects of this type of regulation including prohibiting
6 large gatherings on certain public-school properties. The Board further discussed this topic at its
7 May 10, 2022 work session. At that work session, the Board determined parades would not be
8 regulated and provided further direction to the County Attorney for revisions to be brought back
9 to the Board for future consideration. At the June 2, 2022 work session, the Board determined to
10 move forward with an ordinance prohibiting picketing on School Property. At the June 21, 2022
11 Business meeting, the Board determined the ordinance would be brought back at its meeting in
12 October. At its October 3, 2022 Business meeting, the Board deferred consideration of an
13 ordinance and determined it would form a Task Force to consider school safety. The agenda
14 materials for each prior discussion may be viewed at the links above.
15

16 In follow-up, the Board must determine the composition and charge of the proposed Task Force
17 and a timeline within which the Task Force should complete its work. Discussion at the October
18 3, 2022 Business meeting suggested including the Sheriff or designee, the public
19 (parents/guardians and other residents), both school systems, and the three towns as Task Force
20 members. A draft Task Force composition is attached.
21

22 Assuming the Board establishes an application process for public participation, a determination
23 of the general composition and number of members of the Task Force will allow the Clerk's Office
24 to begin soliciting membership applications and should allow for a pool of applicants for the Board
25 to review and make formal appointments, potentially in December 2022. Based on the proposed
26 appointments timeline, the Task Force's first meeting would likely occur in January 2023.
27

28 The Board should also consider and provide direction to staff on potentially securing a facilitator
29 to guide the Task Force's efforts.
30

31 John Roberts, County Attorney, introduced the item.

32 Commissioner Hamilton said this was an opportunity for the Board to look at the issues
33 that led to the consideration of the ordinance as well as other aspects of school safety that could
34 be addressed. She said that she sees this committee as important for that look at making sure
35 students are safe and making sure feedback from the community is included. She said she hopes
36 they can craft something that everyone can get behind. She said this is an important issue and
37 the committee should move ahead with the work.

38 Commissioner McKee asked for clarification on the committee positions that would be
39 available for members of the public.

40 Commissioner Richards said that the proposed composition was a good balance of
41 designated positions as well as positions that members of the public could apply for. She asked
42 about the court system position and what others think about adding it.

43 Commissioner Greene said she did not feel that a position from the court system needed
44 to be added because this is about school safety.

45 Commissioner Bedford asked about including a member of high school student
46 government from each school district.

47 Commissioner Greene supported that suggestion.

48 Commissioner Hamilton supported the suggestion as well, and asked if someone from
49 Human Rights and Relations should also be included.

1 Bonnie Hammersley said that the department is now called the Office of Equity and
2 Inclusion and that staff could attend. She said that it would be appropriate for the similar offices
3 in the school districts to attend.

4 Commissioner Fowler said she agrees with student government representatives.

5 Chair Price asked if it would be one or two from each school district.

6 Commissioner McKee expressed concern that the task force would be heavily weighted
7 towards the schools if four student positions were added.

8 Commissioner Hamilton asked for clarification.

9 Commissioner McKee said two students from each school district would be eight
10 representatives. He said that he prefers one from each school. He said that the commissioners
11 would appoint 6 of the positions on the task force. He felt that it would be a fairer weighting of the
12 positions.

13 Commissioner Fowler suggested one student and an alternate in case the student could
14 not attend a meeting.

15 Commissioner Hamilton said that having students could provide a diversity of views on
16 the task force.

17 Commissioner McKee said that this commission will only be appointing six positions
18 because the schools will select their representatives.

19 Commissioner Greene said she understood Commissioner McKee's concerns.

20 Commissioner Richards said that student views are very important and that often their
21 voices are not heard. She felt that having two students from each district were important.

22 Commissioner Bedford suggested adding an At-Large appointment to give a broader
23 community base.

24 Commissioner McKee said that the shooting task force had only 8-10 members and was
25 not weighted toward any group. He said this would have four students and four school
26 representatives and being that this request came from the schools, it would be heavily weighted
27 toward the schools. He said that having a lot of members gets unwieldy. He said that having a
28 large group can create an environment where coalitions form.

29 Chair Price said that students from both districts would represent diversity in voices.

30 Commissioner McKee said he would not suggest making the task force smaller than what
31 is proposed. He said he is concerned about the task force getting too large.

32 Commissioner Hamilton asked if the Board would consider holding the conversation on
33 the composition until a charge is created. She said the charge could inform the composition of
34 the task force.

35 Commissioner Bedford said that there might not be recommendations but hopefully so.

36 Commissioner Hamilton said the task force will follow that they will make an agreement
37 on the recommendation based on their guidelines about how decisions were made.

38 Chair Price asked if representatives from the Office of Equity and Inclusion or Juvenile
39 Courts were needed on the task force.

40 The Board agreed by consensus that representation from those departments was not
41 needed.

42 Chair Price noted that they do not have a draft charge. She asked if rather than trying to
43 compose it at the meeting, if two commissioners would like to draft it.

44 Commissioner Hamilton and Commissioner McKee said they would work together to draft
45 a charge and come back at a later meeting for the Board to vote on.

46 Commissioner Richards asked for information about the timeline. She said she would
47 want to see recommendations by the end of the current school year.

48 Commissioner Bedford said she would want there to be a facilitator
49

1 A motion was made by Commissioner Bedford, seconded by Commissioner Fowler, for
 2 Commissioners Hamilton and Commissioner McKee to create a draft charge for review by the
 3 Board on November 15, 2022.

4
 5 **VOTE: UNANIMOUS**

6
 7 A motion was made by Commissioner Bedford, seconded by Commissioner McKee, to
 8 appoint a facilitator to lead the Schools Safety Task Force.

9
 10 **VOTE: UNANIMOUS**

11
 12 **b. Consulting Services Award to Blue Strike Environmental Consulting for the Orange**
 13 **County Climate Action Plan and Approval of Budget Amendment #2-A**

14 The Board approved a Professional Services contract with Blue Strike Environmental Consulting
 15 for the preparation of an Orange County Climate Action Plan, and to approve Budget Amendment
 16 #2-A.

17
 18 **BACKGROUND:** As part of the County's, on-going efforts to accelerate climate change mitigation
 19 actions in Orange County, a Request for Qualifications (RFQ) was issued to identify a consultant
 20 to help lead the climate action planning process. An evaluation review committee consisting of the
 21 Director of Asset Management Services, the Director of the Environment, Agriculture, Parks and
 22 Recreation, the Deputy Financial Services Director, the Sustainability Programs Manager, and a
 23 member from the Commission for the Environment evaluated Blue Strike's proposal. The group
 24 unanimously recommend Blue Strike Environmental Consulting to develop the County's climate
 25 action plan.

26
 27 Blue Strike Environmental has helped develop over 100 climate action plans and has local
 28 experience including a recently completed Renewable Energy Plan for Durham County, a Climate
 29 Action Plan for Research Triangle Institute, and a Solar Energy Development Evaluation for
 30 Chapel Hill Transit. The evaluation committee contacted both local and out of state references
 31 and was very impressed with the feedback received. Blue Strike Consulting demonstrated the
 32 desired knowledge, innovation, and proven track record of working with local governments that
 33 the review committee was looking for.

34
 35 The Climate Action Plan will lay the foundation and identify the specific strategies that will help
 36 the County meet the climate change mitigation goals set by the Board in recent years:

- 37
- 38 • Reduce greenhouse gas emissions community-wide by 26 percent by 2025 (from 2005
 levels).
 - 39 • Transition to a 100% renewable energy-based economy by 2050.

40
 41 Key elements of Blue Strike Environmental Consulting's proposal include:

- 42
- 43 • project coordination
 - 44 • an updated Greenhouse Gas inventory
 - 45 • a robust community/stakeholder engagement process
 - 46 • review and synthesis of Town climate action plans
 - 47 • identification of specific climate actions
 - 48 • methodology for implementation, evaluation and updating, and
 - 49 • presentation of draft and final climate action plans.

1 In addition, Blue Strike Consulting will also provide a comprehensive funding plan linked to climate
 2 action plan strategies and design a climate action plan dashboard displaying benchmarks, targets,
 3 progress, and key successes related to the plan’s implementation for the County’s website.
 4

5 The plan is recommended to be funded with Budget Amendment #2-A appropriating fund balance
 6 to be transferred to the County Capital Fund. This will create the following Capital Project
 7 Ordinance:

Orange County Climate Action Plan (\$115,480) - Project # 10084

Revenues for this project:

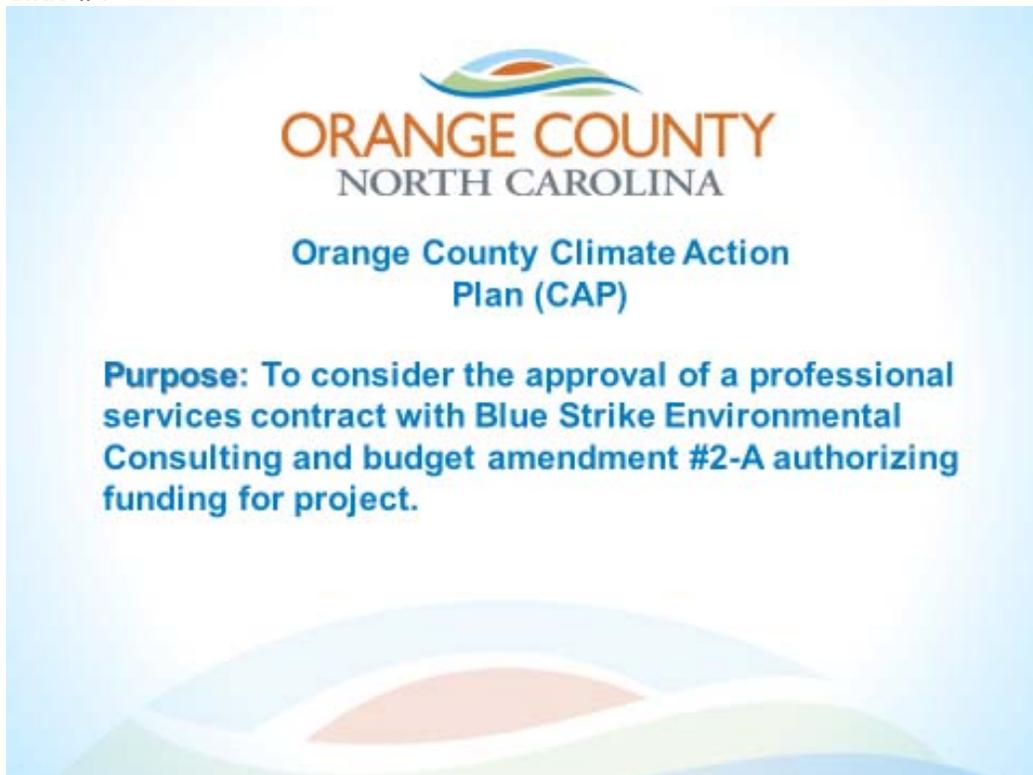
	Current FY 2022-23	FY 2022-23 Amendment	FY 2022-23 Revised
Transfer from General Fund	\$0	\$115,480	\$115,480
Total Project Funding	\$0	\$115,480	\$115,480

Appropriated for this project:

	Current FY 2022-23	FY 2022-23 Amendment	FY 2022-23 Revised
Climate Action Plan Expenditures	\$0	\$115,480	\$115,480
Total Costs	\$0	\$115,480	\$115,480

8
 9 Steve Arndt, Asset Management Services Director, made the following presentation:
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 11

Slide #1



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 14

1 Slide #2

The CAP will provide the “road map” (specific strategies and funding needed) to help achieve climate resolutions passed by the Board in recent years:

- **2017:**
 - Uphold the Paris Climate Agreement to reduce greenhouse gas emissions between 26 and 28 percent by 2025 from 2005 levels
 - Transition to a 100% renewable energy based economy by 2050
- **2018:**
 - Became a signatory to the **Global Covenant of Mayors Climate and Energy Alliance** which calls for a climate action plan to be created and implemented.

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Slide #3

Climate Action Planning Steps:

- Submitted CAP RFQ May 2022
- Evaluation team reviewed proposals (internal staff and CFE representative)
- References checked
- Unanimous decision to select Blue Strike Environmental Consulting to lead CAP process
- Cost proposal and timeline received from Blue Strike Environmental
- Performance service contract drafted
- Board approval and authorization

5
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Steve Arndt said these steps have already occurred.

Slide #4

Key Components of Climate Action Plan

- *Equity and social justice integrated throughout*
- Visioning and Goals
- Updated GHG Inventory
- Review and synthesis of Town CAPs and existing Orange County plans, policies and programs
- Stakeholder/Community Engagement (virtual, surveys, in person and community outreach)
- Development of strategies, methodology for implementation and evaluation
- Presentation of draft Climate Action Plan
- Detailed funding plan and climate action dashboard
- Final Climate Action Plan presentation and adoption



9

1 Slide #5

Blue Strike Consulting Services:

- Woman owned business
- Over 100 climate action plans for local government, universities, and businesses
- Local work performed for Durham County, Research Triangle Institute and Town of Chapel Hill
- Excellent references and thoroughly researched proposal

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Slide #6

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Commissioner Richards asked for clarification on if the county has a climate action plan.

Steve Arndt confirmed the county does not have a climate action plan.

Commissioner Richards asked if the one-year time frame was suggested by the consultant.

Steve Arndt said that it will take that long to develop it and that staff is comfortable with that timeline.

Commissioner Richards said she liked that all the different goals would be synthesized into one plan.

Steve Arndt said the consultant would also incorporate the climate action plans of Chapel Hill and Carrboro.

Commissioner Richards asked him how he would respond to some of the comments that the plan would be boilerplate.

Bonnie Hammersley said that there will be strong community engagement in the development of the climate action plan. She said that Amy Eckberg, the Sustainability Manager, would work with the Manager's office and there is sentiment sometimes when outside experts are

1 chosen but the expertise is necessary. She said the community engagement part will take a
2 significant amount of time.

3 Commissioner Richards said that will be very important and said that Bonnie
4 Hammersley's response addressed her concerns.

5 Bonnie Hammersley said that after the commitment in 2018, there was change in
6 leadership in positions and that is why it never took off.

7 Steve Arndt said there is a proposed schedule of community engagement in the packet
8 and a lot of work will occur.

9 Commissioner Fowler said she felt there was a good middle ground with the proposed
10 contract. She said that starting from scratch can result in a more extensive and expensive
11 process. She said she liked that there would be a dashboard to help the community follow the
12 county's progress. She said that this does not reinvent the wheel, but it does include the
13 community and the county's specific goals.

14 Commissioner Hamilton seconded the importance of the dashboard. She suggested that
15 this also be coordinated with the capital needs task force and strategic plan to meet the goals.

16 Commissioner McKee said that he supported the proposal. He said there was one line in
17 the abstract that gave him pause: "Transition to a 100% renewable energy based economy by
18 2050."

19 Chair Price said that was in a resolution that was previously passed by the Board.

20 Commissioner McKee said that to get to 100% renewable energy would be impossible
21 without the entire country going there. He said that would mean scrapping every fuel-using
22 machine. He said that he was comfortable with working towards a renewable energy-based
23 economy because he does not think it is possible to achieve 100% by 2050.

24 Chair Price said that Mr. Arndt is taking notes and that he can relay that.

25 Bonnie Hammersley said that is saying the plan will identify specific strategies that will
26 help and is included because of what the Board adopted previously.

27 Chair Price said that Steve Arndt was taking notes and would relay this information to the
28 consultant.

29 Commissioner Bedford said it would be helpful for the consultant to advise the county on
30 what is realistic to achieve. She said it was important for county departments to participate with
31 the consultant on the plan.

32 Bonnie Hammersley said there was an internal oversight group for the climate action plan.

33 Commissioner Greene said that she would like an update on the goal: "Reduce
34 greenhouse gas emissions community-wide by 26 percent by 2025 (from 2005 levels)."

35 Steve Arndt said he would provide an update to the Board.

36 Commissioner Hamilton said it would be helpful to have an explanation of why and when
37 decisions were made regarding county goals.

38 Bonnie Hammersley said she would provide the information
39

40 A motion was made by Commissioner Greene, seconded by Commissioner Fowler, to
41 approve and authorize the Manager to sign a professional services contract with Blue Strike
42 Environmental Consulting to develop the Orange County Climate Action Plan, and approve
43 Budget Amendment #2-A appropriating \$115,480 in fund balance to be transferred to the County
44 Capital Fund.

45
46 **VOTE: UNANIMOUS**
47
48

1 **c. Community Home Trust Discussion**

2 This item was added at the beginning of the meeting

3
4 Chair Price said that Kimberley Sanchez of Community Home Trust requested the creation
5 of a committee of elected officials from the county and towns to advise the organization. She said
6 there would be no more than two individuals from each jurisdiction. She said the first meeting is
7 the upcoming Friday.

8 Commissioner Bedford asked if it was possible to send a staff member to the meeting
9 rather than elected officials.

10 Commissioner Greene said she thought it was important to have elected officials on the
11 committee.

12 Chair Price asked if there is anyone else from the county on the board.

13 Commissioner Greene said no.

14 Commissioner Richards said that previously, they were informed that they could not
15 influence decisions. She said she does not understand what this committee would provide.

16 Commissioner Greene said that they saw this committee as a liaison between Community
17 Home Trust and the elected leaders.

18 Chair Price said that Community Home Trust wants to keep the connection with elected
19 officials.

20 Commissioner McKee said he previously sat on the Community Home Trust board. He
21 said he would not support the proposal, because the elected officials would not have a voice. He
22 said that he has an issue with an organization that the county funds does not follow the rules that
23 the county has to follow. He said he does not support sending any representative to a board
24 where they have any position other than a voting position.

25 Commissioner Bedford said the county funds a lot of non-profits at a significant amount.
26 She said she was not in favor, unless she could be persuaded that it is important enough that it
27 needs a commissioner on the board.

28 Chair Price said they cannot be on the Board due to state law.

29 Commissioner Bedford said that if we wanted to have a performance management
30 agreement that the County Manager could take care of that.

31 Commissioner Greene said that being a voted member of a non-profit board does create
32 a conflict and she understands the purpose of the recent state law. She said that the Community
33 Home Trust was created by the Chapel Hill Town Council and when the council started to
34 formalize its inclusionary zoning program they brought in the Home Trust. She said they really
35 were an arm of Chapel Hill, but they have started to be the organization for the entire county and
36 would like to have an impact in the county.

37
38 A motion was made by Commissioner McKee, seconded by Commissioner Richards, that
39 the Board of Commissioners not appoint any representatives for participation in the committee.

40
41 **VOTE: Ayes, 5 (Commissioners Bedford, Fowler, Hamilton, McKee, and Richards)**
42 **Nays, 2 (Chair Price and Commissioner Greene)**

43
44 **MOTION PASSES 5-2**

45
46 **7. Reports**

47 None.

48
49 **8. Consent Agenda**

- 50
51
 - Removal of Any Items from Consent Agenda

1
2 The Board removed item 8-g at the beginning of the meeting.

- 3
4 • Approval of Remaining Consent Agenda
5 • Discussion and Approval of the Items Removed from the Consent Agenda
6

7 A motion was made by Commissioner McKee, seconded by Commissioner Hamilton, to
8 approve the consent agenda with the exception of item 8-g.
9

10 **VOTE: UNANIMOUS**

11
12 **a. Minutes**

13 The Board approved the draft minutes for the September 13, 2022 Work Session and
14 September 20, 2022 Business Meeting.

15 **b. Fiscal Year 2022-23 Budget Amendment #2**

16 The Board approved budget, grant, and capital project ordinance amendments for Fiscal Year
17 2022-23.

18 **c. Amendment to the 2020 Eno Haw Regional Hazard Mitigation Plan**

19 The Board approved a resolution amending the 2020 Eno Haw Regional Hazard Mitigation
20 Plan.

21 **d. Orange County Vision Zero Policy and Complete Street Policy**

22 The Board approved resolutions adopting the Orange County Vision Zero Policy and Complete
23 Street Policy.

24 **e. Amendments to the OUTBoard Rules and Procedures**

25 The Board approved the amended Orange Unified Transportation Board (OUTBoard) Rules and
26 Procedures addressing quorum and other house-keeping updates.

27 **f. Resolution of Intent to Update Orange County's Comprehensive Land Use Plan**

28 The Board adopted a resolution of intent to update the Orange County's Comprehensive Land
29 Use Plan in order to maintain compliance with North Carolina General Statute (NCGS) 160D
30 Article 5.

31 **g. Approval of the Assistance Policy and the Procurement and Disbursement Policy for**
32 **the 2022 North Carolina Housing Finance Agency (NCHFA) Urgent Repair Program**
33 **(URP22)**

34 The Board authorized the County Manager to sign the updated URP22 Assistance Policy, and
35 the Procurement and Disbursement Policy (no revisions from previous approved Policy).

36 **h. Inspection Period Extension for the Executed Lease Agreement with Well Dot, Inc.**

37 The Board extended the 120-day inspection period contained in the lease agreement between
38 the County and Well Dot, Inc. by 45 days to accommodate additional groundwater testing.
39

40 **9. County Manager's Report**

41 Bonnie Hammersley reviewed the projected agenda items for the October 25, 2022 Joint
42 Meeting with the Fire Chiefs as well as the agenda for the following work session. She also said
43 that Thursday October 20 is the service awards for county employees. She reviewed the
44 Mountains to Sea Trail report is included in the information items. She said that both school
45 districts' grant applications were rejected for the Needs-Based Public School Capital Fund Grant
46 Application.
47

48 **10. County Attorney's Report**

49 John Roberts had no report.
50

51 **11. *Appointments**

1 None.

2
3 **12. Information Items**

- 4 • October 3, 2022 BOCC Meeting Follow-up Actions List
- 5 • Memorandum - Proposed Unified Development Ordinance Amendment to Remove the
- 6 Final Plat Signature Plat Acknowledging Compliance with the Schools Adequate Public
- 7 Facilities Ordinance (SAPFO)
- 8 • Memorandum - NC Mountains to Sea Trail Progress Report
- 9 • Memorandum - Update on the Needs-Based Public School Capital Fund Grant Application

10
11 **13. Closed Session**

12 A motion was made by Commissioner Fowler, seconded by Commissioner Greene, to

13 enter into closed session at 8:50 p.m. pursuant to North Carolina General Statute § 143-

14 318.11(a)(9) "to discuss and take action regarding plans to protect public safety as it relates to

15 existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or

16 law enforcement or emergency service officials concerning actions taken or to be taken to

17 respond to such activity," and pursuant to North Carolina General Statute § 143-318.11(a)(4) "to

18 discuss matters related to the location or expansion of industries or other businesses in the area

19 served by the public body, including agreement on a tentative list of economic development

20 incentives that may be offered by the public body in negotiations," and for the approval of closed

21 session minutes.

22
23 **VOTE: UNANIMOUS**

24

25 A motion was made by Commissioner Greene and seconded by Commissioner Hamilton

26 to reconvene into regular session at 9:52 p.m.

27
28 **VOTE: UNANIMOUS**

29
30 **14. Adjournment**

31 A motion was made by Commissioner McKee and seconded by Commissioner Bedford to

32 adjourn the meeting at 9:52 p.m.

33
34
35 **VOTE: UNANIMOUS**

36
37
38 Renee Price, Chair

39
40
41 Laura Jensen
42 Clerk to the Board

43
44 Submitted for approval by Laura Jensen, Clerk to the Board.
45

1 DRAFT

2 **MINUTES**
3 **ORANGE COUNTY**
4 **BOARD OF COMMISSIONERS**
5 **JOINT MEETING WITH THE ORANGE COUNTY**
6 **CHIEF'S ASSOCIATION AND WORK SESSION**
7 **October 25, 2022**
8 **7:00 p.m.**

9 The Orange County Board of Commissioners met for a joint meeting with the Orange County
10 Chiefs' Association followed by a work session on Tuesday, October 25, 2022 at 7:00 p.m. at
11 the Whitted Human Services Center in Hillsborough, NC.

12
13 **COUNTY COMMISSIONERS PRESENT:** Chair Renee Price, Vice Chair Jamezetta Bedford,
14 and Commissioners Amy Fowler, Sally Greene, Jean Hamilton, and Earl McKee

15 **COUNTY COMMISSIONERS ABSENT:** Commissioner Anna Richards

16 **COUNTY ATTORNEYS PRESENT:** John Roberts

17 **COUNTY STAFF PRESENT:** County Manager Bonnie Hammersley, Deputy County Manager
18 Travis Myren, and Clerk to the Board Laura Jensen. (All other staff members will be identified
19 appropriately below)

20 **ORANGE COUNTY CHIEFS' ASSOCIATION MEMBERS PRESENT:** Chief Keith Hayes, Chief
21 Kevin Brooks, Chief Jamal Phillip Nasser, Chief Matthew Mauzy, Ryan Campbell (on behalf of
22 Chief Brad Allison), Chief Ricky Baker, Chief Charles Bowden, Chief Jeff Borland, Chief Jeff
23 Cabe,

24 **ORANGE COUNTY CHIEFS' ASSOCIATION MEMBERS ABSENT:** Chief Brad Allison, Chief
25 Will Potter, Chief Vence Harris, Chief Bob Louis, Chief John Stroud

26
27 Chair Price called the meeting to order at 7:00 p.m. All Commissioners were present
28 except Commissioner Richards.

29
30 **1. Highlights of Services Provided and Challenges Faced During Hurricane Ian**

31 The departments will provide an update on the services provided by the fire departments and an
32 overview of some of the challenges they faced during the recent impacts from Hurricane Ian.

33
34 Chief Keith Hayes gave the following PowerPoint presentation:

35 Slide #1



1 Slide #2

Agenda

1. Highlights of Services Provided
 - Staffing Model (some staffing is now 24 hours)
 - Equipment (some new equipment not represented in totals)
 - Call Volume (fiscal year)
2. Updated ISO Ratings
3. Ian Impacts: Fire Services
4. Special Operations Team Update
5. Budget Planning Concerns
6. Staffing
7. AARP Funding Update

2


2
3
4

Slide #3

South Orange Rescue

- Chief Mathew Mauzy
- Responds County Wide for Rope Rescue as well as Statewide for Missing Person Land Search and Swiftwater/Flood Rescue
- Volunteer Staffing
- One Station
- Equipment
 - Three Motorized Boats & Four Paddle Craft
 - One Patient Transport UTV
 - Three BLS Ambulances
 - Two Technical Rescue Trucks
 - One Incident Rehab Unit
- Averaging 1,250 calls per year

3


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8

Chief Matthew Mauzy reviewed the information on the slide above.

1 Slide #4



Fire District: Efland

ISO 3

- Chief Kevin Brooks
- Combination Staffing Model
- Three Stations
- Equipment
 - Four engines
 - Three tankers
 - One brush truck
 - Two First Response Vehicles
- Averaging 550 calls per year

4

2
3
4
5 Chief Kevin Brooks reviewed the information on the slide above.

5 Slide #5



Fire District: Orange Rural

ISO 5

- Chief Jeff Cabe
- Combination Staffing Model
- Three Stations
- Equipment

Four Engines	Two First Responder Vehicles
Three Tankers	One UTV
One Aerial Platform	One Boat
One Heavy Rescue	
- Averaging 1,950 calls per year

5

6
7
8
9
10 Chief Jeff Cabe reviewed the information on the slide above. He said that a fourth station will open mid-January and it will be an EMS and Fire Station. He said that will be in the Waterstone development.

1 Slide #6

Fire District: Eno



- Chief Keith Hayes
- Combination Staffing Model
- Two Stations
- Equipment

Three Engines	One UTV
Three Tankers	Two Boats
One Brush Truck	One Squad Truck
- Averaging 716 calls per year



6

2
3
4
5 Chief Keith Hayes reviewed the information on the slide above.

Slide #7

Fire District: New Hope



- Chief Charles Bowden
- Combination Staffing Model
- Two Stations
- Equipment

Three Engines	One UTV
Two Tankers	One Squad Truck
One Brush Truck	
- Averaging 600 calls per year



7

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7
8
9 Chief Charles Bowden reviewed the information on the slide above.

1 Slide #8

Fire District: Orange Grove



- Chief Ricky Baker
- Combination Staffing Model
- Three Stations
- Equipment

Three Engines	One Rescue/Engine Truck
Three Tankers	Two First Responder Vehicles
One Brush Truck	One Boat
- Averaging 375 calls per year

8



2
3
4
5 Chief Ricky Baker reviewed the information on the slide above.

Slide #9

Fire District: Cedar Grove



- Chief Jeff Borland
- Combination Staffing Model
- Two Stations
- Equipment

Two Engines	One Squad Truck
Two Tankers	
Two Brush Trucks	
- Averaging 250 calls per year

9



6
7
8
9 Chief Jeff Borland reviewed the information on the slide above.

1 Slide #10

Fire District: Caldwell 

- Chief Brad Allison
- All Volunteer
- Two Stations
- Equipment

Three Engines	One First Responder Vehicle
One Tankers	
One Brush Truck	
- Averaging 450 calls per year

10 

2
3 A representative from the Caldwell Fire District reviewed the information on the slide
4 above on behalf of Chief Brad Allison.

5
6 Slide #11

Fire District: White Cross 

- Chief Phillip Nasserri
- Combination Staffing Model
- Two Stations
- Equipment

Three Engines	Two First Responder Vehicles
Two Tankers	One Heavy Rescue
One Brush Truck	Three Boats
- Averaging 315 calls per year

11 

7
8 Chief Phillip Nasserri reviewed the information on the slide above. He said they provide
9 various rescue services and they will probably have 350-400 calls this year.
10

1 Slide #12

Fire District: Carrboro 

- Interim Chief Will Potter (Carrboro Fire & Rescue)
- Fully Paid Staffing
- Two Stations
- Equipment

Three Engines	One Aerial Platform
One Tanker (2021-40 Delivery)	One Battalion Chief
One Brush Truck	
- Averaging 1,500 calls per year

12 

2
3 Chief Keith Hayes reviewed the information on the slide above on behalf of Chief Will
4 Potter.

5
6 Slide #13

Fire District: Chapel Hill 

- Chief Vence Harris (Chapel Hill Fire & Rescue)
- Fully Paid Staffing
- Five Stations
- Equipment

Four Engines	Two Battalion Chiefs
One Aerial Platform	One Heavy Rescue
One Aerial Ladder	Two Boats, One UTV
- Averaging 4,900 calls per year

13 

7
8 Chief Keith Hayes reviewed the information on the slide above on behalf of Chief Vence
9 Harris.

10

1 Slide #14

Fire District: Mebane 

- Chief Bob Louis (Mebane Fire & Rescue)
- Combination Staffing
- Three Stations
- Equipment

Four Engines	One Tanker
One Aerial Platform	One Heavy Rescue
Two Brush Trucks	One UTV
- Averaging 3,000 calls per year

14 

2
3 Chief Keith Hayes reviewed the information on the slide above on behalf of Chief Bob
4 Louis.

5
6 Slide #15

Fire District: North Chatham 

- Chief John Strowd (North Chatham Fire & Rescue)
- Combination Staffing
- Seven Stations
- Equipment

Eight Engines	Seven Tankers
Two Aerial Platforms	Two Heavy Rescues
One Brush Truck	Eight Boats, One UTV
- Averaging 2,000 calls per year

15 

7
8 Chief Keith Hayes reviewed the information on the slide above on behalf of Chief John
9 Strowd.

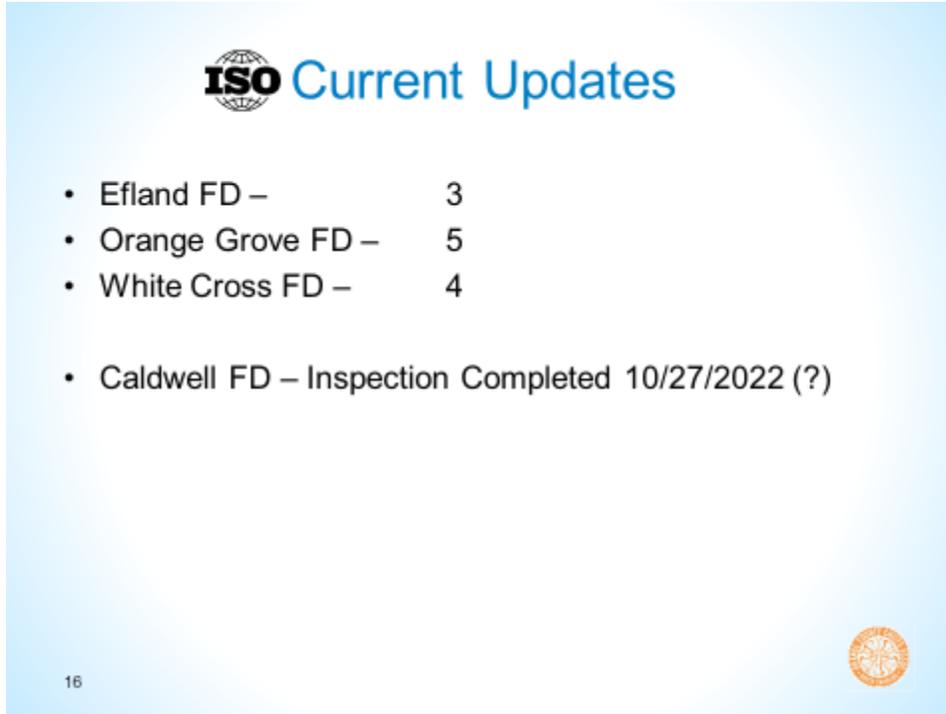
10

1 **2. Training – ISO Ratings** (County-Wide Public Safety Training Facility Needs, Logistics, and
2 Cost Analysis)

3 The departments will provide an update on recent changes to departmental ISO ratings and
4 discuss the continuing need for a public safety training facility.

5

6 Slide #16



ISO Current Updates

- Efland FD – 3
- Orange Grove FD – 5
- White Cross FD – 4
- Caldwell FD – Inspection Completed 10/27/2022 (?)

16

7

8 Chief Jeff Cabe said that all departments in the county have been inspected for ISO
9 ratings within the last 10 years. He was asked to explain the ISO rankings. He said that if you
10 have a residential insurance policy there is a risk factor score assigned to you based on where
11 you are in regards to a fire station and fire safety infrastructure or water sources. He said the
12 Department of Insurance comes in and tests the department, including the 911 center. He said
13 they also grade the water system and how much water is available at a particular property. He
14 said they have tanker trucks to haul water into the rural districts. He said they look at many factors
15 and those components go into the insurance system and that produces the risk factor. He said
16 that the risk factor controls the premium for home and business insurance. He said a 1 is the best
17 and a 10 means the property is unprotected. He said Efland has the highest ISO rating in the
18 county at 3. He said that Efland's rating is a testament to the hardwork of the people that are in
19 this room. He said there is also another test called the Class Nine that the state still uses to rate
20 and that unfortunately, those two tests sometimes disagree with one another. He said that
21 requires them to meet multiple checklists. He said the departments in Orange County are in a
22 good place with the fire taxes and the insurance premiums.

23 Chair Price said since she has been on the Board, some areas have improved.

24 Chief Jeff Cabe said that insurance carriers say there is no difference between a 1 and 5
25 for a standard single family home.

26 Chief Nasserri said since 2005, every department has improved to at least a 7 or better.
27 He said every cycle, departments have maintained or improved scores for residents. He said the
28 benchmarks on the tests are constantly changing as well.

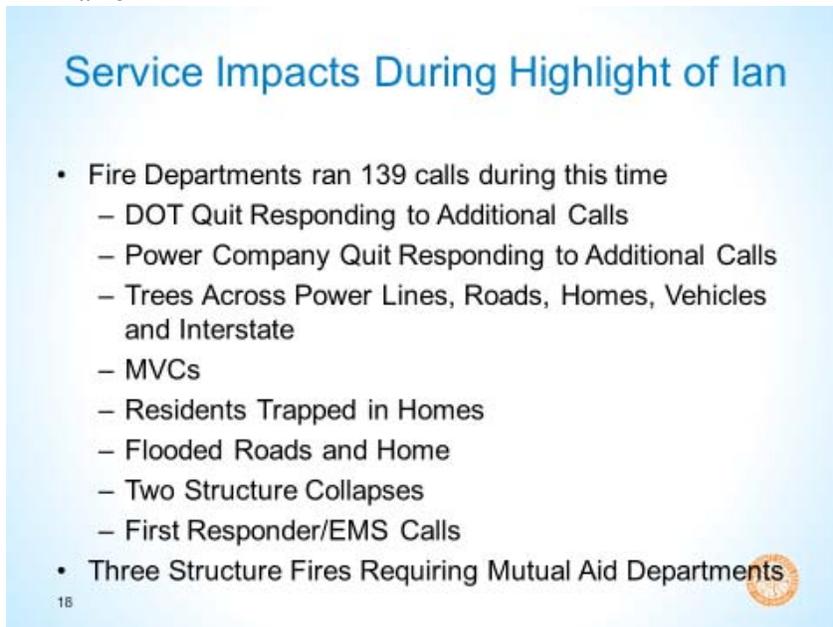
1 Commissioner McKee said it's imperative that all requirements are met because the state
 2 is very serious on this. He said that if you don't maintain practices, ISO ratings can go back up
 3 and then the residents will see a difference in their premiums.

4 Chief Jeff Cabe also said falsifying documents is insurance fraud.

5
 6 Slide #17



7
 8
 9 Slide #18



10 Chief Keith Hayes said these numbers include all departments except Chapel Hill Fire
 11 Department. He summarized the information on the slide above. He compared the 139 calls in a
 12 three hour period during a storm to an average of 33 calls in a normal day.
 13
 14
 15

1 Slide #19



2
3 Chief Keith Hayes said all departments worked very well together to get the job done.

4
5 **3. Special Operations Team Updates and Expansion** (Large Animal Rescue and Future Responses)

6
7 The departments will provide an update on the status of the Orange County Special Operations Team and the addition of adding large animal technical rescue capabilities.

8
9
10 Slide #20



11
12 Chief Jeff Cabe said the Special Operations Team have members from every department.
13 He said they train on various rescue methods including trench, large animals, and swift water
14 rescues. He said some time in the spring there will be classes on large animal rescue. He said
15 the trench team equipment will be used as a start. He said that by making it a collaborative effort
16 between all fire departments, there are always people available and that provides a better service
17 to the citizens. He said the only one left is HAZMAT and they have not yet figured out how to have
18 a hazardous materials response.

19 Commissioner Fowler asked where the closest HAZMAT team is.

20 Chief Jeff Cabe said Engine 13 in Durham. He said that is on Miami Boulevard and the
21 State Emergency Management has a response team as well but they need to figure out a way to
22 address hazardous materials.

23 Commissioner Bedford asked what the needs are for large animal rescue.

1 Chief Jeff Cabe said they often are stuck in mud, which creates a suction, or fall through
 2 a sink hole. He said that cows get stuck in the mud in the summer. He said there are also horse
 3 carriers on the interstate.

4 Chief Nasserri said there are also llamas and alpacas so it is widely encompassing.

5 Kirby Saunders, Emergency Services Director said it all comes back to safety. He said
 6 while they are all animal lovers, it's really about helping people who would otherwise put
 7 themselves in harm's way to try to save the animal themselves. He said these are low frequency,
 8 but extremely high risk situations. He said this is an efficient and professional approach to share
 9 this effort and expertise.

10 Chief Jeff Cabe said one of the hardest things we do is look around the world and try to
 11 prepare to solve it in Orange County.

12 Commissioner McKee congratulated the departments and commended them on the
 13 increase in collaboration between the departments. He said he thinks the trench team is going to
 14 be more and more critical. He said that he watched a 200 x 11 trench cave in on itself. He said
 15 there was no one in it and it became obvious that it was unstable and then the wall just shelled
 16 off.

17 Chief Jeff Cabe said the land that can be built upon in Orange County is becoming less
 18 available, so there will be development on land that there otherwise would not have been and that
 19 may increase the need for trench rescues.

20 Commissioner McKee said there is no way to know because it went from stable material
 21 to unstable material pretty quickly. He said that a contractor would ignore the 5ft rule until a
 22 supervisor or inspector showed up. He said that those people were in jeopardy during that time.

23 Chief Nasserri said awhile back there were discussions about an RFP for a training facility,
 24 but now they have a grant they are still using. He said it would be nice to revisit that at some point
 25 but that the facility could be pushed back.

26 Elizabeth Farnan, Fire Marshal, said that Orange Rural had a building they were using in
 27 Hillsbrough that was shared with several law enforcement as well. She said that it was good, but
 28 wasn't permitted for that use, so they could no longer use it as the building became more
 29 dangerous. She said she hopes they revisit doing a training facility because it is very much
 30 needed. She said they have nowhere to train and not being able to use the building took away a
 31 lot of training from the whole emergency response system in the county.

32 **4. Budget Planning** – Vehicle and Equipment Delays and Inflation

33 The departments will provide an overview of vehicle and equipment delays as well as budget
 34 impacts resulting from inflation.

35
 36
 37 Slide #21

Budget Planning Concerns

- Unexpected rising costs of fuel, station goods, and supplies
- Supply chain issues
- Delays in receiving truck/equipment requests due to inflation and costs

1 Chief Keith Hayes reviewed the information on slide #21. He said that it is hard to pay for
2 all of the things they need with inflation and funding has not increased.

3 Kirby Saunders said for EMS, they also got indicators that they would have to wait to get
4 an ambulance due to supply change issues. He said they expected a lot of issues and delays and
5 those are expected to continue. He said that in the first quarter, the medical supply costs are
6 already at 41% of budget due to inflation.

7 Chief Keith Hayes said they have ordered equipment ahead of time so hopefully there will
8 not be delays when their new truck finally arrives. He said for example, there was a 3 month delay
9 on fire boots, which isn't something you can just get anywhere.

10 Chief Jeff Cabe said he was told gear is on a replacement cycle and if they wanted it in
11 the next year, then they would need to order it now. He said there will be a gap when he does not
12 have up to date gear.

13 Chief Kevin Brooks asked what the delay time was.

14 Chief Keith Hayes said he was told one year.

15 Chief Keith Hayes said the Board may see higher requests because they can't say no
16 when they receive calls but they are running into affordability issues.

17
18 **5. Staffing** – Overview of Shortages (Discussion on Recruitment, Retention, and Increasing
19 Diversity in the Departments)

20 The departments will provide an overview of current staffing challenges and a discuss recruitment,
21 retention, and increasing diversity within the fire departments.

22
23 Slide #22

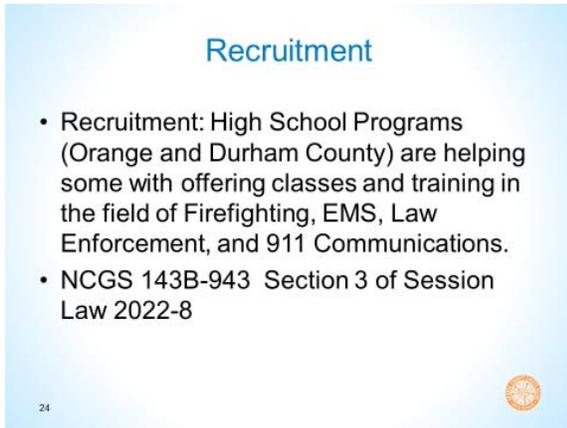


24
25
26 Slide #23



27
28 Chief Keith Hayes reviewed the information on the slide above.

1 Slide #24

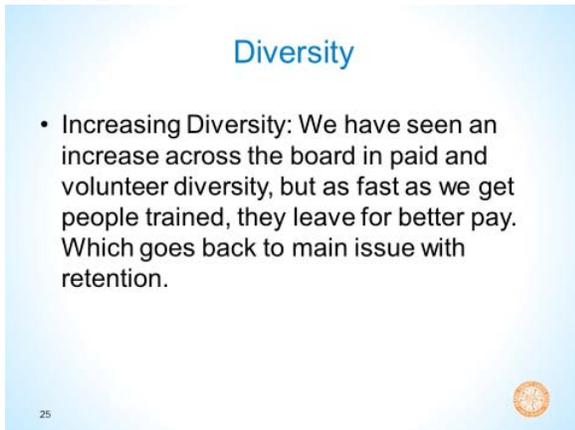


2
3 Chief Keith Hayes reviewed the information on the slide above. He said the cited law is hurting
4 when it comes to volunteers. He said this law will make a new volunteer wait.

5 Chief Nasserri said the state passed a law that all volunteers must do a full fingerprint
6 background through the SBI and it is time consuming and there's a delay. He said that they get
7 their finger prints and then it could be 8-10 weeks to get the information back. He said he does
8 not know the advantages because they are already doing background checks.

9 Chief Jeff Cabe said SBI has to do the finger print card and it costs \$38 per person.

10
11 Slide #25



12
13
14 Slide #26



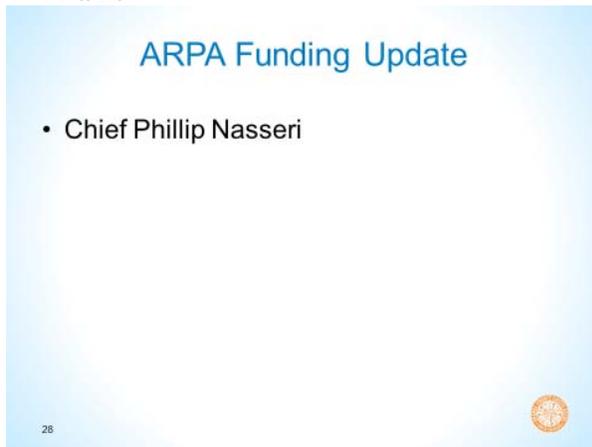
15

1 Slide #27



2
3 Chief Keith Hayes said these numbers also exclude Chapel Hill Fire Department's numbers.
4 Chief Jeff Cabe said nationwide percentages are single digits, so they are proud their numbers
5 are around 10%

6
7 **6. ARPA Funding – VIPER Radio Replacements**
8 White Cross Fire Department will provide an update on the current status of the VIPER radio
9 replacement project funded by County ARPA funds.

10
11 Slide #28

12
13 Chief Nasserri said that they are almost ready to go to bid for the radios and it will be on
14 their November 1st agenda.

15 Commissioner McKee asked if there are still issues with penetrating buildings.

16 Chief Nasserri said there will always be issues until the upgrades and new BDAs. He said
17 that the schools were first on the list for BDAs.

18 Commissioner McKee said he thinks the county has some mobile units.

19 Kirby Saunders said there are mobile repeaters. He said that the BDAs are in the
20 benchmarking process. He said that should be completed by February 1st and should have some
21 installs completed by this fiscal year. He said they are also updating paging equipment and one
22 of the towers is the same tower that will be part of the larger radio system improvements. He said
23 they will be presenting those project proposals in the CIP.

24 Chief Nasserri said they appreciate the work of Emergency Services trying to make these
25 technology upgrades happen. He said if they cannot get the calls, they cannot go help.

1 Chief Keith Hayes said the sooner they are able to get approval for the radios, they can
2 order them and be ahead of other orders.

3 4 **7. Emergency Preparedness – Roles, Responsibilities, and Plans**

5 The Board will received an overview of the countywide roles, responsibilities, and plans for
6 managing an emergency or disaster.

7
8 **BACKGROUND:** In 2021, the North Carolina Association of County Commissioners (NCACC)
9 announced the “100 Counties Prepared” initiative. The initiative is focused on equipping county
10 commissioners with the tools they need to lead effectively during emergency situations.

- 11
12 • Education: the task force developed a training program that guides commissioners
13 through what they need to know and what they should and should not do during an
14 emergency.
15 • Resources: the task force developed a resource library to share best practices and
16 lessons learned.
17 • Relationships: the task force will continue to highlight the important relationships
18 commissioners should develop prior to emergencies for smooth and effective
19 communication.

20
21 The program also focuses on helping county commissioners engage with key emergency
22 management partners to foster strategic relationships. The Orange County Emergency Services’
23 Emergency Management Division recently updated the *Elected Officials Guide to Emergencies
24 and Disasters* (attached) for Orange County.

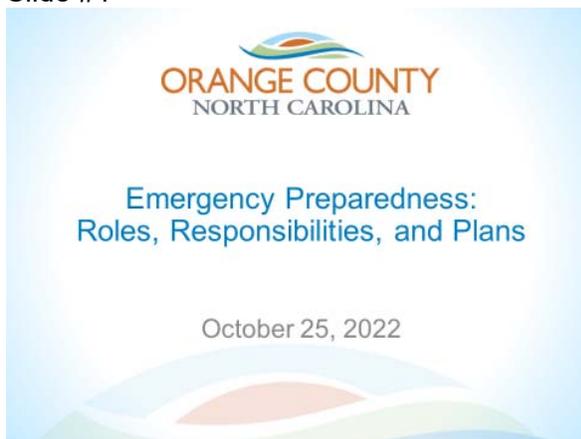
25
26 As part of Orange County’s commitment to preparedness, Sarah Pickhardt, Division Chief of
27 Emergency Management, will provide a brief overview of the roles, responsibilities, and plans
28 used to manage the response to and recovery from disasters that affect Orange County.

29
30 The presentation will cover the current roles and responsibilities of the Board Chair, County
31 Manager, Emergency Services Director, Emergency Management Coordinator, County Clerk,
32 and Board Members.

33
34 Local emergency managers from throughout the County are currently working to develop a more
35 robust training opportunity for all elected officials at a date to-be-determined in 2023.

36
37 Sarah Pickhardt made the following PowerPoint presentation:

38 Slide #1



1 Slide #2



2 Sarah Pickhardt described the role of emergency management in emergency services.
 3 She said that it is a whole community approach to emergencies.
 4
 5

6 Slide #3

The table is titled "Orange County Threats and Hazards" and is organized into three columns based on risk level. The source is cited as "2020 Eno Haw Regional Hazard Mitigation Plan".

High Risk	Moderate Risk	Low Risk
Drought	Dam Failure	Earthquake
Extreme Heat	Civil Unrest	Landslide
Tornadoes	Cyber Threat	
Hurricanes and Tropical Storms	Hazardous Materials Incident	
Severe Weather		
Flood		
Infectious Disease		
Radiological Emergency		
Act of Terrorism/ Mass Casualty Incident		
Critical Infrastructure Failure		
Severe Winter Storm		
Wildfire		

Source: 2020 Eno Haw Regional Hazard Mitigation Plan

The logo for "ORANGE COUNTY NORTH CAROLINA" is located in the bottom right corner of the slide.

7 Sarah Pickhardt said that the county is seeing both more precipitation and more drought.
 8 She said there are really intense rain events, but the period in between events is becoming longer
 9 and longer.
 10

1 Slide #4

Core Emergency Management Plans

<p style="text-align: center;">Emergency Operations Plan</p> <p>An all-hazards plan that outlines the County's process for managing disasters, events, and emergencies.</p>	<p style="text-align: center;">Recovery Plan</p> <p>Our community's approach to coordinating disaster recovery efforts.</p> <p>Disaster recovery can take years.</p>
<p style="text-align: center;">Hazard Mitigation Plan</p> <p>The County's strategy for reducing the impact of hazards to residents and property in our community.</p>	<p style="text-align: center;">Continuity of Operations Plan</p> <p>A documented plan for maintaining the County's critical, mission-essential functions during disasters/interruptions.</p>



2 Sarah Pickhardt said the recovery phase of disaster takes years.

3
4
5 Slide #5



6
7

1 Slide #6

Disaster Roles and Responsibilities

Chair to the Board

- Authority to issue state of emergency and impose prohibitions/restrictions (curfew, limit sales on alcohol, etc.)
- Represent the interest and will of the community by helping guide policy-level objectives
- Often seen as locally elected official point of contact for media, state, and federal visits, etc.

Board Members

- Receive situation updates from the Emergency Operations Center
- Distribute accurate and public information to constituents
- Follow the Emergency Operations Plan and be ready to assist when requested


2
3
4 Slide #7

Disaster Roles and Responsibilities

County Manager

- Overall administrative management of departments and personnel
- Helps set policy-level objectives to guide response
- Ability to enter mutual aid agreements

Clerk to the Board

- Statutorily required to maintain county records
- State of emergencies are signed by county clerk, makes it legally binding
- Clerks post notices of state of emergency, notifies sunshine list, works with other departments for other notifications


5
6 Sarah Pickhardt said that mutual aid agreements allow the county to request and send
7 additional help from and to outside agencies.
8
9

1 Slide #8

Disaster Roles and Responsibilities

Emergency Services Director

- Direct responsibility of organization, administration, and operation of the emergency response
- Helps set policy-level objectives to guide response
- Authority to activate the Emergency Operations Center

Emergency Management Coordinator

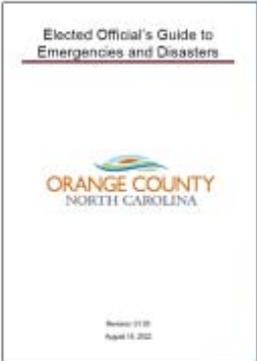
- Manages the Emergency Operations Center through the duration of the emergency response
- Coordinates resource management to meet emergency needs of the community
- Support disaster recovery by coordinating with voluntary agencies and representatives from local, State, and Federal agencies



2
3
4 Slide #9

Resources

- "100 Counties Prepared" Initiative
- Orange County Elected Official's Guide to Emergencies and Disasters
- 2023 Emergency Management Workshop for Elected Officials




5
6 Commissioner Hamilton thanked Sarah Pickhardt for the clear presentation. She asked
7 what the Triangle Regional Resilience Partnership is.

1 Sarah Pickhardt said it was created in 2017 to conduct a study of how the region was
2 changing and that the group concluded with the end of the report. She said the full report is
3 available on Triangle J's website.

4 Kirby Saunders said the name of the report is the Triange J Regional Resiliency Report.

5 Commissioner Bedford said her biggest takeaway is for Commissioners to stay in their
6 lane while emergency responders work. She said it is also important for Commissioners to not lie
7 or say "no comment" but rather refer questions to the County Manager or Chair.

8 Chair Price said there were situations where the ice storm casued the need for people to
9 evacuate their homes and shelter in the schools.

10 Sarah Pickhardt said there was a small scale evacuation at Camelot Village in Chapel Hill
11 during Hurricane Florence.

12 Chair Price thanked them for the report.

13 Commissioner Hamilton thanked everyone for their work and education.

14 Commissioner Fowler said it was a very clear and concise report and thanked them for
15 the information.

16 Chief Hayes thanked the Board for their time and support.

17 Elizabeth Farnan thanked the County Manager and the Board for their support in realizing
18 the critical need for emergency services in the county.

19 Kirby Saunders said they are all the real heroes for doing the work 24/7.

20 21 **8. Opioid Advisory Committee – Appointment Discussion**

22 The Board considered initial appointments to the Opioid Advisory Committee and discussed the
23 addition of a County Manager Designee from the Department on Aging.

24
25 **BACKGROUND:** The charge and composition of the Opioid Advisory Committee were
26 established at the Board's September 6, 2022 Business Meeting. The Committee is charged to
27 discuss opioid-related health concerns and issues impacting the residents of Orange County and
28 advise the Board of Commissioners on options to expend funds to remedy opioid impacts. The
29 Committee will also plan and host one annual meeting open to the public to receive input from
30 municipalities on proposed uses of the settlement funds and to encourage collaboration between
31 local governments.

32
33 The Board of County Commissioners appoints seven (7) members. The remaining twelve (12)
34 positions are designees.

35
36 The following positions are presented for Board consideration:

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
BOCC Appointment	Orange County Resident with Lived Experience	Partial Term	10/31/2023
BOCC Appointment	Orange County Resident with Lived Experience	Partial Term	10/31/2024
BOCC Appointment	Substance Use Treatment Provider	First Full Term	10/31/2025
BOCC Appointment	Community Group Working on Opioid-related Concerns	Partial Term	10/31/2023

BOCC Appointment	Employment Provider	Partial Term	10/31/2024
BOCC Appointment	At-Large/ Flex	Partial Term	10/31/2023
BOCC Appointment	At-Large/ Flex	First Full Term	10/31/2025

1
2 If the individuals listed above are appointed, no vacancies remain.
3

4 Tara May, Deputy Clerk to the Board, introduced the item. She said that in addition to
5 considering nominations for the positions, the Board could consider adding a County Manager
6 designated position for Department on Aging.

7 The Board reviewed each open position and discussed nominees for the positions.

8 The Board first discussed the two Orange County Resident With Lived Experience
9 positions.

10 Tara May said she had attempted to categorize all of the applicants into the positions they
11 might be qualified for. She said that she thought applicants Jefradrian Stafford, Jesse Miller, and
12 Beth Evans would fit for the position of Orange County Resident With Lived Experience. She said
13 Beth Evans experience was having a family member who struggled with opioid addiction.

14 Chair Price said she thought Ed Sredzienski also fit in the category. Other members of
15 the Board echoed her thoughts.

16 Chair Price felt that the person nominated for the Orange County Resident With Lived
17 Experience should have personal experience with opioids.

18 Commissioner Greene nominated Jefradrian Stafford and Jesse Miller.

19 Commissioner Bedford said Jesse Miller also served as Freedom House treasurer. She
20 said that would give perspective as a provider in addition to perspective as a person in recovery.

21 Chair Price said she would like to keep Ed Sredzienski as a possible nominee for a flexible
22 position. She said he is from the Cheeks Township.

23 Commissioner Fowler said she was ok with any of the three mentioned (Jefradrian
24 Stafford, Jesse Miller, and Ed Sredzienski), but if for another position a representative from
25 Freedom House was nominated, she would want to choose Jefradrian Stafford and Ed
26 Sredzienski to avoid duplication.

27 Chair Price asked that they see how the nominations for the remaining positions goes
28 before making any decisions.

29 The Board then discussed the position for a Substance Use Treatment Provider.

30 Tara May said that she thought Evan Ashkin, Elisabeth Johnson, and Joyce Harper would
31 fit for this category.

32 Chair Price noted that Joyce Harper did not live but worked in Orange County.

33 Commissioner Fowler said Evan Ashkin's experience sounded important for the position.

34 Chair Price said Evan Ashkin has been part of the response to the opioid crisis for a while.

35 Commissioner Bedford supported Evan Ashkin for the Substance Use Treatment Provider
36 position. She said then Jesse Miller might be a good fit for a Orange County Resident With Lived
37 Experience position.

38 Commissioner Hamilton was concerned about having someone representing a dual role.
39 She said she would rather have someone clearly advocating for one position. She said there are
40 disadvantages to having two roles. She said, for example, as a treasurer, they might be thinking
41 of the money instead of sharing their own lived experience.

42 Commissioner Greene said that in the community there are a lot of people who have dual
43 roles. She said she felt Jesse Miller would know that they were representing the lived experience
44 role.

1 Commissioner Hamilton said she is open to the idea, she just wanted to bring it up for
2 consideration. She said that, in her experience, sometimes people hold biases that they do not
3 realize.

4 Commissioner Greene said that in this case there is an overlap of interests, not conflict.

5 Chair Price said both Commissioner Hamilton and Commissioner Greene made good
6 points.

7 Chair Price said it seemed like the Board was leaning towards Evan Ashkin for Substance
8 Use Treatment Provider position, but she asked that the Board hold Joyce Harper as an option.

9 The Board then discussed the position for a Community Group Working on Opioid-related
10 Concerns.

11 Tara May said she thought Gayane Chambless, Kyle Smith, Steven Marshall, and Tom
12 Mercolino would fit in this category.

13 Commissioner Greene also suggested Chris Ringwalt.

14 Commissioner Bedford nominated Chris Ringwalt for the position for a Community Group
15 Working on Opioid-related Concerns.

16 Chair Price said he had written extensively about the topic.

17 Commissioner Bedford noted that he helped with re-entry related to the opioid crisis.

18 Commissioner Greene said his organization was a critical community group.

19 The Board then discussed the position for an Employment Provider.

20 Tara May said that in her review of the applications, she did not see anyone who would fit
21 for this position. She said she would be happy to request for more applications specifically for
22 this position.

23 Commissioner Bedford suggested changing the position to an At-Large/Flexible position.

24 The Board agreed by consensus to change the position to an At-Large/Flexible position.

25 Chair Price wanted to nominate Gayane Chambless for a position. She said she had been
26 involved with the opioid project from the beginning and that it would be an oversight to leave her
27 off of the advisory committee.

28 Commissioner Bedford said she would not support Gayane Chambless for a position.

29 Commissioner McKee said Gayane Chambless has been working for a while in some
30 capacity on this issue.

31 Commissioner Bedford said her concerns stemmed from Gayane Chambless's anger
32 during a meeting in which the Board discussed the constitution of the advisory committee. She
33 said she had concerns about her effectiveness as a committee member.

34 Chair Price said she felt like it was more passion than anger. She said that Orange County
35 might not be in this position without Gayane Chambless's efforts.

36 Commissioner McKee said he has been on several boards with strong personalities, but
37 he has found that one person does not carry the day. He said he supported Gayane Chambless.

38 Commissioner Fowler said she has worked on two other boards with Gayane Chambless
39 and said she was helpful. She said she liked all of the applicants from the School of Health. She
40 said she liked Natalie Blackburn, Steven Marshall, and David Colston. She said that Tiffany
41 Barber would bring a different perspective to the advisory committee as a pharmacist.

42 Commissioner Greene said she liked Natalie Blackburn state opioid settlement
43 dashboard. She said that the charge for the advisory committee is to be stewards of the funding
44 the county is receiving. She said that Kerri Hefner, as a pastor of New Hope Presbyterian, could
45 be very helpful to the committee. She said she liked Patrick Mann's background. She also
46 mentioned Natalie Ziemba. She said that she felt those four applicants would be a better fit than
47 Gayane Chambless. She said that one person can derail a discussion, and since there were so
48 many qualified people she thought another applicant might be a better fit.

49 Commissioner McKee said he respected Commissioner Greene's comments. He said
50 different experiences are valued. He said that Gayane Chambless has worked in this area for

1 years. He said that she felt strongly in the meeting about which way the Board should go, and
2 when the Board did not go that way, she was upset.

3 Chair Price said one of the reasons she was upset was because the task force had
4 decided on Option B. She said that people felt like at the 11th hour it was changed to Option A.
5 She said that other people in the community were upset with the decision, because they told Chair
6 Price after the meeting.

7 Commissioner McKee said that was not the first time the Board has shifted completely on
8 a decision.

9 Chair Price said this change was made last minute. She said the task force understood
10 that they would make a recommendation and then disband. She said that it was a shock to the
11 task force. She said she felt strongly that Gayane Chambless should be on the advisory
12 committee. She said that Gayane Chambless has done a lot on this issue. She said she thought
13 the Board should get away from considering her personality.

14 Commissioner Bedford said she did not say that she did not like Gayane Chambless's
15 personality. She said she appreciated Gayane Chambless's work on the Orange Partnership for
16 Alcohol and Drug Free Youth. She said it was Gayane Chambless's anger on the issue that
17 concerned her.

18 Commissioner Greene said there are people more qualified.

19 Chair Price said it was passion. She said that Gayane Chambless is someone who
20 worked on this issue even when she did not have the funding.

21 Commissioner McKee said he would like to nominate Gayane Chambless for the advisory
22 committee.

23 Commissioner Greene said she thought there should be a straw poll on the nomination.

24 Commissioner Bedford said she wanted to discuss other applicants.

25 Chair Price said it was not a full Board and that they did not have to make the decision
26 during the work session.

27 Commissioner Greene said she thought the Board should decide at the work session if
28 they were going to put her name forward for a vote at the regular meeting.

29 Commissioner McKee noted that the Board had essentially filled the other positions.

30 Chair Price reviewed the nominations that the Board had discussed and the individual
31 Board members indicated their support with a thumb up hand gesture:

32
33 Orange County Resident with Lived Experience (2 positions):

34 Jeffradrian Stafford – received a consensus of support from the Board

35 Jesse Miller – received a consensus of support from the Board

36 Ed Sredzienski – did not receive a consensus of support from the Board

37
38 Substance Use Treatment Provider:

39 Evan Ashkin – received a consensus of support from the Board

40 Joyce Harper – did not receive a consensus of support from the Board

41 Elisabeth Johnson – did not receive a consensus of support from the Board

42
43 Community Group Working on Opioid-related Concerns:

44 Chris Ringwalt – received a consensus of support from the Board

45
46 The Board then discussed nominations for the three At-Large/ Flex positions.

47 Commissioner Hamilton noted that the four nominees for the other positions are all male.
48 She said that the Board should consider gender diversity on the committee.

49 Chair Price said that was one of the reasons she wanted the Board to consider Joyce
50 Harper.

51 Commissioner Greene said there is a chance with the other three positions.

1 Commissioner Fowler said her number 1 choice was Natalie Blackburn followed by
2 Elisabeth Johnson and Tiffany Barber.

3 Commissioner Bedford said she also supported Natalie Blackburn and Elisabeth Johnson.
4 Commissioner Greene said she supported those suggestions.

5 Chair Price reviewed the qualifications of Natalie Blackburn and Elisabeth Johnson.

6 Commissioner McKee supported Natalie Blackburn.

7 The Board agreed by consensus on Natalie Blackburn for one At-Large/Flexible position.

8 Commissioner McKee nominated Gayane Chambless for one of the At-Large Flexible
9 positions.

10 The Board members indicated their support for Gayane Chambless with a thumb up hand
11 gesture. The nomination was only supported by three commissioners, and three commissioners
12 did not support the nomination.

13 Chair Price said the next suggestion was Elisabeth Johnson. She and Commissioner
14 Fowler reviewed the qualifications of Elisabeth Johnson.

15 The Board agreed by consensus on Elisabeth Johnson for one At-Large/Flexible position.

16 Commissioner McKee asked if the Board would consider holding off on discussing the
17 remaining At-Large/Flexible position until Commissioner Richards could participate.

18 Commissioner Bedford suggested Abishek Shankar for the remaining position, but she
19 was fine holding off until Commissioner Richards was present.

20 Chair Price said that, since the Board was tied in its support for Gayane Chambless, she
21 felt that the nomination could go forward for a vote at a regular meeting.

22 Commissioner Bedford said that the Board was not moving forward with Gayane
23 Chambless because it was a tie.

24 Chair Price reiterated that a tie meant that the nomination for Gayane Chambless could
25 go forward.

26 Commissioner Greene disagreed with Chair Price's statement.

27 Commissioner McKee said that was not the way the Board normally chose nominees. He
28 said he would like for the full Board to discuss the remaining position.

29 Commissioner Bedford agreed, and that all of the other names the Board discussed would
30 remain on the list.

31 Tara May asked the Board if they were interested in adding a County Manager designated
32 position to the advisory committee from Department on Aging.

33 The Board agreed by consensus to the proposal.
34

35 **9. Adult Care Home Community Advisory Committee – Appointment Discussion**

36 The Board considered appointments to the Adult Care Home Community Advisory Committee.
37

38 **BACKGROUND:** The Adult Care Home Community Advisory Committee works to maintain the
39 intent of the Adult Care Home Residents' Bill of Rights for those residing in licensed adult care
40 homes. The members of this Committee also promote community involvement and cooperation
41 with these homes to ensure quality care for the elderly and disabled adults. The regional
42 ombudsman with Triangle J Council of Governments provides specialized training and support.
43

44 The Board of County Commissioners appoints all ten (10) members.
45

46 REMINDER: As of July 1, 2017, House Bill 248 was adopted by the North Carolina General
47 Assembly regarding the training period for pending members of the "Adult Care Home Community
48 Advisory Committee and Nursing Home Community Advisory Committee". Applicants will be
49 selected from the County's "Applicant Interest List" for a condensed training and, if an applicant
50 successfully completes the training, that individual would be recommended for appointment.

1 Therefore, when an applicant is recommended for appointment, it would initially be for a one year
 2 preliminary term and their training will have already been completed.

3
 4 The following individuals are recommended for Board consideration:
 5

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Shade Little	At-Large	Second Full Term	10/31/2024
Karen Green-McElveen	At-Large	Second Full Term	10/31/2024

6
 7 **SPECIAL NOTATION: None of the other applicants have completed the mandatory pre-**
 8 **appointment training, and are therefore not eligible for appointment at this time.**
 9

10 If the individuals listed above are appointed, the following vacancies remain:

POSITION DESCRIPTION	EXPIRATION DATE	VACANCY INFORMATION
At-Large	03/31/2024	Vacant since 12/09/2020
At-Large	06/30/2024	Vacant since 10/17/2020
At-Large	10/31/2022	Vacant since 10/17/2020
At-Large	10/31/2023	Vacant since 05/12/2020
At-Large	06/30/2022	Vacant since 10/31/2017

11
 12 Tara May introduced the item.

13 The Board agreed by consensus on the recommended applicants.

14 Tara May updated the Board on the training for applicants for this Board. She said that
 15 Autumn Cox said she has been authorized to move forward internal training for applicants, but
 16 that the state has not moved forward with their portion of the training. She said that anyone with
 17 concerns should contact the state ombudsman, Victor Orija.

18
 19
 20 **10. Advisory Board on Aging – Appointment Discussion**

21 The Board considered an appointment to the Advisory Board on Aging.

22
 23 **BACKGROUND:** The Advisory Board on Aging suggests policy and makes recommendations to
 24 the Board of Commissioners and the Department on Aging while acting as the liaison between
 25 the older residents of the County and the County government. It is charged with promoting needed
 26 services, programs and funding that impact the older residents.

27
 28 The Board of County Commissioners appoints all twelve (12) members.

29
 30 The following applicant is recommended for Board consideration:
 31

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Saru Salvi	At-Large	First Full Term	06/30/2025

32
 33 If the individual listed above is appointed, no vacancies remain.

1 Tara May introduced the item. She said that the recommended applicant is serving on
 2 two advisory boards. She said one is the Hillsborough Planning Board. She said that, according
 3 to the advisory board policy, Saru Salvi would be eligible to serve on a second county advisory
 4 board.

5 Commissioner Bedford said the recommended applicant brings much needed diversity to
 6 the board.

7 Chair Price said her application said she served on the Affordable Housing Board.

8 Commissioner Bedford said that Saru Salvi recently resigned from the Affordable Housing
 9 Board.

10 Tara May said that she did not have it in her records that Saru Salvi had resigned from
 11 the Affordable Housing Board. She said she would look into the issue. She said that if Saru Salvi
 12 was still on the Affordable Housing Board, the advisory board policy would allow for her to serve
 13 on two boards.

14 The Board agreed by consensus on the recommended applicant.

15
 16 **11. Animal Services Advisory Board – Appointment Discussion**

17 The Board considered an appointment to the Animal Services Advisory Board.

18
 19 **BACKGROUND:** The charge of the Animal Services Advisory Board is to advise the Board of
 20 County Commissioners on matters of concern regarding animal issues and animals services in
 21 Orange County and to work with the Animal Services Director on various policy concerns and
 22 issues regarding County animal services.

23
 24 The Board of County Commissioners appoints all thirteen (13) members with representation from
 25 various related fields and municipalities.

26
 27 The following individual is recommended for Board consideration:

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Michael Delafield	Town of Chapel Hill	Partial Term	06/30/2024

28
 29 If the individual listed above is appointed, the following vacancies remain:

POSITION DESIGNATION	EXPIRATION DATE	VACANCY INFORMATION
Town of Carrboro	06/30/2024	Vacant since 06/30/2021
At-Large	06/30/2025	Vacant since 09/21/2022

30
 31 Tara May introduced the item.

32 The Board agreed by consensus on the recommended applicant.

33 Commissioner Fowler asked about the remaining vacant positions.

34 Tara May said the remaining applicant for the Animal Services Advisory Board has not
 35 responded to emails, so she was not sure the applicant was still interested in serving.

36
 37 **12. Board of Health – Appointment Discussion**

38 The Board considered an appointment to the Board of Health.

39
 40 **BACKGROUND:** The Board of Health makes policy and is charged with protecting and promoting
 41 public health in Orange County.

1
2 The Board of County Commissioners appoints all eleven (11) members with representation from
3 specific health-related professions and the general public.

4
5 The following applicant is recommended for Board consideration:

NAME	SPECIAL REPRESENTATIVE	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Dr. Rachel Royce	At-Large	Partial Term	06/30/2023

6
7 If the individual listed above is appointed, no vacancies remain.

8
9 Tara May introduced the item.
10 The Board agreed by consensus on the recommended applicant.

11
12 **13. Carrboro Northern Transition Area Advisory Committee – Appointment Discussion**

13 The Board considered an appointment to the Carrboro Northern Transition Area Advisory
14 Committee.

15
16 **BACKGROUND:** The Carrboro Northern Transition Area Advisory Committee reviews zoning
17 amendment requests and special/conditional use permit applications for developments within the
18 Northern Transition Area of Carrboro. The committee makes recommendations to the Carrboro
19 Board of Adjustment or Carrboro Town Council. It inventories areas of cultural, archaeological,
20 historical significance; areas of open space, rural character, scenic qualities, biological values;
21 areas of agricultural uses; and makes recommendations based on the above studies for additional
22 policies, goals, etc. that will preserve and enhance the special character of this area, and relate
23 to its growth.

24
25 The Board of County Commissioners appoints three (3) members. All members must be residents
26 of the Northern Transition Area. The Carrboro Town Council may make recommendations for
27 these positions.

28
29 The following applicant is recommended for Board consideration:

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Jennifer Conrad	BOCC Appointee	First Full Term	01/31/2023

30
31 If the individual listed above is appointed, no vacancies remain.

32
33 Tara May introduced the item. She said the abstract had a typo, and that the appointment
34 would be for a partial term ending in January 2023. She said then the recommended applicant
35 would be eligible for a first full term.

36 Chair Price asked for clarification on the partial term followed by the first full term. She
37 noted that the appointment under consideration would only be for a few months.

38 The Board decided instead to appoint the recommended applicant for a first full term.
39
40

1 **14. Chapel Hill Orange County Visitors Bureau Advisory Board – Appointment**
 2 **Discussion**

3 The Board considered appointments to the Chapel Hill Orange County Visitors Bureau Advisory
 4 Board.

5
 6 **BACKGROUND:** The Chapel Hill Orange County Visitors Bureau Advisory Board is charged with
 7 developing and coordinating visitor services in Orange County. It also implements marketing
 8 programs that will enhance the economic activity and quality of life in the community.
 9

10 The Board of County Commissioners appoints all 17 members, with representation from specific
 11 entities and fields.

12
 13 The following individuals are presented for Board consideration:
 14

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Grace Holtkamp	Hillsborough Chamber of Commerce	Partial Term	12/31/2023
Karen Dehart	NC High School Athletic Association	First Full Term	12/31/2025

15
 16 If the individuals listed above are appointed, the following vacancy remains:

POSITION DESIGNATION	EXPIRATION DATE	VACANCY INFORMATION
Orange County Arts Commission	12/31/2023	Vacant since 02/28/2022

17
 18 Tara May introduced the item.

19 The Board agreed by consensus on the recommended applicants.

20 Tara May said that staff are in discussion about getting a recommendation for the Orange
 21 County Arts Commission position.
 22

23 **15. Nursing Home Community Advisory Committee – Appointment Discussion**

24 The Board considered appointments to the Nursing Home Community Advisory Committee.
 25

26 **BACKGROUND:** The Nursing Home Community Advisory Committee helps to maintain the
 27 intent of the Residents' Bill of Rights, promotes community involvement, and provides public
 28 education on long-term care issues. The regional ombudsman with Triangle J Council of
 29 Governments provides specialized training and support.
 30

31 The Board of County Commissioners appoints all ten (10) members.
 32

33 REMINDER: As of July 1, 2017, House Bill 248 was adopted by the North Carolina General
 34 Assembly regarding the training period for pending members of the "Adult Care Home Community
 35 Advisory Committee and Nursing Home Community Advisory Committee". Applicants will be
 36 selected from the County's "Applicant Interest List" for a condensed training and, if the applicant
 37 successfully completes the training, that individual would be recommended for appointment.

1 Therefore, when an applicant is recommended for appointment, it would initially be for a one year
2 preliminary term and their training will have already been completed.

3
4 The following individuals are recommended for Board consideration:
5

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Vibeke Talley	At-Large	One Year Extension	12/31/2023
Dr. Carol Kelly	At-Large	One Year Extension	12/31/2023

6
7 **SPECIAL NOTATION: None of the other applicants have completed the mandatory pre-**
8 **appointment training, and are therefore not eligible for appointment at this time.**
9

10 If the individuals listed above are appointed, the following vacancy remains:

POSITION DESCRIPTION	EXPIRATION DATE	VACANCY INFORMATION
At-Large	06/30/2025	Vacant since 08/25/2021
At-Large	09/30/2023	Vacant since 11/06/2019
Nursing Home Administration	06/30/2023	Vacant since 12/12/2018
At-Large	03/31/2023	Vacant since 08/25/2021
At-Large	03/31/2023	Vacant since 06/21/2017

11
12 Tara May introduced the item. She said that, as with the Adult Care Home Community
13 Advisory Committee, getting applicants trained in a timely manner has been difficult. She said
14 the extensions for the recommended applicants is to provide continuity for the committee until
15 new members can take their seats. She said there are applicants, they just cannot get appointed
16 yet due to training schedule issues.

17 The Board agreed by consensus on the recommended applicants.
18

19 **16. Orange County Housing Authority Board – Appointments Discussion**

20 The Board considered appointments to the Orange County Housing Authority Board.
21

22 **BACKGROUND:** The goal of the Orange County Housing Authority Board is to provide decent,
23 safe, and sanitary housing for the low and moderate income families in the County. This Board
24 has opted not to make recommendations for these positions.
25

26 The Board of County Commissioners appoints all seven (7) members.
27

28 The following positions are presented for Board consideration:

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
BOCC Appointment	At-Large	Partial Term	06/30/2024
BOCC Appointment	At-Large	Partial Term	06/30/2024

29
30 If the individuals listed above are appointed, the following vacancy remains:

POSITION DESCRIPTION	EXPIRATION DATE	VACANCY INFORMATION
At-Large	06/30/2024	Vacant since 06/01/2022

1
2 Tara May introduced the item. She said that the Housing Authority Board does not make
3 recommendations to the Board of County Commissioners. She said that the two applicants, Jana
4 E. Murdock-Doherty and Jenn Sykes are eligible for the board. She said that Jenn Sykes serves
5 on two other advisory boards, the Human Relations Commission and the Affordable Housing
6 Advisory Board. She said that the Advisory Board Policy allows for individuals to serve on two
7 advisory boards, and it does not limit an individual's ability to serve on non-advisory boards. She
8 said the Housing Authority Board is not an advisory board.

9 The Board agreed by consensus to nominate Jana E. Murdock-Doherty and Jenn Sykes
10 for the Housing Authority Board.

11 12 **17. Orange Unified Transportation Board - Appointment Discussion**

13 The Board considered an appointment to the Orange Unified Transportation Board.

14
15 **BACKGROUND:** The Orange Unified Transportation Board (OUTBoard) advises the Orange
16 County Board of County Commissioners on the overall planning and programming of
17 transportation improvements in the County.

18
19 The Board of County Commissioners appoints all fourteen (14) members, with representation
20 from each of the County's townships. The OUTBoard does not make recommendations.

21
22 The following individual is presented for Board consideration:

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Jamie Crandell	Eno Township	First Full Term (re-appointment)	09/30/2025

23
24 If the positions listed above are filled, the following vacancies remain:

POSITION DESIGNATION	EXPIRATION DATE	VACANCY INFORMATION
At-Large	09/30/2025	Vacant since 10/01/2022
At-Large	09/30/2023	Vacant since 05/11/2022
At-Large	09/30/2025	Vacant since 07/21/2022
At-Large	09/30/2025	Vacant since 10/01/2022

26
27 Tara May introduced the item. She said there are four other vacancies on the board for
28 which she will be advertising.

29 The Board agreed by consensus to nominate Jamie Crandall for re-appointment.

30 Commissioner McKee asked for clarification on outreach efforts to advertise vacancies.

31 Tara May said she issues quarterly calls for applicants as well as calls for specific
32 vacancies as needed. She said it is posted on the website, Facebook, and the county's
33 informational listserv for the county. She said it is posted as a monthly ad in the News of Orange.

34 Chair Price said it often is released more than quarterly and is in the Friday county
35 newsletter.

1 Commissioner McKee said it confuses him that there is not more interest in this board,
2 given the interest in the community in transportation.

3 Commissioner Hamilton suggested placing advertisements on buses.

4 Commissioner McKee encouraged other ways of getting information out, such as at
5 community centers. He said ads on buses would be perfect.

6 Tara May said there is a slide requesting applicants showing regularly on county monitors.
7 She said it could be updated to show current vacancies.

8 Commissioner Hamilton suggested looking at how applicants heard about the vacancies.

9 Tara May said she had that data and would review.

10
11 Commissioner Bedford said that she and Tara May are taking a class on advisory boards
12 and commissions at UNC-Pembroke on October 28, 2022. She said there would be a work
13 session in a few weeks to discuss advisory boards and commissions. She asked that the Board
14 consider ideas for improving the advisory boards and commissions process.

15 Chair Price said the Board should consider what process they want to follow. She said
16 that the Board used to do all of the discussion at a business meeting, then vote on the
17 appointments. She said that was changed to have discussion about the applicants at the work
18 session, instead. She said there is a question if commissioners should be talking to the
19 applicants.

20 Commissioner Bedford said one of the representatives for OWASA leaves the board in a
21 year. She said the Board should consider if they want a more in-depth process for any board.

22 Commissioner McKee said it was good that discussions about advisory boards do not
23 happen at 10:30 p.m. anymore. He said it was hard to discuss when he felt tired and burned out
24 from the business meeting.

25 Chair Price said it gave the Board a chance to really consider the diversity of the advisory
26 boards and commissions.

27 Commissioner Fowler said that Alliance still does not have a non-commissioner
28 representative from Orange County.

29 Chair Price asked what the application process is for the Alliance board.

30 Commissioner Fowler said the application is on the Alliance website and the applicant
31 must go through an interview process with them.

32 Bonnie Hammersley said if anyone knows someone who would be qualified to be on the
33 Alliance board, they can direct them to the application.

34 Commissioner Fowler thought she might know someone.

35 Commissioner Bedford said some of the applicants they reviewed during the work session
36 might be a good fit.

37 Bonnie Hammersley said the commissioners could let someone at Alliance know about it
38 and staff will reach out directly.

39
40 A motion was made by Commissioner Bedford and seconded by Commissioner Fowler to
41 adjourn the meeting at 9:11 p.m.

42
43 **VOTE: UNANIMOUS**

44
45
46 Renee Price, Chair

47
48
49 Recorded by Tara May, Deputy Clerk to the Board and Laura Jensen, Clerk to the Board

50
51 Submitted for approval by Laura Jensen, Clerk to the Board.

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No. 8-b**

SUBJECT: Motor Vehicle Property Tax Releases/Refunds

DEPARTMENT: Tax Administration

ATTACHMENT(S):

Resolution
Releases/Refunds Data Spreadsheet
Reason for Adjustment Summary

INFORMATION CONTACT:

Nancy Freeman, Tax Administrator,
(919) 245-2735

PURPOSE: To consider adoption of a resolution to release motor vehicle property tax values for five (5) taxpayers with a total of eight (8) bills that will result in a reduction of revenue.

BACKGROUND: North Carolina General Statute (NCGS) 105-381(a)(1) allows a taxpayer to assert a valid defense to the enforcement of the collection of a tax assessed upon his/her property under three sets of circumstances:

- (a) "a tax imposed through clerical error", for example when there is an actual error in mathematical calculation;
- (b) "an illegal tax", such as when the vehicle should have been billed in another county, an incorrect name was used, or an incorrect rate code (the wrong combination of applicable county, municipal, fire district, etc. tax rates) was used;
- (c) "a tax levied for an illegal purpose", which would involve charging a tax which was later deemed to be impermissible under state law.

NCGS 105-381(b), "Action of Governing Body" provides that "Upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the taxing unit shall within 90 days after receipt of such a request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct liability or notify the taxpayer in writing that no release or refund will be made".

For classified motor vehicles, NCGS 105-330.2(b) allows for a full or partial refund when a tax has been paid and a pending appeal for valuation reduction due to excessive mileage, vehicle damage, etc. is decided in the owner's favor.

FINANCIAL IMPACT: Approval of these release/refund requests will result in a net reduction of \$3,166.39 to Orange County, the towns, and school and fire districts. Financial impact year to date for FY 2022-2023 is \$12,342.15.

SOCIAL JUSTICE IMPACT: There is no Orange County Social Justice Goal impact associated with this item.

ENVIRONMENTAL IMPACT: There is no Orange County Environmental Responsibility Goal impact associated with this item.

RECOMMENDATION(S): The Manager recommends that the Board:

- Accept the report reflecting the motor vehicle property tax releases/refunds requested in accordance with the NCGS; and
- Approve the attached release/refund resolution.

NORTH CAROLINA

RES-2022-065

ORANGE COUNTY

REFUND/RELEASE RESOLUTION (Approval)

Whereas, North Carolina General Statutes 105-381 and/or 330.2(b) allows for the refund and/or release of taxes when the Board of County Commissioners determines that a taxpayer applying for the release/refund has a valid defense to the tax imposed; and

Whereas, the properties listed in each of the attached “Request for Property Tax Refund/Release” has been taxed and the tax has not been collected: and

Whereas, as to each of the properties listed in the Request for Property Tax Refund/Release, the taxpayer has timely applied in writing for a refund or release of the tax imposed and has presented a valid defense to the tax imposed as indicated on the Request for Property Tax Refund/Release.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY THAT the recommended property tax refund(s) and release(s) are approved.

Upon motion duly made and seconded, the foregoing resolution was passed by the following votes:

Ayes: Commissioners _____

Noes: _____

I, Laura Jensen, Clerk to the Board of Commissioners for the County of Orange, North Carolina, DO HEREBY CERTIFY that the foregoing has been carefully copied from the recorded minutes of the Board of Commissioners for said County at a business meeting of said Board held on _____, said record having been made in the Minute Book of the minutes of said Board, and is a true copy of so much of said proceedings of said Board as relates in any way to the passage of the resolution described in said proceedings.

WITNESS my hand and the corporate seal of said County, this _____ day of _____, 2022

Clerk to the Board of Commissioners

**BOCC REPORT - REGISTERED MOTOR VEHICLES
DECEMBER 5, 2022**

NAME	ACCOUNT NUMBER	BILLING YEAR	ORIGINAL VALUE	ADJUSTED VALUE	FINANCIAL IMPACT	REASON FOR ADJUSTMENT	ADDITIONAL EXPLANATION
Barker, Benjamin Edward	52559286	2021	21,580	0	(235.79)	Double billed (illegal tax)	Funds were accepted by NC Department of Motor Vehicles and credited to County per NC Department of Revenue
Kumar, Nandini	68296953	2022	10,920	0	(206.75)	County changed to Durham (illegal tax)	
Kumar, Nandini	50416778	2019	14,630	0	(274.18)	County changed to Durham (illegal tax)	
Packer, Susan Marie	63358656	2021	13,560	0	(220.62)	Double billed (illegal tax)	Funds were accepted by NC Department of Motor Vehicles and credited to County per NC Department of Revenue
Schroeder, Christopher Michael	67120095	2021	34,980	0	(560.19)	Military exemption (illegal tax)	
Schroeder, Christopher Michael	67538012	2022	41,136	0	(661.93)	Military exemption (illegal tax)	
Schroeder, Christopher Michael	68411026	2022	30,479	0	(498.22)	Military exemption (illegal tax)	
Woods Farm And Garden LLC	68922172	2022	69,128	69,128	(508.71)	*Situs error (illegal tax)	
					(3,166.39)	TOTAL	

Adjustment Descriptions

*Clerical error G.S. 105-381(a)(1)(a): e.g. when there is an actual error in mathematical calculation.
 Illegal tax G.S. 105-381(a)(1)(b): e.g. when the vehicle should have been billed in another county, an incorrect name was used, or an incorrect rate code was used.
 Tax levied for an illegal purpose G.S. 105-381(a)(1)(c): e.g. charging a tax that was later deemed to be impermissible under State law.
 Appraisal appeal G.S. 105-330.2(b): e.g. reduction in value due to excessive mileage or vehicle damage.
 *Situs error: An incorrect rate code was used to calculate bill. Value remains constant but bill amount changes due to the change in specific tax rates applied to that physical location.
 Classification GS 105-330-9(b): e.g. Antique automobiles are designated a special class of property under the NC Constitution.*

The spreadsheet represents the financial impact that approval of the requested release or refund would have on the principal amount of taxes.

Approval of the release or refund of the principal tax amount also constitutes approval of the release or refund of all associated interest, penalties, fees, and costs appurtenant to the released or refunded principal tax amount.

Military Leave and Earning Statement (LES): Is a document given on a monthly basis to members of the United States military which reports their pay, home of record and service status. The LES is required when applying for exemption from Motor Vehicle Property Taxes. Active duty, non-resident military personnel may be exempt from North Carolina motor vehicle property tax as allowed by United States Code, Title 50, Service members' Civil Relief Act of 1940. (Amended in 2009 by The Military Spouse's Residency Relief Act)

Titles and Brands: Section 1, Chapter 7
NCDMV Title Manual 14th Edition Revised January 2016

Title: Document that records the ownership of vehicles and the liens against them.

Custom-Built: A vehicle that is completely reconstructed or assembled from new or used parts. Will be branded "Specially Constructed Vehicle"

Flood Vehicles: A motor vehicle that has been submerged or practically submerged in water to the extent that damage to the body, engine, transmission or differential has occurred.

Reconstructed Vehicles: A motor vehicle required to be registered that has been materially altered from original construction due to the removal addition or substitution of essential parts.

Salvaged Motor Vehicles: Is a vehicle that has been damaged by collision or other occurrence to the extent that the cost of repairs exceeds 75% of fair market value, whether or not the motor vehicle has been declared a total loss by an insurer. Repairs shall include the cost of parts and labor, or a vehicle for which an insurance company has paid a claim that exceeds 75% of the Fair Market Value. If the salvaged vehicle is six model years old or newer, an Anti-Theft Inspection by the License and Theft Bureau is required.

Salvage Rebuilt Vehicle: A salvaged vehicle that has been rebuilt for title and registration.

Junk Vehicle: A motor vehicle which is incapable of operation or use upon the highways and has no resale value except as scrap or parts. The vehicle shall not be titled.

Antique Vehicle: A motor vehicle manufactured in 1980 and prior

Commercial Trucking (IRP): The International Registration Plan is a registration reciprocity agreement among jurisdictions in the US and Canada which provides for payment of license fee on the basis of fleet miles operated in various jurisdictions.

Total Loss: Repairs were more than the market value of the vehicle and the insurance company is unwilling to pay for the repairs.

Total Loss/Rebuilt: Whatever the repairs were to make the vehicle road worthy after a Total Loss status has been given. Vehicle must be 5 years old or older. Vehicle status then remains as salvaged or rebuilt.

Certificate of Destruction: NC DMV will not register this type of vehicle. It is not fit for North Carolina roads.

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No.** 8-c

SUBJECT: Property Tax Releases/Refunds

DEPARTMENT: Tax Administration

ATTACHMENT(S):

Resolution
Releases/Refunds Data Spreadsheet

INFORMATION CONTACT:

Nancy Freeman, Tax Administrator,
(919) 245-2735

PURPOSE: To consider adoption of a resolution to release property tax values for seven (7) taxpayers with a total of ten (10) bills that will result in a reduction of revenue.

BACKGROUND: The Tax Administration Office has received seven taxpayer requests for release or refund of property taxes. North Carolina General Statute 105-381(b), "Action of Governing Body" provides that "upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the Taxing Unit shall within 90 days after receipt of such a request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct liability or notify the taxpayer in writing that no release or refund will be made". North Carolina law allows the Board to approve property tax refunds for the current and four previous fiscal years.

FINANCIAL IMPACT: Approval of this change will result in a net reduction in revenue of \$4,741.04 to the County, municipalities, and special districts. The Tax Assessor recognized that refunds could impact the budget and accounted for these in the annual budget projections.

SOCIAL JUSTICE IMPACT: There is no Orange County Social Justice Goal impact associated with this item.

ENVIRONMENTAL IMPACT: There is no Orange County Environmental Responsibility Goal impact associated with this item.

RECOMMENDATION(S): The Manager recommends that the Board approve the attached resolution approving these property tax release/refund requests in accordance with North Carolina General Statute 105-381.

NORTH CAROLINA

RES-2022-066

ORANGE COUNTY

REFUND/RELEASE RESOLUTION (Approval)

Whereas, North Carolina General Statutes 105-381 and/or 330.2(b) allows for the refund and/or release of taxes when the Board of County Commissioners determines that a taxpayer applying for the release/refund has a valid defense to the tax imposed; and

Whereas, the properties listed in each of the attached “Request for Property Tax Refund/Release” has been taxed and the tax has not been collected: and

Whereas, as to each of the properties listed in the Request for Property Tax Refund/Release, the taxpayer has timely applied in writing for a refund or release of the tax imposed and has presented a valid defense to the tax imposed as indicated on the Request for Property Tax Refund/Release.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY THAT the recommended property tax refund(s) and release(s) are approved.

Upon motion duly made and seconded, the foregoing resolution was passed by the following votes:

Ayes: Commissioners _____

Noes: _____

I, Laura Jensen, Clerk to the Board of Commissioners for the County of Orange, North Carolina, DO HEREBY CERTIFY that the foregoing has been carefully copied from the recorded minutes of the Board of Commissioners for said County at a business meeting of said Board held on _____, said record having been made in the Minute Book of the minutes of said Board, and is a true copy of so much of said proceedings of said Board as relates in any way to the passage of the resolution described in said proceedings.

WITNESS my hand and the corporate seal of said County, this _____ day of _____, 2022

Clerk to the Board of Commissioners

Clerical error G.S. 105-381(a)(1)(a)
 Illegal tax G.S. 105-381(a)(1)(b)
 Appraisal appeal G.S. 105-330.2(b)

**BOCC REPORT - REAL/PERSONAL
 DECEMBER 5, 2022**

NAME	ACCOUNT NUMBER	BILLING YEAR	ORIGINAL VALUE	ADJUSTED VALUE	FINANCIAL IMPACT	REASON FOR ADJUSTMENT	ADDITIONAL INFORMATION
Freeland, Betty J. M.	161926	2022	48,000	500	(449.73)	Incorrect value (clerical error)	Small well lot inadvertently valued as a developable lot
Freeland, Betty J. M.	161926	2021	48,000	500	(436.95)	Incorrect value (clerical error)	Small well lot inadvertently valued as a developable lot
Freeland, Betty J. M.	161927	2022	48,000	500	(449.73)	Incorrect value (clerical error)	Small well lot inadvertently valued as a developable lot
Freeland, Betty J. M.	161927	2021	48,000	500	(436.95)	Incorrect value (clerical error)	Small well lot inadvertently valued as a developable lot
GayLiard, Justin Michael	3204082	2022	9,140	0	(386.37)	Assessed in error (illegal tax)	Gap Bill: vehicle registered in Canada during Gap period
Gwon, Sangkuk	3201261	2022	11,130	0	(445.26)	Assessed in error (illegal tax)	Gap Bill: vehicle registered in Georgia and California during gap period
Hallaman, Fred	180626	2022	28,400	0	(264.40)	Assessed in error (illegal tax)	Property moved to Alamance County in 2021
Thomas, Margaret T.	278858	2021	232,100	132,300	(1,602.89)	Assessed in error (illegal tax)	Residence destroyed by fire December 5, 2020 per fire report
Ward, Keith George Jr	3204166	2022	6,180	6,180	(94.90)	Assessed in error (illegal tax)	Gap Bill: vehicle registered in Texas during gap period
Zaengle, Joseph	3203668	2022	17,330	17,330	(173.86)	Assessed in error (illegal tax)	Gap Bill: vehicle registered in Pennsylvania during gap period
				Total	(4,741.04)		
Gap Bill: A property tax bill that covers the months between the expiration of a vehicle's registration and the renewal of that registration or the issuance of a new registration.							
The spreadsheet represents the financial impact that approval of the requested release or refund would have on the principal amount of taxes.							
Approval of the release or refund of the principal tax amount also constitutes approval of the release or							
refund of all associated interest, penalties, fees, and costs appurtenant to the released or refunded principal tax amount.							

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No.** 8-d

SUBJECT: Late Applications for Property Tax Exemption/Exclusion

DEPARTMENT: Tax Administration

ATTACHMENT(S):

Exempt Status Resolution
Spreadsheet
Requests for Exemption/Exclusion

INFORMATION CONTACT:

Nancy Freeman, Tax Administrator,
(919) 245-2735

PURPOSE: To consider eight (8) untimely applications for exemption/exclusion from ad valorem taxation for nine (9) bills for the 2022 tax year.

BACKGROUND: North Carolina General Statutes (NCGS) typically require applications for exemption to be filed during the listing period, which is usually during the month of January. Applications for Elderly/Disabled Exclusion, Circuit Breaker Tax Deferment and Disabled Veteran Exclusion should be filed by June 1st of the tax year for which the benefit is requested. NCGS 105-282.1(a1) does allow some discretion. Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by the Department of Revenue, the Board of Equalization and Review, the Board of County Commissioners, or the governing body of a municipality, as appropriate. An untimely application for exemption or exclusion approved under this provision applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed.

Five applicants are applying for homestead exclusion based on NCGS 105-277.1, which allows exclusion of the greater of \$25,000 or 50% of the appraised value of the residence.

One applicant is applying for exclusion based on NCGS 105-278.3, which allows for exclusion from property taxes for property used for a religious purpose.

One applicant is applying for disabled veteran exclusion based on NCGS 105-277.1C, which allows for an exclusion of \$45,000 for an honorably discharged Disabled American Veteran.

One applicant is applying for exemption based on NCGS 105-278.4, which allows for exemption of real and personal property used for educational purposes by an educational institution, an affiliated institution of The University of North Carolina, a nonprofit postsecondary educational institution or North Carolina community college.

Including these eight applications, the Board will have considered a total of forty-seven untimely applications for exemption of 2022 taxes since the 2022 Board of Equalization and Review adjourned on June 30, 2022. Taxpayers may submit an untimely application for exemption of 2022 taxes to the Board of Commissioners through December 31, 2022.

FINANCIAL IMPACT: The reduction in the County's tax base associated with approval of the exemption application will result in a reduction of FY 2022/2023 taxes due to the County, municipalities, and special districts in the amount of \$22,155.17.

SOCIAL JUSTICE IMPACT: There is no Orange County Social Justice Goal impact associated with this item.

ENVIRONMENTAL IMPACT: There is no Orange County Environmental Responsibility Goal impact associated with this item.

RECOMMENDATION(S): The Manager recommends that the Board approve the attached resolution for the above-listed applications for FY 2022/2023 exemption.

NORTH CAROLINA

RES-2022-067

ORANGE COUNTY

EXEMPTION/EXCLUSION RESOLUTION

Whereas, North Carolina General Statutes 105-282.1 empowers the Board of County Commissioners to approve applications for exemption after the close of the listing period, and

Whereas, good cause has been shown as evidenced by the information packet provided, and

Whereas, the Tax Administrator has determined that the applicants could have been approved for 2021 had applications been timely.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY

COMMISSIONERS OF ORANGE COUNTY THAT the properties applying for exemption for 2022 are so approved as exempt.

Upon motion duly made and seconded, the foregoing resolution was passed by the following votes:

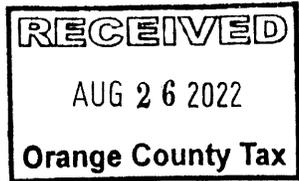
Ayes: Commissioners _____

Noes: _____

I, Laura Jensen, Clerk to the Board of Commissioners for the County of Orange, North Carolina, DO HEREBY CERTIFY that the foregoing has been carefully copied from the recorded minutes of the Board of Commissioners for said County at a business meeting of said Board held on _____ said record having been made in the Minute Book of the minutes of said Board, and is a true copy of so much of said proceedings of said Board as relates in any way to the passage of the resolution described in said proceedings.

WITNESS my hand and the corporate seal of said County, this ____ day of _____, 2022.

Clerk to the Board of Commissioners



Request for Approval of Property Tax Exemption, Exclusion or Deferral Due to Showing of Good Cause for Failure to Make a Timely Application

Date: 8.18.2022

To Whom It May Concern:

I, (PRINT NAME) Alfred & Sylvia Chestnut, wish to be considered for Property Tax Exemption, Exclusion or Deferral for the tax year 2022 on Tax Abstract or Parcel Identification Number(s) (PIN) # 9825585221. Please note that the deadline to submit a timely application Deadline is June 1st of the tax year.

In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of good cause for failure to make a timely application. An untimely application approved under G.S. 105-282.1 (a1) applies only to the property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. If additional space for explanation is needed, please submit an attachment with this request.

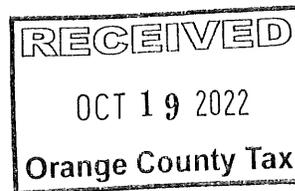
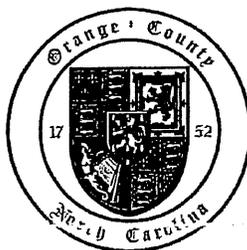
Please explain:

I have been precluding round the clock care for my disabled veteran husband & it's been one thing after another taking a toll on my physical and mental health making it a challenge to keep up with things currently.

How did you find out about the program(s)? Referral

Thank you,

Sylvia Chestnut (Signature)



**Request for Approval of
Property Tax Exemption, Exclusion or Deferral
Due to Showing of Good Cause for Failure to Make a Timely Application**

Date: 10/19/22

To Whom It May Concern:

I, (PRINT NAME) Samuel Eugene Dabbs,

wish to be considered for Property Tax Exemption, Exclusion or Deferral for the tax year 2022

on Tax Abstract or Parcel Identification Number(s) (PIN) #

9858672939

In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of good cause for failure to make a timely application. An untimely application approved under G.S. 105-282.1 (a1) applies only to the property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. If additional space for explanation is needed, please submit an attachment with this request.

Please explain:

I have numerous health conditions, [REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

How did you find out about the program(s)? The Orange County Tax office

Thank you,
Samuel Eugene Dabbs
(Signature)



**Request for Approval of
Property Tax Exemption, Exclusion or Deferral
Due to Showing of Good Cause for Failure to Make a Timely Application**

Date: 08/17/22

To Whom It May Concern:

I, (PRINT NAME) Terry David (Families + Communities Rising, Inc.), wish to be considered for Property Tax Exemption, Exclusion or Deferral for the tax year 2022 on Tax Abstract or Parcel Identification Number(s) (PIN) # 986581972 and 9865808899. Please note that the deadline to submit a timely application Deadline is June 1st of the tax year.

In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of good cause for failure to make a timely application. An untimely application approved under G.S. 105-282.1 (a1) applies only to the property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. If additional space for explanation is needed, please submit an attachment with this request.

Please explain:

I apologize. We had a property tax exemption in place for the property at 125 Lawndale Avenue, Hillsborough NC 27278 for approximately 10+ -years and was not aware that we needed to reapply for the exemption when we changed our name from Chapel Hill Training-Outreach Project, Inc. to Families & Communities Rising, Inc.

How did you find out about the program(s)? on-line

Thank you,

(Signature)



Request for Approval of Property Tax Exemption, Exclusion or Deferral Due to Showing of Good Cause for Failure to Make a Timely Application

Date: 11-9-2022

To Whom It May Concern:

I, (PRINT NAME) Brenda Graves wish to be considered for Property Tax Exemption, Exclusion or Deferral for the tax year 2022 on Tax Abstract or Parcel Identification Number(s) (PIN) # 9829678416

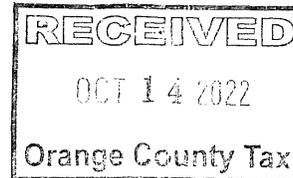
In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of good cause for failure to make a timely application. An untimely application approved under G.S. 105-282.1 (a1) applies only to the property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. If additional space for explanation is needed, please submit an attachment with this request.

Please explain:

I was not aware of this program. I have been [redacted] my cousin told me about the program because I was struggling,

How did you find out about the program(s)? from my cousin

Thank you, Brenda Graves (Signature)



**Request for Approval of
Property Tax Exemption, Exclusion or Deferral
Due to Showing of Good Cause for Failure to Make a Timely Application**

Date: 10-13-2022

To Whom It May Concern:

I, (PRINT NAME) Sue Morgan Grinstead,
wish to be considered for Property Tax Exemption, Exclusion or Deferral for the tax year 2022
on Tax Abstract or Parcel Identification Number(s) (PIN) #
9799137408.042

In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of good cause for failure to make a timely application. An untimely application approved under G.S. 105-282.1 (a1) applies only to the property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. If additional space for explanation is needed, please submit an attachment with this request.

Please explain:

I was not aware of the deadline

How did you find out about the program(s)? Noted in tax bill

Thank you,

Sue Morgan Grinstead
(Signature)



**Request for Approval of
Property Tax Exemption, Exclusion or Deferral
Due to Showing of Good Cause for Failure to Make a Timely Application**

Date: Friday, October 7, 2022

To Whom It May Concern:

I, LifePoint Church of Hillsborough INC, wish to be considered for Property Tax Exemption, Exclusion or Deferral for the tax year 2022 on Tax Abstract or Parcel Identification Number(s) (PIN) # **9875302549**.

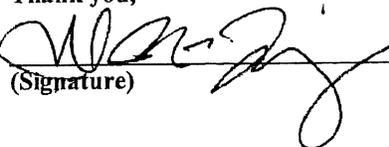
In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of good cause for failure to make a timely application. An untimely application approved under G.S. 105-282.1 (a1) applies only to the property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. If additional space for explanation is needed, please submit an attachment with this request.

Please explain:

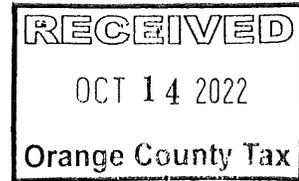
As part of a remodeling project, multiple properties that were previously exempt were merged into one new PIN by the county. We were unaware that we needed to submit a new request for exemption believing that our previous exemptions for the premerged properties would continue.

How did you find out about the program(s)? We previously were exempted but had multiple properties merged into a new PIN.

Thank you,



(Signature)



Request for Approval of Property Tax Exemption, Exclusion or Deferral Due to Showing of Good Cause for Failure to Make a Timely Application

Date: 10/14/22

To Whom It May Concern:

I, (PRINT NAME) Norma Reed wish to be considered for Property Tax Exemption, Exclusion or Deferral for the tax year 2022 on Tax Abstract or Parcel Identification Number(s) (PIN) # 9822876580

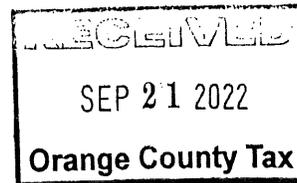
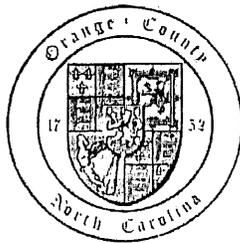
In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of good cause for failure to make a timely application. An untimely application approved under G.S. 105-282.1 (a1) applies only to the property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. If additional space for explanation is needed, please submit an attachment with this request.

Please explain:

My [redacted] from making a timely application

How did you find out about the program(s)? Mail

Thank you, Norma Reed (Signature)



**Request for Approval of
Property Tax Exemption, Exclusion or Deferral
Due to Showing of Good Cause for Failure to Make a Timely Application**

Date: 9/19/2022

To Whom It May Concern:

I, (PRINT NAME) Beata A. Sylvan, wish to be considered for Property Tax Exemption, Exclusion or Deferral for the tax year 2022 on Tax Abstract or Parcel Identification Number(s) (PIN) # 9787182655.

Please note that the deadline to submit a timely application Deadline is June 1st of the tax year.

In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of good cause for failure to make a timely application. An untimely application approved under G.S. 105-282.1 (a1) applies only to the property taxes levied by the county or municipality in the calendar year in which the untimely application is filed. If additional space for explanation is needed, please submit an attachment with this request.

Please explain:

[Redacted area]

How did you find out about the program(s)? Long time resident

Thank you,

Beata A. Sylvan

Signature

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No. 8-e**

SUBJECT: Recommendation of a Salary Increase for Sheriff Charles Blackwood

DEPARTMENT: Human Resources

ATTACHMENT(S):

INFORMATION CONTACT:

Brenda Bartholomew, Human
Resources Director, 919-245-2552

PURPOSE: To approve a recommended salary increase for Sheriff Charles Blackwood effective December 1, 2022.

BACKGROUND: North Carolina General Statute 153A-92 authorizes the Board of County Commissions to set salaries of county employees and county elected officials. All other compensation elements are as set forth in the Orange County Code of Ordinances Section 28 – Personnel.

An annual salary of \$165,000 is recommended for Sheriff Charles Blackwood effective December 1, 2022. Sheriff Blackwood has served as the Orange County Sheriff since December 1, 2014 and has served within the Orange County Sheriff's Department for over 40 years. This salary recommendation is commensurate with the Sheriff's extensive qualifications, representative of the scope of work within Orange County, his devotion and service to Orange County and its residents and represents an increase comparative to market salaries.

FINANCIAL IMPACT: The financial impact is an increase in annual salary of \$13,339.

SOCIAL JUSTICE IMPACT: There is no Orange County Social Justice Goal impact associated with this item.

ENVIRONMENTAL IMPACT: There is no Orange County Environmental Responsibility Goal impact associated with this item.

RECOMMENDATION(S): The Manager recommends that the Board approve a salary increase for Sheriff Charles Blackwood to \$165,000 annually effective December 1, 2022.

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No. 8-f**

SUBJECT: Approval of the Official Bond of the Sheriff

DEPARTMENT: Sheriff's Office

ATTACHMENT(S):

Attachment 1. Public Official Bond - For
Definite Term

INFORMATION CONTACT:

Sheriff Charles S. Blackwood,
919.245.2900
Jennifer Galassi, Legal Advisor,
919.245.2952

PURPOSE: To approve the official bond of the Sheriff.

BACKGROUND: Pursuant to North Carolina General Statutes § 162-9, the board of county commissioners shall take and approve the official bond of the sheriff and then cause it to be registered, and the original deposited, with the clerk of superior court.

FINANCIAL IMPACT: There is no financial impact to the County.

SOCIAL JUSTICE IMPACT: The following Orange County Social Justice Goal is applicable to this item:

- **GOAL: CREATE A SAFE COMMUNITY**

The reduction of risks from vehicle/traffic accidents, childhood and senior injuries, gang activity, substance abuse and domestic violence.

ENVIRONMENTAL IMPACT: There is no Orange County Environmental Responsibility Goal impact associated with this item.

RECOMMENDATION(S): The Manager recommends that the Board approve the official bond of the Sheriff.



Travelers Casualty and Surety Company of America
Hartford, CT 06183

**PUBLIC OFFICIAL BOND -
FOR DEFINITE TERM**

BOND NO. 106206426

KNOW ALL MEN BY THESE PRESENTS, That we CHARLES S BLACKWOOD
of 100 PINEWOOD DRIVE, CHAPEL HILL, NC 27517, as Principal, and
Travelers Casualty and Surety Company of America, a corporation of CT, as Surety are held
and firmly bound unto Orange County North Carolina in the
penal sum of Twenty Five Thousand (\$25,000.00) Dollars, lawful money
of the United States of America, for the payment of which well and truly to be made, said principal binds
himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its
successors and assigns, jointly and severally, firmly by these presents.

SEALED and dated this 26 day of October, 2022.

WHEREAS, the said principal has been elected or appointed to the office of:
Sheriff for a definite term beginning December 01, 2022
and ending December 01, 2026 and is required to furnish a bond for the faithful performance of
the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden
Principal shall (except as hereinafter provided) faithfully perform the duties of his/her said office or
position during the said term, and shall pay over to the persons authorized by law to receive the same
all moneys that may come into his/her hands during the said term without fraud or delay, and at the
expiration of said term, or in case of his/her resignation or removal from office, shall turn over to
his/her successor all records and property which have come into his/her hands, then this obligation to
be null and void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of
any public fund resulting from the insolvency of any bank or banks in which said funds are deposited;
and, if this provision shall be held void, this entire bond shall be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by
giving to the obligee a written notice of its desire so to cancel and at the expiration of thirty (30) days
from the receipt of such notice by the obligee the surety shall be completely released as to all liability
thereafter accruing. If this provision shall be held void, this entire bond shall be void.

WITNESS:

CHARLES S BLACKWOOD

(Seal)
(Principal)



Travelers Casualty and Surety Company of America

By: Russell E. Vance
Russell E. Vance

Attorney-in-Fact

	Travelers Casualty and Surety Company of America Travelers Casualty and Surety Company St. Paul Fire and Marine Insurance Company Farmington Casualty Company
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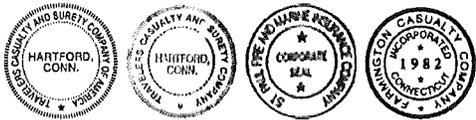
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Russell E. Vance**, of **Hartford, CT**, their true and lawful Attorney(s)-in-Fact, to sign, execute, seal and acknowledge the following bond:

Surety Bond No.: 106206426

Principal: CHARLES S BLACKWOOD

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this **21st** day of **April, 2021**.



State of Connecticut

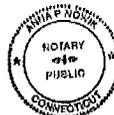
City of Hartford ss.

By: 
 Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**




 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

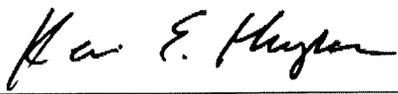
FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 26 day of October, 2022.




 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880. Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.



IMPORTANT NOTICE REGARDING COMPENSATION DISCLOSURE

For information about how Travelers compensates independent agents, brokers, or other insurance producers, please visit this website: www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html

If you prefer, you can call the following toll-free number: 1-866-904-8348. Or you can write to us at Travelers, Enterprise Development, One Tower Square, Hartford, CT 06183.



Express Pay For Business Insurance

Thank you for your \$325.00 payment with your credit card. Your confirmation number is BPITBI109948469.

**Payments will post to your Travelers account within 48-72 hours.
Print Confirmation**

[Make Another Payment](#)

To access details about your billing information [Log In](#) to ePay for Business Insurance. If you are a New User [Enroll](#).

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October 26, 2022

MEGAN SUMMERS
SUMMERS INSURANCE GROUP (OVM437)
2113 CAMERON ST STE 219
RALEIGH, NC 27605

Gerald P Burke
PO Box 2905
Hartford, CT 06104-2905

Phone: (610) 458-2232

Email: GPBURKE@travelers.com

This is a Direct Bill policy. The Direct Bill Account Number is 9862YA191.

This is the Renewal for: CHARLES S BLACKWOOD
100 PINWOOD DRIVE
CHAPEL HILL, NC 27517

Bond Number: **106206426**
 Type of Bond: **Sheriff**
 Obligee Name: **Orange County North Carolina**
 Obligee Address: **PO Box 8181**
 Obligee City, State & Zip: **HILLSBOROUGH, NC 27278 USA**
 Transaction Effective Date: **December 01, 2022**
 Premium Effective Date: **December 01, 2022**
 Premium Expiry Date: **December 01, 2026**
 Bond Limit: **\$25,000.00**
 Bond Premium: **\$325.00**
 Commission - Percentage: **30%**
 Special Commission: **\$0.00**
 Countersignature Branch:
 Countersignature Commission: **\$0.00**
 State Tax: **\$0.00**
 State Surcharge: **\$0.00**
TOTAL PREMIUM: \$325.00

Comments:

Thank you for placing your business with us.

Producer Name: **SUMMERS, LARRY A**

BINDING RESTRICTIONS: Business Insurance**For Agents****Billing Inquiry**

Search by a Policy Number and Form OR by Account Number.

For policies issued on former St. Paul issue systems, do not select a Policy Form.

Search by

Policy / Bond Number

Account Number

Account Number

Account Number	Total Account Balance	Minimum Due
9862YA191	\$325.00	\$0.00
	See breakdown by policy	

Billing Details

Named Insured	Agency Name	Billing Help 1-800-252-2268
CHARLES S BLACKWOOD	SUMMERS INSURANCE GROUP	

Insured
Charles S Blackwood
100 Pinewood Drive
Chapel Hill, NC 27517

Showing 1 to 1 of 1 entries

Activity Date	Transaction Type	Amount	Statement Balance	Minimum Due	Due Date
10/28/2022	Renewal 26S-01062064 Effective Date: 12/01/2022	\$325.00			

Showing 1 to 1 of 1 entries

This information is current as of October 28, 2022 6:00 AM Eastern Time.

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**ORANGE COUNTY
BOARD OF COMMISSIONERS
ACTION AGENDA ITEM ABSTRACT
Meeting Date: December 5, 2022**

**Action Agenda
Item No. 8-g**

SUBJECT: Approval of an Amendment to the Orange County Human Relations Commission's Policies and Procedures Regarding Monthly Meeting Locations

DEPARTMENT: County Manager – Office of
Equity & Inclusion

ATTACHMENT(S):

- 1) Mark-up Draft Amended Policies and Procedures
- 2) Clean Draft Amended Policies and Procedures

INFORMATION CONTACT:

Dr. Shameka Fairbanks, 919-245-2317

PURPOSE: To approve an amendment to the Orange County Human Relations Commission's Policies and Procedures to change the location of monthly meetings to alternate between northern and southern locations in Orange County.

BACKGROUND: The Orange County Human Relations Commission's current policy states that Commission meetings are held monthly at the Animal Services Center on Eubanks Road in Chapel Hill. The issue of changing the verbiage regarding the meeting location was discussed at the Commission's October 2022 meeting, and the Commission unanimously voted to send a request to the BOCC that the Human Relations Commission Policies and Procedures document be amended to reflect that meeting locations would alternate between southern and northern Orange County. The day of the month and meeting time remains the same.

FINANCIAL IMPACT: There is no financial impact associated with this item

SOCIAL JUSTICE IMPACT: The following Orange County Social Justice Goal is applicable to this item:

- **GOAL: FOSTER A COMMUNITY CULTURE THAT REJECTS OPPRESSION AND INEQUITY**

The fair treatment and meaningful involvement of all people regardless of race or color; religious or philosophical beliefs; sex, gender or sexual orientation; national origin or ethnic background; age; military service; disability; and familial, residential or economic status.

ENVIRONMENTAL IMPACT: There is no Orange County Environmental Responsibility Goal impact associated with this item

RECOMMENDATION(S): The Manager recommends that the Board approve the amendment to the Human Relations Commission Policies and Procedures regarding the Commission's monthly meeting locations.

APPROVED 01/18/2022

AMENDED ~~112/0917/2022~~

HUMAN RELATIONS COMMISSION POLICIES AND PROCEDURES

SECTION I: SCOPE

A. Purpose

1. To establish a policy and procedures whereby the Orange County Board of Commissioners will establish the specific policies and procedures governing the Human Relations Commission.
2. The Orange County Board of Commissioners may appoint an advisory board whose duty is to serve in an advisory capacity to make recommendations concerning human relations and social justice issues.

B. Authority

1. North Carolina General Statute §153A-76 grants boards of county commissioners the authority to establish advisory boards.
2. The Orange County Code of Ordinance Chapter 12 Civil Rights § 12-18(j) grants the Human Relations Commission the authority to review the administrative law judge's recommendation of a Complaint made under this Chapter and make a Final Agency Decision.
3. The Orange County Advisory Board Policy serves as the underlying policy document to which the Human Relations Commission, in addition to this policy and procedure document, is subject. The Orange County Advisory Board Policy is attached hereto as "Exhibit A".
4. In the event that there is a conflict between the Orange County Advisory Board Policy and this Policies and Procedures document this Policies and Procedures document shall control.

C. Charge

1. The charge of the Human Relations Commission is as follows:
 - a. study and make recommendations concerning problems in the field of human relationships;
 - b. anticipate and discover practices and customs most likely to create animosity and unrest and to seek solutions to problems as they arise;
 - c. make recommendations designed to promote goodwill and harmony among groups in the County irrespective of their race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status or status with regard to public assistance;
 - d. monitor complaints involving discrimination;
 - e. address and attempt to remedy the violence, tensions, polarization, and other harm created through the practices of discrimination, bias, hatred, and civil inequality; and
 - f. promote harmonious relations within the county through hearings and due process of law.

SECTION II: GOALS AND OBJECTIVES

A. Goals

1. The Human Relations Commission shall seek to prevent and eliminate bias and discrimination because of race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status, or status with regard to public assistance.
2. Advise the Orange County Board of Commissioners with respect to matters relating to human relations and/or social justice issues.
3. Cooperate with and seek to advise and coordinate the activities of persons or groups interested in human relations and/or social justice issues.

APPROVED 01/18/2022

AMENDED ~~112/0917/2022~~

4. Conduct inquiries and hear appeals as may reasonably appear necessary to find the facts with respect to allegations of discrimination.
 5. Gather and disseminate information to governmental agencies and to the public regarding human relations and/or social justice issues.
- B. Objectives
1. The Human Relations Commission shall by means of education, persuasion, conciliation and enforcement and utilize all of the powers at its disposal to achieve its goals.
 2. Keep abreast of national, state, and local human rights and social justice issues and advise, make recommendations and/or provide information to the Board of County Commissioners regarding human relations and/or social justice issues.
 3. Develop and maintain collaborative relationships/partnerships within the various communities (faith, business, residents, government, for-profit and non-profit sectors, etc.).
 4. Received allegations of discriminatory housing and public accommodation practices
 5. Host public meetings/events regarding human rights and/or social justice issues.

SECTION III: MEMBERSHIP

- A. Authority
1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards. In acting on this authority the Orange County Board of Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform.
- B. Composition
1. The Human Relations Commission is composed of eighteen (18) members.
 2. Members shall represent the following geographic area: at least one member from each of the towns of Chapel Hill, Carrboro and Hillsborough.

SECTION IV. MEETINGS

- A. Staffing
1. Orange County staff may serve a support function to advisory boards upon the approval of the Orange County Manager.
- B. Agendas
1. Items for agendas shall be approved by the Human Relations Commission Executive Committee members including the Chair Vice-Chair, Immediate Past Chair and staff.
- C. Subcommittee Meeting
1. Subcommittees may meet on a date and time outside of regular meeting dates.
- D. Regular meetings
1. Regular meetings shall be held on the fourth Tuesday of each month at 6:00 p.m. ~~in alternating between Northern and Southern locations of Orange County the Animal Services Building in Chapel Hill.~~
- E. Executive Committee Meetings
1. The Executive Committee may meet by teleconference.
- F. Closed Session

APPROVED 01/18/2022

AMENDED ~~112/0917/2022~~

1. The Commission whether meeting in full or as a subcommittee may meet in closed session for the purpose of preventing the premature disclosure of any scholarship, prize or similar award as provided in N.C. Gen. Stat. §143-318.11(2).

SECTION V. ORIENTATION

A. Attendance

1. Each member shall attend an orientation and training on the Orange County Civil Rights Ordinance presented by the Human Rights and Relations Department to familiarize the Commission members with the operation of County government, the Human Rights and Relations organizational chart, the Orange County Civil Rights Ordinance and the operating procedures of the advisory board.
2. Each voting member will be encouraged to complete the orientation within three months of his or her appointment and to attend training on the Civil Rights Ordinance yearly as provided.

SECTION VI. BY-LAWS

A. By-Laws

1. Any Bylaws adopted by the Human Relations Commission are void and no further bylaws shall be adopted. Procedure shall be governed solely by this policy document and the General Advisory Board Policy Document.
2. Should the Human Relations Commission determine modifications to policies and procedures are necessary the Human Relations Commission may petition the Board of County Commissioners for such modifications.

APPROVED 01/18/2022

AMENDED 12/17/2021

HUMAN RELATIONS COMMISSION POLICIES AND PROCEDURES

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2. Advise the Orange County Board of Commissioners with respect to matters relating to human relations and/or social justice issues.
3. Cooperate with and seek to advise and coordinate the activities of persons or groups interested in human relations and/or social justice issues.

APPROVED 01/18/2022

AMENDED 12/17/2021

4. Conduct inquiries and hear appeals as may reasonably appear necessary to find the facts with respect to allegations of discrimination.
 5. Gather and disseminate information to governmental agencies and to the public regarding human relations and/or social justice issues.
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 2. Keep abreast of national, state, and local human rights and social justice issues and advise, make recommendations and/or provide information to the Board of County Commissioners regarding human relations and/or social justice issues.
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- F. Closed Session
1. The Commission whether meeting in full or as a subcommittee may meet in closed session for the purpose of preventing the premature disclosure of any

APPROVED 01/18/2022

AMENDED 12/17/2021

scholarship, prize or similar award as provided in N.C. Gen. Stat. §143-318.11(2).

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**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No.** 8-h

SUBJECT: Approval of Sale of 129 East King Street, Hillsborough, NC

DEPARTMENT: Asset Management Services

ATTACHMENT(S):

1. May 24, 2022 Resolution Authorizing the Sale and Upset Bid Process for 129 East King Street
2. October 27, 2022 David Cates Offer to Purchase of 129 East King Street
3. Appraisal Cover Letter of 129 East King Street, Hillsborough, NC.

INFORMATION CONTACT:

Travis Myren, Deputy County Manager,
919-245-2308
Steven Arndt, Asset Management
Services Director, 919-245-2658

PURPOSE: To consider the approval of the sale of County-owned property located at 129 East King Street, Hillsborough, NC.

BACKGROUND: The County-owned property at 129 East King Street consists of a .24 acre site with a 7,100 gross square foot facility that was originally constructed in 1947 for use as a retail furniture store. Orange County acquired the property in 2001 and renovated it for use as an office. It is located near the center of Hillsborough, close to the Historic Courthouse. The facility is in poor condition, with numerous structural and environmental issues, and has been vacant since late 2018.

At its May 24, 2022 Business meeting, the Board of County Commissioners approved a resolution authorizing the sale of the property through an upset bid process (*Attachment #1*). After an extended bidding period, David Cates presented the County with a final, uncontested offer to purchase the property for \$400,111 on October 27, 2022 (*Attachment 2*). The property was recently appraised in February 2022 at \$160,000 (*Attachment 3*). In accordance with North Carolina General Statute 160A-269, the final offer for the sale of the property must be presented to the Board for consideration and approval.

FINANCIAL IMPACT: The property is currently sitting vacant and there are no plans to renovate or re-occupy the site. Due to the extremely poor condition of the facility, the appraised value of the property is based upon the value of the land only. The sale of 129 East King Street will convert a non-productive capital asset into \$400,111 that may be re-allocated to other County needs.

SOCIAL JUSTICE IMPACT: There are no Orange County Social Justice Goal impacts associated with this item.

ENVIRONMENTAL IMPACT: There are no Orange County Environmental Responsibility Goal impacts associated with this item.

RECOMMENDATION(S): The Manager recommends that the Board:

- 1) Approve the sale of 129 East King Street, Hillsborough, NC to David Cates for \$400,111;
and
- 2) Direct the County Attorney's Office to oversee the transfer of the property to Mr. Cates.

Attachment 1

Resolution Authorizing Upset Bid Process for 129 East King Street

WHEREAS, Orange County owns certain property, .24 acres of land and 7,100 square feet of building improvements located at 129 East King Street, Hillsborough, NC; and

WHEREAS, North Carolina General Statute 160A-269 permits the County to sell property by upset bid, after receipt of an offer for the property; and

WHEREAS, Orange County has received an offer to purchase the property described above, in the amount of \$178,000 submitted by **Miller Property Management**, LLC, Durham, NC; and

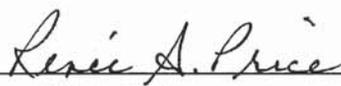
WHEREAS, **Miller Property Management** has paid the required five percent (5%) deposit on its offer;

THEREFORE, we, the Orange County Board of County Commissioners resolve that:

1. The Orange County Board of County Commissioners authorizes the sale of the property described above through the upset bid procedure of North Carolina General Statute 160A-269.
2. The Orange County Purchasing Agent shall cause a notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer, and shall state the terms under which the offer may be upset.
3. Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Purchasing Agent, located at 405 Meadowlands Drive, Hillsborough, NC, within 10 days after the notice of sale is published. At the conclusion of the ten-day period, the Purchasing Agent shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.
4. If a qualifying higher bid is received, the Purchasing Agent shall cause a new notice of the upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bids having been received. At that time, the amount of the final high bid shall be reported to the Orange County Board of County Commissioners.
5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000 of that offer and five percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The County will return the deposit of the final high bidder at closing.

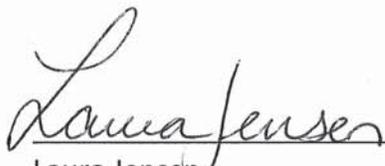
7. The terms of the final sale are that:
 - The County must approve the final high offer before the sale is closed, which it will do within 30 days after the final upset bid period has passed, and
 - The buyer must pay with cash at the time of the closing.
8. The County reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.
9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The County Manager is authorized to execute the instruments necessary to convey the property to **Miller Property Management, LLC**.

This 24th day of May, 2022.



Renee Price, Chair

Orange County Board of Commissioners



Laura Jensen

Clerk to the Board



Attachment #2

David Cates Offer 10/27/2022

STATE OF NORTH CAROLINA
COUNTY OF ORANGE**OFFER TO PURCHASE ORANGE COUNTY REAL PROPERTY**

This offer is being made as a negotiated offer, pursuant to N.C. Gen. Stat. 160A-269, and other applicable sections of the North Carolina General Statutes. The terms of the offer are as follows:

1. **OFFER:** The undersigned Offeror hereby offers to purchase the property described below from Orange County for the price of \$ (400,111.00)
2. **PROPERTY:** The property upon which an offer is being made is that certain lot of parcel of land including all improvements thereon, situated in Hillsborough Township, Hillsborough, North Carolina, **129 E King Street, Hillsborough, NC 27278.**
3. **"AS IS" CONDITION; TITLE:** The Offeror acknowledges that this offer is for the purchase of the property described above in its "as is" condition. Title will be conveyed by special warranty deed, free and clear of all liens or encumbrances.
4. **DEPOSIT:** With this offer the undersigned has deposited 5% of the proposed purchase price with the county as required by law (refundable if the offer is not accepted).
5. **PROPERTY TAX:** It is understood that the property is currently tax exempt, but that pursuant to N.C. Gen. Stat. 105-29(d) the property may become taxable for the fiscal year beginning July of the calendar year in which it is acquired, in which case, the property taxes will be the responsibility of the Offeror.
6. **UPSET BID PROCEDURE:** It is understood that the this offer is subject to upset bid procedures pursuant to N.C. Gen. Stat. 160A-269, and that no final action will be taken on acceptance of this offer until the upset period has expired. It is also understood that by law, the County Board of Commissioners may reject this offer and any upset bid offers at any time.
7. **ADVERTISING COSTS:** Upon closing, the Offeror agrees to reimburse the advertising fees for all legal notice required under N.C. Gen. Stat. 160A-269.
8. **WITHDRAWAL:** The County reserves the right to withdraw the property from sale at any time before the bid or any upset bids are accepted.

[Signature Page to Follow]

Date: 10/27/2022
Initial: DEC

OFFER TO PURCHASE ORANGE COUNTY REAL PROPERTY

P. 2

This the 27th day of October, 2022.

(If a corporate Offeror)

Name of Entity

By: _____

Title: _____

Attest: _____

Corporate Secretary (Affix Corporate Seal)

(If Individual)

Offeror: David E. Cates

(Print Name) David E. Cates

Offeror: _____

(Print Name) _____

Attachment 3

Appraisal Cover Letter for 129 East King Street

RESTRICTED APPRAISAL OF:

OFFICE BUILDING
129 E. KING STREET
HILLSBOROUGH, ORANGE COUNTY
NORTH CAROLINA 27278

FOR:

ALAN DORMAN
ASSISTANT DIRECTOR
ASSET MANAGEMENT SERVICES
ORANGE COUNTY
HILLSBOROUGH, NC 27278

DATE OF REPORT:

FEBRUARY 11, 2022

BY:

ANALYTICAL CONSULTANTS
125 KINGSTON DRIVE, SUITE 206
CHAPEL HILL, NC 27514

PREPARED BY:

PAUL L. SNOW, MAI
CERTIFIED GENERAL APPRAISER NC #A4499

CHERI L. DEROSIA
CERTIFIED GENERAL APPRAISER NC #A6345



Analytical Consultants
125 Kingston Drive
Suite 206
Chapel Hill, NC 27514
Phone: 919-929-9539
Fax: 919-929-9543

February 11, 2022

Alan Dorman
Assistant Director
Asset Management Services
Orange County
Hillsborough, NC 27278

Re: Office Building, 129 E. King Street, Hillsborough, North Carolina 27278

Dear Mr. Dorman:

In response to your engagement letter of November 19, 2021, we have prepared a Restricted Appraisal of the above referenced property. We have examined the physical property, inspected the neighborhood and analyzed the market for similar properties in Hillsborough and the surrounding area. The purpose of this appraisal is to provide an opinion of the As Is Market Value of the subject property.

The subject of this report is a 0.240-acre parcel improved with an office and warehouse building located on the north side of E. King Street in downtown Hillsborough. The property is zoned CC, Central Commercial.

According to information provided by Orange County as well as other sources, the improvements on the subject were constructed in 1947 as a furniture store. Orange County acquired it in 2000 and renovated it, and in 2009 the Office of the Public Defender moved in. It is approximately 7,100 square feet in size with 4,700 square feet at the front of the building upfit as office space, and an additional 2,400 square feet of warehouse space at the back. The office area is on a crawl space, while the warehouse is on a slab. The exterior walls of the office are brick, and the exterior walls of the warehouse are concrete block. Most of the roof is metal, although a small area at the front is shingle.

The site has relatively little street frontage compared to its depth – it is approximately 40 feet wide and 270 feet deep. The building sits back from the street approximately 25 feet, but has no setback on either side from the adjacent properties. Even though there is a roll-up door at the back of the warehouse, there is no vehicular access to that door.

The subject site slopes down from back to front, and it has been reported that stormwater has regularly flooded the building from the higher ground to the north. In 2013 or 2014, remediation was conducted to address flooding and handle the stormwater, but it flooded again in 2016. The crawlspace has consistently been damp, and mold was identified inside the office building. According to a May 1, 2019 report by SEA Consulting, "The apparent fungal growth and discolored and deteriorated floor framing within the crawl space, as well as the reported mold growth within the building's interior, was consistent with elevated humidity within the crawl space and the building's interior as a result of surface water intrusion and/or deficiencies in the stormwater control measures on, and around, the property." Orange County concluded that the building was unsafe to occupy, and the Public Defender's office moved out of it.

It is our opinion that the most likely buyer of the subject would demolish the building and construct a new one, taking the site's stormwater challenges into account in its design. Therefore, it is our opinion that the highest and best use of the subject is for redevelopment. We use the Sales Comparison Approach to estimate the value of the subject land As Vacant, and then subtract the estimated cost to demolish the building to calculate the value of the subject As Is.

Subject to the conditions and explanations contained in the following report, and based on our analysis of the subject and the market, together with our experience appraising properties similar to the subject, we have concluded the value below. The value concluded is the Market Value of the Fee Simple Interest in the subject parcel As Is as of January 13, 2022, the date of our site visit:

Value Summary	Total	Acres	Per Square Foot
Land Value - As Vacant	\$210,000	0.24	\$20.09
Demolition Cost	<u>-\$50,000</u>		
Land Value - As Is	\$160,000		

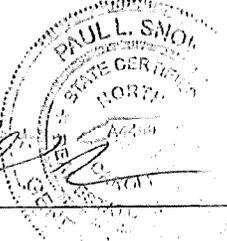
The following report presents the data, analyses and other materials that give support to our value conclusions. Within the report we provide a definition of *Market Value, Fee Simple Estate, Highest and Best Use*, and other appraisal terms used. Please note that our opinion is not based on a requested minimum value, a specific valuation, or the approval of a loan amount.

The appraisal analysis, opinions and conclusions were developed and this appraisal report has been prepared in conformance with (and the use of this report is subject to) all regulations issued under Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA) and the Uniform Standards of Professional Appraisal Practice (USPAP) as promulgated by the Appraisal Standards Board of the Appraisal Foundation in Washington DC. Under USPAP, this is a Restricted Appraisal Report.

This letter of transmittal precedes this Appraisal Report, further describing the property and containing the reasoning and most pertinent data leading to the final opinion of value. Your attention is directed to the "Certificate of Appraisal," "Hypothetical Conditions," "Extraordinary Assumptions," "General Assumptions," and "General Limiting Conditions" which are considered usual for this type of assignment and have been included within the text of this report.

It was a pleasure preparing this appraisal for you. Please contact us if you have unanswered questions regarding our appraisal or if we can be of further assistance in the interpretation of our findings and opinions.

Respectfully submitted,

Paul L. Snow, MAI
President, Analytical Consultants
Certified General Appraiser NC #A4499




Cheri L. DeRosia
Certified General Appraiser NC #A6045

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No. 8-i**

SUBJECT: Boards and Commissions – Appointments

DEPARTMENT: Board of Commissioners

ATTACHMENT(S):

- 1) Recommendation for Vaughn Compton - Agricultural Preservation Board
- 2) Vaughn Compton Database Application - Agricultural Preservation Board

INFORMATION CONTACT:

Clerk's Office, 919-245-2130

PURPOSE: To approve the Boards and Commissions appointments as reviewed and discussed during the November 10, 2022 Work Session.

BACKGROUND: The following appointments are for Board approval:

- **Affordable Housing Advisory Board**

NAME	SPECIAL REPRESENTATIVE	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Ehmu Ra Ho	At-Large	First Full Term (re-appointment)	06/30/2025
Holly Meschko	At-Large	First Full Term (re-appointment)	06/30/2025
Mariela Hernandez	At-Large	First Full Term	09/30/2025
Olivia Fisher	At-Large	Partial Term	09/30/2023
Kela Kexel	At-Large	First Full Term	09/30/2025

- **Agricultural Preservation Board**

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Kim Woods (proposed moved from	Caldwell Voluntary Agricultural District	Partial Term	06/30/2023

At-Large position)			
Nancy Petry	At-Large	First Full Term	06/30/2025
Michael Waggoner	At-Large	First Full Term	06/30/2025
James Fickle	At-Large	Partial Term	06/30/2024
Dr. Jane Saiers	New Hope/Hillsborough Voluntary Agricultural District	One-year extension	6/30/2023
Vaughn Compton	Cedar Grove Voluntary Agricultural District	Partial Term	06/30/2023

NOTE: The application for Vaughn Compton was received after the November 10, 2022 Work Session agenda publication deadline, so it was not included for consideration at that meeting. At the November 10, 2022 work session, the Board directed staff to send the application to Board members via email and also to include his name in this abstract in an effort to expedite filling this long-standing vacancy. The application, as well as a recommendation letter, are attached.

- **Carrboro Board of Adjustment**

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Erle Smith	BOCC Appointee	First Full Term (re-appointment)	02/28/2025

- **Commission for the Environment**

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Geneva Gray	Air Quality	First Full Term (re-appointment)	12/31/2025
Mark Randall	At-Large	First Full Term (re-appointment)	12/31/2025
Taylor (Read) Oakley	At-Large	First Full Term (re-appointment)	12/31/2025

- **Orange County Parks and Recreation Council**

NAME	POSITION DESCRIPTION	TYPE OF APPOINTMENT TERM	EXPIRATION DATE
Sophia Fratta	Youth Member (non-voting)	First Full Term	12/31/2025

FINANCIAL IMPACT: There is no financial impact associated with this item.

SOCIAL JUSTICE IMPACT: The following Orange County Social Justice Goal is applicable to this item:

- **GOAL: ENABLE FULL CIVIC PARTICIPATION**

Ensure that Orange County residents are able to engage government through voting and volunteering by eliminating disparities in participation and barriers to participation.

ENVIRONMENTAL IMPACT: There is no Orange County Environmental Responsibility Goal impact associated with this item.

RECOMMENDATION(S): The Manager recommends that the Board approve the recommended appointments as reviewed and discussed during the November 10, 2022 Work Session.



Orange County Agricultural Preservation Board

November 11th, 2022

Renee Price, Chair
Orange County Board of County Commissioners
PO Box 8181
Hillsborough, NC 27278

Re: Agricultural Preservation Board Appointment

Dear Chair Price:

The Orange County Agricultural Preservation Board (APB) discussed recommendations to appoint members at its regular meeting on September 21, 2022. The APB recommends the appointment of Mr. Vaughn Compton to serve as a district member representing the Cedar Grove Voluntary Agricultural District. Mr. Compton resides within the Cedar Grove district, where owns and operates his family farm that has been enrolled in the VAD program for many years and thus meets the special requirements for District membership.

Thank you on behalf of the APB.

Sincerely,

David Stancil
Orange County Agricultural Preservation Board

cc: Portia McKnight, Chair

Volunteer Application Orange County Advisory Boards and Commissions

Name: Vaughn Compton
Name Called:
Home Address: 1002 Hurdle Mills Rd.
 Cedar Grove NC 27231
Phone: 919-428-4351
Email: vaughn@comptonfarming.com
Year of OC Residence: 1954
Township of Residence: Cedar Grove
Zone of Residence: County
Gender Identity: Male
Ethnic Background: White
Age Range: 60+

Community Activities/Organizational Memberships:

Orange FFA, Cedar Ridge FFA, Hillsborough Exchange Club , Orange County Farm Bureau, Central Piedmont Livestock Show Co chair

Past Service on Orange County Advisory Boards:

Orange Ag Grants, Orange APB

Boards/Commissions applied for:

Agricultural Preservation Board

Background, education and experience relevant to this board:

Farmer; Farmed all my life.

Reasons for wanting to serve on this board:

See farmland preserved; Keep Orange County Rural land in farming.

Contribution to the diversity of viewpoints on this board:

Listen to everyone and then participate.

Conflict of Interest:

Boards/Commissions appointments:

Agricultural Preservation Board

Application Date: 4/2/2014

Background, education and experience relevant to this board:

I have lived in Orange County my entire life. My grandfather and father were both farmers therefore I continued on the tradition of farming. I have been farming since 1975. My family farms tobacco and chickens. With my experience in my farming background

Reasons for wanting to serve on this board:

I would like to serve on this board so the farmers of my county will be properly represented now and in the future. With farming being such a big supplier in the world our voices need to be heard and protected for now and future farmers. By serving on thi

Conflict of Interest:

Other Comments:

This application was current on: 11/1/2022 8:54:24 PM

Date Printed: 11/7/2022

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No. 8-j**

SUBJECT: Appointments to the Orange County Justice Advisory Council

DEPARTMENT: Criminal Justice Resource

ATTACHMENT(S):

Attachment 1 – Orange County Justice
Advisory Council –
Updated Structure and
New Appointees

INFORMATION CONTACT:

Caitlin Fenhagen, (919) 245-2303
Travis Myren, (919) 245-2308

PURPOSE: To consider confirming a new position and making appointments to the Orange County Justice Advisory Council.

BACKGROUND: The Orange County Board of Commissioners created the Justice Advisory Council (JAC) at its May 17, 2016 Business meeting. The Council coordinates, informs and enhances work in the criminal justice system and in the Orange County Criminal Justice Resource Department. Its formation is aligned with the best practices for the administration of an effective, innovative and equitable criminal justice system.

The JAC staff is recommending the following position change and appointment:

- Add a new Position 32 for Judicial District Bar Representative. Kellie Mannette, an experienced defense attorney and member of the Bar is willing to serve in this role, which is critical to ensuring that information discussed at JAC meetings is shared with the District Bar.

The JAC staff is also recommending the following changes of personnel in existing positions:

- Position 18: Reentry Advocate Representative – Ben Gear, Local Reentry Council Coordinator
- Position 20: Orange County Schools (OCS) Representative – Dr. Jessica Dreher, OCS Director of Student Engagement and Support Services
- Position 28: Town and Campus Partnership Representative – Samantha Luu, Director of the Campus and Community Coalition
- Position 30: Orange County Office of Equity and Inclusion Director Dr. Shameka Fairbanks

FINANCIAL IMPACT: There is no financial impact associated with this item.

SOCIAL JUSTICE IMPACT: The following Orange Social Justice Goals are applicable to this item:

- **GOAL: FOSTER A COMMUNITY CULTURE THAT REJECTS OPPRESSION AND INEQUITY**
The fair treatment and meaningful involvement of all people regardless of race or color; religious or philosophical beliefs; sex, gender or sexual orientation; national origin or ethnic background; age; military service; disability; and familial, residential or economic status.
- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**
The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.
- **GOAL: CREATE A SAFE COMMUNITY**
The reduction of risks from vehicle/traffic accidents, childhood and senior injuries, gang activity, substance abuse and domestic violence.

ENVIRONMENTAL IMPACT: There is no Orange County Environmental Responsibility Goal impact associated with this item.

RECOMMENDATION(S): The Manager recommends for the Board to approve the new position/change to the JAC structure and the proposed appointments to the Orange County Justice Advisory Council.

Attachment 1

**Proposed Orange County Justice Advisory Council
Structure and Appointees 12/5/22**

- Position 1: Senior Resident Superior Court Judge R. Allen Baddour, Jr.
- Position 2: Chief District Court Judge Samantha Cabe and/or Designee Pamela Weiden
- Position 3: District Attorney James R. (Jim) Woodall, Jr.
- Position 4: Public Defender Woodrena Baker-Harrell
- Position 5: Clerk of Court Mark Kleinschmidt
- Position 6: Orange County Sheriff Charles S. Blackwood
- Position 7: Chapel Hill Police Department Chief Chris Blue
- Position 8: Carrboro Police Department Chief Attack
- Position 9: Hillsborough Police Department Chief Duane Hampton
- Position 10: Chief Magistrate Tony Oakley
- Position 11: Department of Social Services Director Nancy Coston
- Position 12: Health Department Director Quintana Stewart
- Position 13: Mental Health Representative: Ann Oshel, V.P. Alliance Health
- Position 14: Child Support Services Director Erica Bryant
- Position 15: Faith Community Representative: Bishop Victor Glover
- Position 16: Probation and Parole Representative: Chief Shalonda Eubanks
- Position 17: Substance Use Treatment Provider Representative: Troy Manns, Chapel Hill Police Department Crisis Unit
- Position 18: Re-Entry Advocate Representative: Benjamin Gear, Local Reentry Council Coordinator
- Position 19: Juvenile Justice: Chief Court Counselor Amanda Farris
- Position 20: Orange County Schools Representative: Dr. Jessica Dreher, OCS Director of Student Engagement and Support Services

Position 21: Chapel Hill-Carrboro City Schools Representative: School Board member Dr. Ashton Powell

Position 22: County Commissioner Representative: Jamezetta Bedford

Position 23: County Commissioner Representative: Anna Richards

Position 24: Mebane Police Department Chief Terrence Caldwell

Position 25: Domestic Violence Advocate: Compass Center Director Christian Adams

Position 26: Partnership to End Homelessness Representative: Rachel Waltz

Position 27: UNC Hospitals Representative: Barbara-Ann Bybel

Position 28: Town and Campus Partnership Representative: Campus and Community Coalition Director Samantha Luu

Position 29: Housing and Community Development Department Director Corey Root

Position 30: Orange County Office of Equity and Inclusion Director Dr. Shameka Fairbanks

Position 31: UNC Police Chief Brian James

Position 32: Judicial District Bar Representative: Kellie Mannette

Administrators and Contacts for the Council:

Caitlin Fenhagen – Criminal Justice Resource Director (cfenhagen@orangecountync.gov)

Travis Myren – Deputy County Manager (tmyren@orangecountync.gov)

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: December 5, 2022

**Action Agenda
Item No.** 8-k

SUBJECT: Approval of Amendments to the Advisory Board Policy

DEPARTMENT: Board of Commissioners

ATTACHMENT(S):

- 1) Advisory Board Policy (Tracked Changes)
- 2) Advisory Board Policy (Clean)

INFORMATION CONTACT:

Clerk's Office, 919-245-2130

PURPOSE: To approve amendments to the Orange County Board of County Commissioners Advisory Board Policy (Advisory Board Policy), as reviewed and discussed at the November 10, 2022 work session.

BACKGROUND: The Board of Commissioners conducted a periodic review of the Advisory Board Policy at the November 10, 2022 work session. The Board agreed by consensus to approve the staff-proposed changes highlighted in Attachment 1.

FINANCIAL IMPACT: There is no financial impact associated with this item.

SOCIAL JUSTICE IMPACT: The following Orange County Social Justice Goal is applicable to this item:

- **GOAL: ENABLE FULL CIVIC PARTICIPATION**
Ensure that Orange County residents are able to engage government through voting and volunteering by eliminating disparities in participation and barriers to participation.

ENVIRONMENTAL IMPACT: There is no Orange County Environmental Responsibility Goal impact associated with this item.

RECOMMENDATION(S): The Manager recommends that the Board approve the amendments to the Advisory Board Policy.

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS ADVISORY BOARD POLICY

SECTION I: SCOPE

A. Purpose

1. To establish a policy and procedures whereby the Orange County Board of Commissioners will make appointments to ~~public-Orange County~~ advisory boards, committees, commissions, and councils (hereinafter “advisory boards”).

B. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards.
2. The Orange County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the County.
3. The Orange County Board of Commissioners has the responsibility to appoint residents to serve as members of advisory boards established by the Commissioners.
4. Orange County department directors and staff are responsible for providing support to the advisory boards.

C. Policy and Periodic Review

1. This Advisory Board Policy establishes some parameters for:
 - a. Appointments to state-mandated, regional, and/or county-developed advisory boards.
 - b. Removals from such advisory boards.
 - c. Quorum and voting standards.
 - d. A code of general conduct for advisory board members.
 - e. Other aspects of advisory board service the Orange County Board of Commissioners wishes to address.
2. Periodic Review
 - a. Periodic review of this Advisory Board Policy will be conducted every ~~five~~two (~~5~~2) years by the Orange County Board of Commissioners.
 - b. This Advisory Board Policy may be changed or adjusted as deemed necessary by the Orange County Board of Commissioners regardless of whether it is scheduled for a review.

D. Applicability

1. To the extent it does not conflict with the statute or ordinance creating a specific advisory board, where applicable, this Advisory Board Policy applies to the following Orange County advisory boards, policies, commissions, and councils:
 - a. Adult Care Home Community Advisory Committee
 - b. Advisory Board on Aging
 - c. Affordable Housing Advisory Board
 - d. Agricultural Preservation Board
 - e. Animal Services Advisory Board
 - f. Arts Commission
 - f.g. Chapel Hill Orange County Visitors Bureau Advisory Board

- ~~g-h.~~ Commission for the Environment
- ~~h-i.~~ Economic Development ~~Commission~~ Advisory Board
- ~~i-j.~~ Historic Preservation Commission
- ~~j-k.~~ Human Relations Commission
- ~~l.~~ Nursing Home Community Advisory Committee
- ~~k-m.~~ Opioid Advisory Committee
- ~~l-n.~~ Orange County Parks and Recreation Council
- ~~m-o.~~ Orange County Planning Board
- ~~n-p.~~ Orange Unified Transportation Board
- ~~o.~~ ~~Visitor's Bureau~~

2. This Advisory Board Policy shall also apply to any new boards, commissions, councils, committees, or taskforces with At-Large positions upon creation by the Orange County Board of Commissioners.

~~2-3.~~ Except as otherwise provided herein or through a specific advisory board policy this Advisory Board Policy shall control the appointment, reporting, operation and other requirements of the advisory boards listed above except to the extent the same are controlled by a specific statute or ordinance. In those cases, as noted above, where a statute or ordinance controls the requirements of the advisory board and the terms of this Advisory Board Policy conflict with the terms of the statute or ordinance the statute or ordinance shall prevail.

4. Although not advisory boards the Board of Adjustment, Board of Equalization and Review, and Animal Services Hearing Panel shall comply with the terms of this Advisory Board Policy to the extent those boards are specifically addressed herein.

SECTION II: DUTIES

A. Community Contact

1. Advisory boards, through their membership and subcommittees, shall maintain contact with stakeholder groups. In this manner, the advisory board is kept apprised of current information related to matters under the jurisdiction of Orange County.

B. Primary Responsibilities

1. Individual advisory boards shall maintain awareness of their goals and objectives as those goals are related to the Orange County Board of Commissioners' adopted overall goals and objectives for Orange County.
2. All actions or recommendations of the advisory board shall be communicated to the Orange County Board of Commissioners as provided herein.

SECTION III: MEMBERSHIP

A. Authority and Appointment Eligibility

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards. In acting on this authority the Orange County

Board of Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform.

- a. All members of standing, statutory boards must meet the qualifications for the specific statutory requirements for an appointed position.
- b. All boards members must be eighteen (18) years of age or older unless applying for a youth-designated position.
- c. All board members shall be residents of Orange County and shall maintain their domicile in Orange County unless they are under eighteen (18) years of age and applying for a youth-designated position. The Clerk shall confirm applicants are residents of Orange County and maintain their domicile in Orange County.
 - i. Domicile is defined as one's permanent established home as distinguished from one's temporary although actual place of residence.
- d. All board members shall have good reputations for integrity and an interest in community service.
- e. No nominee to a board shall be currently employed by Orange County government and serve on a board that directly affects their work.
- f. No nominee may currently be a party to or be the actual legal representative in litigation against Orange County. The Clerk shall confirm nominees are not involved in such litigation.
- g. Each nominee must be prepared and committed to participate in advisory board work in a manner that enhances relationships between the county and the community.
- h. All board members are representatives of the Orange County Board of Commissioners and shall conduct themselves, both in their official actions and personal actions so as to be above reproach in their conduct and shall not bring disrepute to either the County or the Commissioners.
- i. No person appointed to an advisory board may concurrently serve in any publicly elected office. *(Does not apply where the appointment is required by law, intergovernmental agreement, or approved Orange County board specific policy—applies to all boards, committees, and quasi-judicial boards)
- h-j. The Orange County Board of Commissioners may waive any of the conditions within this section, with the exception of statutorily imposed conditions.

B. Composition

1. The Orange County Board of Commissioners shall appoint all voting and nonvoting ex officio members to advisory boards. The Orange County Board of Commissioners shall endeavor to appoint members who represent the ethnic, cultural, demographic, and geographic diversity of the community.

C. Selection Criteria

1. Appointed members, except for ex officio members, shall be qualified by the Clerk to the Board of County Commissioners.
2. Members shall be appointed from applicants whose properly filed and submitted applications were submitted to the Clerk to the Board of Orange County.

D. Application and Appointment Process

1. All members of advisory boards serve at the pleasure of the Orange County Board of Commissioners.
2. Appointments to advisory boards will be initiated with a public application process from individuals, advisory boards, or community and professional organizations.
3. All appointments to advisory boards will be made by the Orange County Board of Commissioners.
 - a. The Orange County Board of Commissioners may elect to interview applicants to certain advisory boards.
 - b. In the event the Orange County Board of Commissioners conducts such interviews the advisory board to which the applicant seeks appointment may identify and suggest interview questions to the Orange County Board of Commissioners.
4. Applicant nominations and appointment recommendations from advisory boards to the Orange County Board of Commissioners are welcome, but are not guaranteed to result in appointment.
 - a. Advisory boards may elect to interview applicants prior to making a nomination or recommendation.
 - b. In the event an advisory board conducts such interviews the Orange County Board of Commissioners may identify and suggest interview questions to the advisory board.
- ~~4.1. No person appointed to an Orange County advisory board shall serve on that board for more than two consecutive terms of three years each. Any appointment to a vacant position for less than a full three year term shall be considered a full term if the time of membership is 24 months or greater.~~
5. The Orange County Board of Commissioners may direct the Clerk to the Board of County Commissioners to establish an orientation program for certain advisory or other boards.
- ~~6. Extension of a member's term may be approved by the Orange County Board of Commissioners if it is determined that it is in the best interest of Orange County to allow an individual to continue to serve.~~
- ~~7.1. No person appointed to an advisory board may concurrently serve in any publicly elected office. *(Does not apply where the appointment is required by law, intergovernmental agreement, or approved Orange County board specific policy applies to all boards, committees, and quasi-judicial boards)~~

E. Term

1. No person appointed to an Orange County advisory board shall serve on that board for more than two consecutive terms of three years each. Any appointment to a vacant position for less than a full three year term shall be considered a full term if the time of membership is 24 months or greater.
2. Extension of a member's term may be approved by the Orange County Board of Commissioners if it is determined that it is in the best interest of Orange County to allow an individual to continue to serve.
- ~~1. Each appointed advisory board member shall hold office until the qualification and appointment of his or her successor or until one year has elapsed since the expiration of the term for which the member was appointed, whichever first occurs. No person shall serve as an appointed member of an advisory board for more than two consecutive terms of three years.~~

~~2.3.~~ In order to establish staggered terms the original voting members of the advisory board shall be appointed as follows:

- a. One-third for a one year term.
- b. One-third for a two year term.
- c. One-third for a three year term.
- d. Thereafter, each newly appointed voting member shall serve for a three year term.

~~3.4.~~ Advisory board members whose terms are due to expire may request they be appointed to a second term or be asked to accept a second term appointment to the position.

~~4.5. Notwithstanding section III(E)(1) above the~~ The membership of any advisory board member whom the Orange County Board of Commissioners decline to appoint to a second term shall immediately terminate upon the expiration of their term.

~~5.6.~~ Advisory board members may not serve concurrently on more than two (2) Orange County advisory boards. This restriction does not impact an individual's service on boards and commissions that are not Orange County advisory boards or short term task forces or work groups.

F. Resignation

1. If a member wishes to resign, the member shall submit their resignation in writing to the Chair of the advisory board on which the member serves and the Clerk to the Board of Orange County Commissioners, noting the effective date of the resignation.
- ~~2. The advisory board Chair will forward a copy of the resignation to the Clerk to the Board of Orange County Commissioners.~~
- ~~3.2.~~ The Orange County Board of Commissioners may recognize the individual's service via a letter or certificate.
- ~~4.3.~~ An announcement of the open seat will be made at the time the resignation becomes effective.

G. Vacancies

1. Upon the expiration of the term of service of members or should a vacancy otherwise occur, the Orange County Board of Commissioners shall have the responsibility of selecting and appointing new members to the advisory board.
2. Should any vacancy for which there is a board specific requirement that such vacancy be filled by a nominee of a municipal corporation or a resident of a specific Orange County township remain unfilled for six (6) consecutive months the board specific requirements may be set aside and the Orange County Board of Commissioners may fill the vacancy with any applicant otherwise qualified to serve.

H. Removal

1. Members of Orange County's advisory boards serve at the pleasure of the Orange County Board of Commissioners and may be removed for any reason or no reason with or without cause upon a majority vote.
2. Members of Orange County's advisory boards are expected to abide by the highest ethical and professional standards.
3. In addition to Section III(H)(1) above, the Orange County Board of Commissioners shall remove any member of an advisory board for neglect of duty, nonparticipation

that becomes problematic to the advisory board's functioning and purpose. Neglect of duty and nonparticipation are defined as follows:

- a. Missing three (3) consecutive meetings; or
 - b. Missing twenty-five percent (25%) of meetings within any twelve (12) month period.
 - ~~c. For this section III(H)(3) to apply, the missed meetings in question must be unexcused.~~
4. The advisory board Chair shall notify a member if the member is at risk of being removed pursuant to section III(H)(3).
 5. The advisory board Chair or staff support shall notify the Clerk to the Board of Orange County Commissioners if a member has violated section III(H)(3).

I. Release from Service

1. When it is deemed necessary by the Orange County Board of Commissioners to release a member from his or her term of appointment on an advisory board, the affected individual shall be notified by the Clerk to the Board of County Commissioners by letter and/or electronic mail.
2. When an advisory board has completed its function, the members shall be informed of the completion of their service and the termination of the advisory board by letter and/or electronic mail.

SECTION IV. ROLES AND RESPONSIBILITIES

A. Members

1. Members shall attend meetings of the advisory board, serve on subcommittees, and perform other functions as assigned by the advisory board chair with the approval of the advisory board.
2. If a member is unable to attend a meeting, the member shall contact the Chair or designated staff as soon as possible, and at least forty-eight (48) hours much in advance of before the scheduled meeting. ~~as possible.~~
3. Ex officio members may be appointed by the Orange County Board of Commissioners for the purpose of meeting subject matter expertise needs. Ex officio members are nonvoting members of the advisory board.
4. Upon review of the above matters, the Orange County advisory board shall address recommendations and concerns, if any, to the Orange County Board of Commissioners in writing.

B. Advisory Board

1. The Orange County Board of Commissioners will consider all advisory board recommendations and/or concerns.
 - a. Should any concerns remain unresolved after a response has been received from the advisory board, the Orange County Board of Commissioners may request that the matter be referred to the County Manager.
2. To enhance trust between Orange County Government and the community, Orange County advisory boards shall:
 - b. Assist the staff of Orange County in achieving a greater understanding of the nature and causes of community issues, with an emphasis on improving relations between the department and the residents.

- c. Recommend methods to encourage and develop the advisory board's ability to accomplish their work.
 - d. Work throughout the community to gain relevant information about advisory board issues and communicate these to the staff of Orange County and the Orange County Board of Commissioners.
 - e. Promote public awareness of contemporary issues Orange County must address to achieve the Orange County Board of Commissioners' goals and priorities.
- C. Chair, Vice Chair, Secretary
- 1. Selection
 - i. Election
 - 1. Chair, Vice Chair and Secretary shall be elected by the advisory board unless otherwise specified by the Board of Commissioners.
 - 2. Chair, Vice Chair and Secretary shall be elected to one-year terms.
 - 3. Chair, Vice Chair and Secretary shall serve no more than three consecutive one-year terms.
 - 4. Chair, Vice Chair and Secretary shall assume office on the date of their election. At the first advisory board meeting upon assuming office the advisory board Chair or department staff shall present members with a copy of the advisory board's charge, scope of authority, membership responsibilities, and code of conduct.
 - 2. Responsibilities
 - i. The advisory board Chair:
 - 1. Calls all meetings.
 - 2. Serves as the presiding officer and conducts advisory board meetings.
 - 3. ~~Is~~Acts as the Authorized spokesperson for the advisory board.
 - 4. Assists staff in developing the advisory board meeting agenda.
 - 5. Appoints and dissolves subcommittees, and the Chair and members thereof, of the body in consultation and with approval of the advisory board.
 - 6. Sets goals for the advisory board in consultation with the Orange County Board of Commissioners.
 - 7. Carries out advisory board assignments as required by the Orange County Board of Commissioners.
 - 8. Reviews all advisory board minutes and proposed recommendations or assigns another member of the advisory board to do so.
 - 9. May excuse members from attending advisory board meetings up to two (2) times per twelve (12) month period.
 - ii. The advisory board Vice Chair:
 - 1. Serves as the presiding officer and conducts advisory board meetings in the absence of the Chair.
 - 2. Has all the responsibilities of the Chair in the Chair's absence.
 - iii. The advisory board Secretary:
 - 1. Takes (or oversees the taking of) minutes for all advisory board meetings.
 - 2. Submits minutes to the Chair to be distributed to advisory board members in advance of meetings.

3. Submits approved advisory board minutes to the Clerk to the Orange County Board of Commissioners for retention and distribution to the Orange County Board of Commissioners.
 4. Assures that other records of the advisory board are kept as directed by the Chair or the Orange County Board of Commissioners.
- iv. Removal:
1. The Chair, Vice Chair and/or Secretary may be replaced at any time by the Orange County Board of Commissioners.

SECTION V. ORGANIZATION

A. Orientation and Training

1. Orange County will make available for advisory board members and department staff periodic training on state and/or county goals and priorities as well as relevant statutes and policies, including open meetings, public records, conflicts of interest and ethics.
2. Each member shall attend an orientation to familiarize the advisory board members with the operation of County government, applicable department rules, and the operating procedures of the advisory board.
 - a. The Chair and Vice Chair, if newly elected, shall attend an additional orientation to familiarize themselves with the duties and responsibilities of the Chair and Vice Chair and the guidelines for conducting meetings.
3. Each voting member will be encouraged to complete the orientation within the time frame established by the policy of the specific advisory board to which they have been appointed.
4. Advisory board members will be issued a manual and should become familiar with its contents.

B. Operating Expenses

1. Members, when in service on the board, are not employees of Orange County.
2. Members serve in a voluntary capacity and shall receive monetary compensation or reimbursement only per standard county policy and with Orange County Board of Commissioners approval.
3. Members shall receive no financial or employee benefits from the County unless authorized by another section of this policy and specifically approved by the Orange County Board of Commissioners.
4. The County will provide office supplies and assume responsibility for other reasonable expenses necessary for the operation of the board.

C. Confidentiality

1. No member of the advisory board shall make any written or oral statement of any confidential county matter to any individual, business, or agency. A violation of this section will result in that member's immediate removal from the advisory board. This prohibition does not apply to communications with county staff, officials, or their agents conducting official county investigations.
2. Members of the advisory board may receive information regarding personnel matters and other information of a sensitive or confidential nature. It shall be the duty and

responsibility of each member to respect and maintain the confidentiality of county issues presented before the board. Neither the advisory board nor any individual member shall disseminate confidential information received during advisory board meetings.

3. Advisory board members may be required to sign confidentiality statements as necessary and will be removed from the advisory board upon violation of the confidentiality agreement.

SECTION VI. MEETINGS

A. Regular Meetings

1. All meetings are to be open to the public as required by the applicable North Carolina General Statutes.
2. Unless otherwise specified, public meetings will follow the standard rules of procedure defined by the Orange County Board of Commissioners.
3. ~~During a state of emergency declared by the Chair of the~~The Board of Commissioners of Orange County or the Orange County Manager may authorize any or all advisory boards to meet remotely, as needed, pursuant to the remote meeting rules set out herein.
4. The advisory board members shall determine the date, time, and place for each meeting, consistent with the guidelines below.
 - a. Regular advisory board and subcommittee meetings.
 - i. The advisory board convenes upon call of the Chair and meets on schedule as established by the specific advisory board policy.
 - ii. Subcommittee meeting dates shall be set by the subcommittee Chairs and shall be scheduled in conjunction with advisory board meetings.
 - iii. A schedule of all meeting dates, times, and places shall be properly posted in accord with North Carolina Law and delivered to the Clerk to the Board.

B. Special Meetings

1. A majority of advisory board members or the Chair may call special meetings at any time for any specific business. Special meetings shall be convened at a location selected by the Chair.
2. All called special meetings shall be noticed in accord with North Carolina Law and delivered to the Clerk to the Board.

C. Emergency Meetings

1. A majority of advisory board members or the Chair may call a meeting in emergency circumstances by providing telephone notice to media outlets at least one hour prior to the meeting.
2. An emergency situation includes a disaster that severely impairs the public's health or safety. In the event telephone services are not working, notice that the meetings occurred must be given as soon as possible after the meeting in accord with North Carolina Law and by delivery to the Clerk to the Board.

D. Remote meetings

1. Advisory boards subject to this policy may meet remotely as authorized by the County Manager, except the Orange County Planning Board, Board of Adjustment, Board of Equalization and Review, and Animal Services Hearing Panel.
2. A remote meeting is an official meeting, or any part thereof, with a majority or all of the members of the advisory board participating by simultaneous communication.
 - a. Simultaneous communication is any communication by conference telephone, conference video, or other electronic means.
3. Advisory Boards shall coordinate with the Clerk to the Board of Commissioners to notify the public of the means by which the public may access the remote meetings.
4. If at any time during a remote meeting the number of members needed for a quorum is disrupted by a loss of simultaneous communication, the meeting will not continue until simultaneous communication is restored and if simultaneous communication cannot be restored, the meeting will be adjourned without further action.

D.E. Notice of Meetings Generally

1. Notice of advisory board meetings, including public hearings and appeals if applicable, and agendas shall be made available to all members and interested parties, and to any person who requests such notice, at least ten (10) days in advance of the meeting by e-mail and by posting on the Orange County government website.
2. All applicable notice requirements established by North Carolina law shall be followed.
3. Prior to January 5th of each calendar year ~~advisory boards~~~~the Board~~ shall ~~cause a schedule of its meetings to be posted~~ post their meeting schedules in a readily accessible location. Such schedule shall also be delivered to the Clerk to the Board of Commissioners for posting to the Orange County website.
4. ~~In the event of a state of emergency declared by the Chair of the Board of Commissioners of Orange County should advisory boards meet remotely, proper notice of the remote meeting(s) will be posted through the office of the Clerk to the Board of Commissioners.~~

E.F. Agendas

1. Board members and/or staff members shall submit agenda items to the Chair and staff for consideration at least fifteen (15) days prior to a scheduled meeting.
2. The agenda must provide a description of each item of business to be transacted or discussed so that interested members of the public will be capable of understanding the nature of each agenda item.
3. As a general rule, only those items appearing on the agenda will be discussed or voted on. However, if an item is raised by a member of the public, the advisory board may accept public comment and discuss the item so long as no action is taken until a subsequent meeting.
4. With the Chair's agreement, the designated staff will develop and distribute to each member an agenda listing the matters to be considered at upcoming advisory board meetings. Also, so far as practicable, copies of all written reports that are to be

presented to the advisory board for members' review will be included in this package at least ten (10) days before the meeting.

5. All recommendations and reports of the advisory board, approved in the form of motions, shall be conveyed exclusively to the Orange County Board of Commissioners for consideration, approval or denial. Outcomes are reported back to the advisory board.

F.G. Minutes

1. Minutes shall be taken of all advisory board meetings and submitted to the Clerk to the Board of Orange County Commissioners for retention and distribution to the Orange County Board of Commissioners.

SECTION VII. SUBCOMMITTEES

A. Purpose and Formation

1. Subcommittees may be formed by the advisory board to research and make special recommendations on special issues or areas in order to carry out the duties of the advisory board.
2. All subcommittees shall be reviewed by the appointing body on an annual basis to determine continued need and realignment with the priorities of the advisory board.
3. Approved subcommittees must have documented goals, deliverables, and a timeline. The subcommittee will cease to meet when these are satisfied.
4. The advisory board Chair may request that the Orange County Board of Commissioners change the structure and/or operating procedures of the advisory board if he or she deems it essential for improving the board's productivity and effectiveness.
5. A subcommittee can be formed with the approval of the advisory board chair and majority vote of the advisory board.
6. Subcommittees shall operate as directed by the advisory board.

B. Procedure and Membership

1. A member of the subcommittee shall take responsibility for taking minutes of subcommittee meetings and shall report to the advisory board the subcommittee's progress toward its stated objectives, including dissenting viewpoints.
2. Subcommittees shall operate by majority vote.
3. Subcommittees may request a technical representative be approved by the County Manager.
4. Subcommittees shall operate openly as defined by applicable North Carolina State law and local ordinances and policies.
5. Membership on subcommittees shall be voluntary unless the specific advisory board policy dictates otherwise.

SECTION VIII. QUORUM AND VOTING

A. Quorum

1. A quorum for a meeting of an advisory board and any subcommittee thereof shall consist of a majority of the number of appointed members. Vacant positions are not counted when determining if a quorum is present.

2. Members who remotely attend a meeting may be counted present for purposes of a quorum.

B. Voting

1. Unless otherwise required by law, all decisions shall be reached by a simple majority vote.
2. All voting will be conducted in open meetings, except when in closed session where such closed session is permitted by North Carolina law.
3. No issues can be voted upon unless a quorum is present.
4. Only appointed members can vote at advisory board meetings.
5. Appointed members shall not delegate their vote to another member.
6. The Chair of the advisory board may participate and vote on all issues.
7. Voting by proxy is not authorized and shall not be allowed.
8. Members may not abstain from voting but where a member has a conflict of interest the member may be excused by majority vote of the advisory board.
9. Members of advisory boards must be present to vote. Presence may be accomplished through remote attendance or physical attendance.
10. Individuals appointed as ex officio members of the advisory board are not authorized to vote on any issue before the advisory board.

SECTION IX. ETHICS

- A. This section also applies to the Board of Adjustment, Board of Equalization and Review, and Animal Services Hearing Panel.

B. Conflict of Interest

1. During advisory board meetings, a member shall immediately disclose any potential conflict of interest and request to be excused from voting when he or she has a conflict of interest.
2. During appeal proceedings, the applicant has the right to question the interest of any voting member. The advisory board chair should consult with the County Attorney or staff attorney on any potential conflict of interest in appeal matters.
3. In determining from existing facts and circumstances whether a conflict of interest exists the determining party shall consider the facts and circumstances as would an ordinary and reasonable person exercising prudence, discretion, intelligence, and due care.

C. Gifts

1. An advisory board member shall not directly or indirectly ask, accept, demand, exact, solicit, seek, assign, receive, or agree to receive any gift or honorarium for the advisory board member, or for another person, in return for being influenced in the discharge of the advisory board member's official responsibilities.
2. This section shall not apply to gifts or awards authorized by Orange County Policies, Resolutions, or Ordinances.

D. Code of Ethics

1. Advisory board members should act with integrity and with independence from improper influence as they exercise the functions of their offices. Characteristics and behaviors that are consistent with this standard are:

- a. Adhering firmly to a code of sound values.
 - b. Behaving consistently and with respect towards everyone with whom they interact.
 - c. Exhibiting trustworthiness.
 - d. Living as if they are on duty as appointed officials regardless of where they are or what they are doing.
 - e. Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner.
 - f. Remaining incorruptible, self-governing, and not subject to improper influence, while at the same time being able to consider the opinions and ideas of others.
 - g. Disclosing contacts and information about issues that they receive outside of public meetings, and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.
 - h. Treating other advisory boards and advisory board members and the public with respect, and honoring the opinions of others even when they disagree.
 - i. Being careful not to reach conclusions on issues until all sides have been heard.
 - j. Showing respect for their appointed office and not behaving in ways that reflect badly on the office, the advisory board, Orange County, or the Orange County Board of Commissioners.
 - k. Recognizing that they are part of a larger group and acting accordingly.
 - l. Recognizing that individual board members are not generally allowed to act on behalf of the board, but may only do so if the board specifically so authorizes, and that the board must take official action as a body.
 - m. Being faithful in the performance of the duties of their offices.
 - n. Acting as especially responsible residents whom others can trust and respect.
 - o. Faithfully attending and preparing for meetings.
 - p. Carefully analyzing all credible information that is properly submitted to them, and when applicable, being mindful of the need not to engage in communications outside the meeting in quasi-judicial matters.
 - q. Being willing to bear their fair share of the board's workload.
 - r. To the extent appropriate, they should be willing to put the board's interests ahead of their own and shall avoid the appearance of a conflict of interest and shall, under no circumstances, use their position on any board for personal gain or profit.
2. Members of the Planning Board, Board of Adjustment, Economic Development Commission, and Board of Equalization and Review shall upon initial appointment, and prior to December 31 annually thereafter, disclose:
- a. Any interest he or she or his or her spouse or domestic partner has in real property situated in whole or in part in Orange County and the general description of that property.
 - b. Any legal, equitable, beneficial or contractual interest he or she or his or her spouse or domestic partner has in any business, firm or corporation, which is currently doing business with Orange County pursuant to contracts awarded by Orange County, or which is attempting, or has attempted in the past

calendar year, to secure the award of a bid from Orange County or the approval of any Board or Agency of Orange County.

- c. Failure to file a disclosure statement setting out the above required information shall result in immediate removal of the member from the applicable board.

SECTION X. COMPENSATION AND TRAVEL REIMBURSEMENT

A. Compensation

1. As a general rule advisory board service is voluntary and appointed members shall receive no form of compensation for their services.
2. However, should the Orange County Board of Commissioners determine, in its sole discretion, that an advisory board's members should be compensated, such compensation shall be addressed in that advisory board's specific policy and rules of procedure as adopted by the Commissioners.

B. Travel Expense Reimbursement

1. The Chair shall, to the extent practicable, schedule all hearings and advisory board meetings to minimize travel and per diem costs.
2. Payment of expenses to advisory board members shall occur only when travel has been approved by the County Manager prior to the time the expenses are incurred.
3. Orange County shall reimburse reasonable and necessary travel and incidental business expenses from pre-approved travel to advisory board members
4. Advisory board members shall be reimbursed in accordance with current local and/or state rules and regulations. Expense claims shall be submitted as required pursuant to the Orange County travel policy.
5. Transportation expense claims shall include charges essential for transportation to and from the meeting place. Reimbursement shall be made only for the local government's standard mileage allowance. Travel should be via the shortest, most commonly traveled route.
6. Travel expense does not include hotel/motel expenses.

SECTION XI. LIMITATION OF POWER AND AUTHORITY

- A. Nothing contained in this Advisory Board Policy shall be construed to conflict with any North Carolina law or Orange County ordinance. Should there be an appearance of conflict, the appropriate North Carolina law or Orange County ordinance shall prevail.
- B. The activities of the advisory board shall, at all times, be conducted in accord with applicable Federal law, North Carolina law, and Orange County ordinances.
- C. Advisory Boards, the Board of Adjustment, Board of Equalization and Review, and Animal Services Hearing Panel, and any members thereof shall not (and shall not have the express or implied authority to):
 1. Incur expense or obligate Orange County in any manner.
 - a. Any expense incurred must have been pre-approved either through the department director overseeing the advisory board's budget, the Orange County Board of Commissioners, or the County Manager.

- b. It is specifically acknowledged that no member of an advisory board has the authority, express or implied, to, contractually or otherwise, bind Orange County.
2. Identify or release any draft document that has not been approved for release by the Orange County Board of Commissioners or County Manager.
3. Take positions, in their capacity as an advisory board member, on any political issue or support or oppose any candidate for public office.
4. Independently investigate resident complaints against Orange County, any department or any employee of a department.
5. Conduct any activity that might constitute or be construed as an official governmental review of departmental or employee actions.
6. Conduct any activity that might constitute or be construed as establishment of Orange County or departmental policy.
7. Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.
8. Engage in any act to impose or attempt to impose discipline on any advisory board member, department, or employee.
9. Interfere, attempt to interfere or involve themselves in any way in staff personnel matters regardless of the nature of the matter.

SECTION XII. — REMOTE MEETINGS AND REMOTE ATTENDANCE PURSUANT TO NCGS §166A-19.24

A. — Declared states of emergency.

1. — Upon a declaration of a state of emergency in Orange County by the Chair of the Board of Commissioners advisory boards subject to this Advisory Board Policy may meet remotely as authorized by the County Manager.
2. — A remote meeting is an official meeting, or any part thereof, with a majority or all of the members of the advisory board participating by simultaneous communication.
3. — Simultaneous communication is any communication by conference telephone, conference video, or other electronic means.
4. — Advisory Boards shall comply with open meetings laws.
5. — Advisory Boards shall coordinate with the Clerk to the Board of Commissioners to notify the public of the remote meetings and the means by which the public may access the remote meetings.
6. — If at any time during a remote meeting the number of members needed for a quorum is disrupted by a loss of simultaneous communication the meeting will not continue until simultaneous communication is restored and if simultaneous communication cannot be restored the meeting will be adjourned without further action.

B. — Remote attendance at other times.

1. — At all other times advisory boards shall meet in person at the time and location adopted in the board's meeting schedule and as set out herein.
2. — Should a member be unable to physically attend a meeting the member may attend remotely so long as simultaneous communication is maintained for the remotely

~~attending member(s) and only so long as the public has access to communications by the member(s).~~

- ~~3. Remote attendance involves a member(s) of the advisory board participating by simultaneous communication.~~
- ~~4. If the presence of a member(s) remotely attending a meeting is necessary for purposes of achieving a quorum and simultaneous communication with the member(s) is lost the meeting will not continue until simultaneous communication is restored and if simultaneous communication cannot be restored the meeting will be adjourned without further action.~~

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS ADVISORY BOARD POLICY

SECTION I: SCOPE

A. Purpose

1. To establish a policy and procedures whereby the Orange County Board of Commissioners will make appointments to Orange County advisory boards, committees, commissions, and councils (hereinafter “advisory boards”).

B. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards.
2. The Orange County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the County.
3. The Orange County Board of Commissioners has the responsibility to appoint residents to serve as members of advisory boards established by the Commissioners.
4. Orange County department directors and staff are responsible for providing support to the advisory boards.

C. Policy and Periodic Review

1. This Advisory Board Policy establishes some parameters for:
 - a. Appointments to state-mandated, regional, and/or county-developed advisory boards.
 - b. Removals from such advisory boards.
 - c. Quorum and voting standards.
 - d. A code of general conduct for advisory board members.
 - e. Other aspects of advisory board service the Orange County Board of Commissioners wishes to address.
2. Periodic Review
 - a. Periodic review of this Advisory Board Policy will be conducted every two (2) years by the Orange County Board of Commissioners.
 - b. This Advisory Board Policy may be changed or adjusted as deemed necessary by the Orange County Board of Commissioners regardless of whether it is scheduled for a review.

D. Applicability

1. To the extent it does not conflict with the statute or ordinance creating a specific advisory board, where applicable, this Advisory Board Policy applies to the following Orange County advisory boards, policies, commissions, and councils:
 - a. Adult Care Home Community Advisory Committee
 - b. Advisory Board on Aging
 - c. Affordable Housing Advisory Board
 - d. Agricultural Preservation Board
 - e. Animal Services Advisory Board
 - f. Arts Commission
 - g. Chapel Hill Orange County Visitors Bureau Advisory Board

- h. Commission for the Environment
 - i. Economic Development Advisory Board
 - j. Historic Preservation Commission
 - k. Human Relations Commission
 - l. Nursing Home Community Advisory Committee
 - m. Opioid Advisory Committee
 - n. Orange County Parks and Recreation Council
 - o. Orange County Planning Board
 - p. Orange Unified Transportation Board
2. This Advisory Board Policy shall also apply to any new boards, commissions, councils, committees, or taskforces with At-Large positions upon creation by the Orange County Board of Commissioners.
 3. Except as otherwise provided herein or through a specific advisory board policy this Advisory Board Policy shall control the appointment, reporting, operation and other requirements of the advisory boards listed above except to the extent the same are controlled by a specific statute or ordinance. In those cases, as noted above, where a statute or ordinance controls the requirements of the advisory board and the terms of this Advisory Board Policy conflict with the terms of the statute or ordinance the statute or ordinance shall prevail.
 4. Although not advisory boards the Board of Adjustment, Board of Equalization and Review, and Animal Services Hearing Panel shall comply with the terms of this Advisory Board Policy to the extent those boards are specifically addressed herein.

SECTION II: DUTIES

- A. Community Contact
 1. Advisory boards, through their membership and subcommittees, shall maintain contact with stakeholder groups. In this manner, the advisory board is kept apprised of current information related to matters under the jurisdiction of Orange County.
- B. Primary Responsibilities
 1. Individual advisory boards shall maintain awareness of their goals and objectives as those goals are related to the Orange County Board of Commissioners' adopted overall goals and objectives for Orange County.
 2. All actions or recommendations of the advisory board shall be communicated to the Orange County Board of Commissioners as provided herein.

SECTION III: MEMBERSHIP

- A. Authority and Appointment Eligibility
 1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards. In acting on this authority the Orange County Board of Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform.

- a. All members of standing, statutory boards must meet the qualifications for the specific statutory requirements for an appointed position.
- b. All boards members must be eighteen (18) years of age or older unless applying for a youth-designated position.
- c. All board members shall be residents of Orange County and shall maintain their domicile in Orange County unless they are under eighteen (18) years of age and applying for a youth-designated position. The Clerk shall confirm applicants are residents of Orange County and maintain their domicile in Orange County.
 - i. Domicile is defined as one's permanent established home as distinguished from one's temporary although actual place of residence.
- d. All board members shall have good reputations for integrity and an interest in community service.
- e. No nominee to a board shall be currently employed by Orange County government and serve on a board that directly affects their work.
- f. No nominee may currently be a party to or be the actual legal representative in litigation against Orange County. The Clerk shall confirm nominees are not involved in such litigation.
- g. Each nominee must be prepared and committed to participate in advisory board work in a manner that enhances relationships between the county and the community.
- h. All board members are representatives of the Orange County Board of Commissioners and shall conduct themselves, both in their official actions and personal actions so as to be above reproach in their conduct and shall not bring disrepute to either the County or the Commissioners.
- i. No person appointed to an advisory board may concurrently serve in any publicly elected office. *(Does not apply where the appointment is required by law, intergovernmental agreement, or approved Orange County board specific policy—applies to all boards, committees, and quasi-judicial boards)
- j. The Orange County Board of Commissioners may waive any of the conditions within this section, with the exception of statutorily imposed conditions.

B. Composition

1. The Orange County Board of Commissioners shall appoint all voting and nonvoting ex officio members to advisory boards. The Orange County Board of Commissioners shall endeavor to appoint members who represent the ethnic, cultural, demographic, and geographic diversity of the community.

C. Selection Criteria

1. Appointed members, except for ex officio members, shall be qualified by the Clerk to the Board of County Commissioners.
2. Members shall be appointed from applicants whose properly filed and submitted applications were submitted to the Clerk to the Board of Orange County.

D. Application and Appointment Process

1. All members of advisory boards serve at the pleasure of the Orange County Board of Commissioners.

2. Appointments to advisory boards will be initiated with a public application process from individuals, advisory boards, or community and professional organizations.
3. All appointments to advisory boards will be made by the Orange County Board of Commissioners.
 - a. The Orange County Board of Commissioners may elect to interview applicants to certain advisory boards.
 - b. In the event the Orange County Board of Commissioners conducts such interviews the advisory board to which the applicant seeks appointment may identify and suggest interview questions to the Orange County Board of Commissioners.
4. Applicant nominations and appointment recommendations from advisory boards to the Orange County Board of Commissioners are welcome, but are not guaranteed to result in appointment.
 - a. Advisory boards may elect to interview applicants prior to making a nomination or recommendation.
 - b. In the event an advisory board conducts such interviews the Orange County Board of Commissioners may identify and suggest interview questions to the advisory board.
5. The Orange County Board of Commissioners may direct the Clerk to the Board of County Commissioners to establish an orientation program for certain advisory or other boards.

E. Term

1. No person appointed to an Orange County advisory board shall serve on that board for more than two consecutive terms of three years each. Any appointment to a vacant position for less than a full three year term shall be considered a full term if the time of membership is 24 months or greater.
2. Extension of a member's term may be approved by the Orange County Board of Commissioners if it is determined that it is in the best interest of Orange County to allow an individual to continue to serve.
3. In order to establish staggered terms the original voting members of the advisory board shall be appointed as follows:
 - a. One-third for a one year term.
 - b. One-third for a two year term.
 - c. One-third for a three year term.
 - d. Thereafter, each newly appointed voting member shall serve for a three year term.
4. Advisory board members whose terms are due to expire may request they be appointed to a second term or be asked to accept a second term appointment to the position.
5. The membership of any advisory board member whom the Orange County Board of Commissioners decline to appoint to a second term shall immediately terminate upon the expiration of their term.
6. Advisory board members may not serve concurrently on more than two (2) Orange County advisory boards. This restriction does not impact an individual's service on boards and commissions that are not Orange County advisory boards or short term task forces or work groups.

F. Resignation

1. If a member wishes to resign, the member shall submit their resignation in writing to the Chair of the advisory board on which the member serves and the Clerk to the Board of Orange County Commissioners, noting the effective date of the resignation.
2. The Orange County Board of Commissioners may recognize the individual's service via a letter or certificate.
3. An announcement of the open seat will be made at the time the resignation becomes effective.

G. Vacancies

1. Upon the expiration of the term of service of members or should a vacancy otherwise occur, the Orange County Board of Commissioners shall have the responsibility of selecting and appointing new members to the advisory board.
2. Should any vacancy for which there is a board specific requirement that such vacancy be filled by a nominee of a municipal corporation or a resident of a specific Orange County township remain unfilled for six (6) consecutive months the board specific requirements may be set aside and the Orange County Board of Commissioners may fill the vacancy with any applicant otherwise qualified to serve.

H. Removal

1. Members of Orange County's advisory boards serve at the pleasure of the Orange County Board of Commissioners and may be removed for any reason or no reason with or without cause upon a majority vote.
2. Members of Orange County's advisory boards are expected to abide by the highest ethical and professional standards.
3. In addition to Section III(H)(1) above, the Orange County Board of Commissioners shall remove any member of an advisory board for neglect of duty, nonparticipation that becomes problematic to the advisory board's functioning and purpose. Neglect of duty and nonparticipation are defined as follows:
 - a. Missing three (3) consecutive meetings; or
 - b. Missing twenty-five percent (25%) of meetings within any twelve (12) month period.
4. The advisory board Chair shall notify a member if the member is at risk of being removed pursuant to section III(H)(3).
5. The advisory board Chair or staff support shall notify the Clerk to the Board of Orange County Commissioners if a member has violated section III(H)(3).

I. Release from Service

1. When it is deemed necessary by the Orange County Board of Commissioners to release a member from his or her term of appointment on an advisory board, the affected individual shall be notified by the Clerk to the Board of County Commissioners by letter and/or electronic mail.
2. When an advisory board has completed its function, the members shall be informed of the completion of their service and the termination of the advisory board by letter and/or electronic mail.

SECTION IV. ROLES AND RESPONSIBILITIES

A. Members

1. Members shall attend meetings of the advisory board, serve on subcommittees, and perform other functions as assigned by the advisory board chair with the approval of the advisory board.
2. If a member is unable to attend a meeting, the member shall contact the Chair or designated staff as soon as possible, and at least forty-eight (48) hours before the scheduled meeting.
3. Ex officio members may be appointed by the Orange County Board of Commissioners for the purpose of meeting subject matter expertise needs. Ex officio members are nonvoting members of the advisory board.
4. Upon review of the above matters, the Orange County advisory board shall address recommendations and concerns, if any, to the Orange County Board of Commissioners in writing.

B. Advisory Board

1. The Orange County Board of Commissioners will consider all advisory board recommendations and/or concerns.
 - a. Should any concerns remain unresolved after a response has been received from the advisory board, the Orange County Board of Commissioners may request that the matter be referred to the County Manager.
2. To enhance trust between Orange County Government and the community, Orange County advisory boards shall:
 - b. Assist the staff of Orange County in achieving a greater understanding of the nature and causes of community issues, with an emphasis on improving relations between the department and the residents.
 - c. Recommend methods to encourage and develop the advisory board's ability to accomplish their work.
 - d. Work throughout the community to gain relevant information about advisory board issues and communicate these to the staff of Orange County and the Orange County Board of Commissioners.
 - e. Promote public awareness of contemporary issues Orange County must address to achieve the Orange County Board of Commissioners' goals and priorities.

C. Chair, Vice Chair, Secretary

1. Selection
 - i. Election
 1. Chair, Vice Chair and Secretary shall be elected by the advisory board unless otherwise specified by the Board of Commissioners.
 2. Chair, Vice Chair and Secretary shall be elected to one-year terms.
 3. Chair, Vice Chair and Secretary shall serve no more than three consecutive one-year terms.
 4. Chair, Vice Chair and Secretary shall assume office on the date of their election. At the first advisory board meeting upon assuming office the advisory board Chair or department staff shall present members with a copy of the advisory board's charge, scope of authority, membership responsibilities, and code of conduct.
2. Responsibilities

- i. The advisory board Chair:
 - 1. Calls all meetings.
 - 2. Serves as the presiding officer and conducts advisory board meetings.
 - 3. Acts as the authorized spokesperson for the advisory board.
 - 4. Assists staff in developing the advisory board meeting agenda.
 - 5. Appoints and dissolves subcommittees, and the Chair and members thereof, of the body in consultation and with approval of the advisory board.
 - 6. Sets goals for the advisory board in consultation with the Orange County Board of Commissioners.
 - 7. Carries out advisory board assignments as required by the Orange County Board of Commissioners.
 - 8. Reviews all advisory board minutes and proposed recommendations or assigns another member of the advisory board to do so.
 - 9. May excuse members from attending advisory board meetings up to two (2) times per twelve (12) month period.
- ii. The advisory board Vice Chair:
 - 1. Serves as the presiding officer and conducts advisory board meetings in the absence of the Chair.
 - 2. Has all the responsibilities of the Chair in the Chair's absence.
- iii. The advisory board Secretary:
 - 1. Takes (or oversees the taking of) minutes for all advisory board meetings.
 - 2. Submits minutes to the Chair to be distributed to advisory board members in advance of meetings.
 - 3. Submits approved advisory board minutes to the Clerk to the Orange County Board of Commissioners for retention and distribution to the Orange County Board of Commissioners.
 - 4. Assures that other records of the advisory board are kept as directed by the Chair or the Orange County Board of Commissioners.
- iv. Removal
 - 1. The Chair, Vice Chair and/or Secretary may be replaced at any time by the Orange County Board of Commissioners.

SECTION V. ORGANIZATION

- A. Orientation and Training
 - 1. Orange County will make available for advisory board members and department staff periodic training on state and/or county goals and priorities as well as relevant statutes and policies, including open meetings, public records, conflicts of interest and ethics.
 - 2. Each member shall attend an orientation to familiarize the advisory board members with the operation of County government, applicable department rules, and the operating procedures of the advisory board.
 - a. The Chair and Vice Chair, if newly elected, shall attend an additional orientation to familiarize themselves with the duties and responsibilities of the Chair and Vice Chair and the guidelines for conducting meetings.

3. Each voting member will be encouraged to complete the orientation within the time frame established by the policy of the specific advisory board to which they have been appointed.
4. Advisory board members will be issued a manual and should become familiar with its contents.

B. Operating Expenses

1. Members, when in service on the board, are not employees of Orange County.
2. Members serve in a voluntary capacity and shall receive monetary compensation or reimbursement only per standard county policy and with Orange County Board of Commissioners approval.
3. Members shall receive no financial or employee benefits from the County unless authorized by another section of this policy and specifically approved by the Orange County Board of Commissioners.
4. The County will provide office supplies and assume responsibility for other reasonable expenses necessary for the operation of the board.

C. Confidentiality

1. No member of the advisory board shall make any written or oral statement of any confidential county matter to any individual, business, or agency. A violation of this section will result in that member's immediate removal from the advisory board. This prohibition does not apply to communications with county staff, officials, or their agents conducting official county investigations.
2. Members of the advisory board may receive information regarding personnel matters and other information of a sensitive or confidential nature. It shall be the duty and responsibility of each member to respect and maintain the confidentiality of county issues presented before the board. Neither the advisory board nor any individual member shall disseminate confidential information received during advisory board meetings.
3. Advisory board members may be required to sign confidentiality statements as necessary and will be removed from the advisory board upon violation of the confidentiality agreement.

SECTION VI. MEETINGS

A. Regular Meetings

1. All meetings are to be open to the public as required by the applicable North Carolina General Statutes.
2. Unless otherwise specified, public meetings will follow the standard rules of procedure defined by the Orange County Board of Commissioners.
3. The Board of Commissioners of Orange County or the Orange County Manager may authorize any or all advisory boards to meet remotely, as needed, pursuant to the remote meeting rules set out herein.
4. The advisory board members shall determine the date, time, and place for each meeting, consistent with the guidelines below.
 - a. Regular advisory board and subcommittee meetings.

- i. The advisory board convenes upon call of the Chair and meets on schedule as established by the specific advisory board policy.
- ii. Subcommittee meeting dates shall be set by the subcommittee Chairs and shall be scheduled in conjunction with advisory board meetings.
- iii. A schedule of all meeting dates, times, and places shall be properly posted in accord with North Carolina Law and delivered to the Clerk to the Board.

B. Special Meetings

1. A majority of advisory board members or the Chair may call special meetings at any time for any specific business. Special meetings shall be convened at a location selected by the Chair.
2. All called special meetings shall be noticed in accord with North Carolina Law and delivered to the Clerk to the Board.

C. Emergency Meetings

1. A majority of advisory board members or the Chair may call a meeting in emergency circumstances by providing telephone notice to media outlets at least one hour prior to the meeting.
2. An emergency situation includes a disaster that severely impairs the public's health or safety. In the event telephone services are not working, notice that the meetings occurred must be given as soon as possible after the meeting in accord with North Carolina Law and by delivery to the Clerk to the Board.

D. Remote meetings

1. Advisory boards subject to this policy may meet remotely as authorized by the County Manager, except the Orange County Planning Board, Board of Adjustment, Board of Equalization and Review, and Animal Services Hearing Panel.
2. A remote meeting is an official meeting, or any part thereof, with a majority or all of the members of the advisory board participating by simultaneous communication.
 - a. Simultaneous communication is any communication by conference telephone, conference video, or other electronic means.
3. Advisory Boards shall coordinate with the Clerk to the Board of Commissioners to notify the public of the means by which the public may access the remote meetings.
4. If at any time during a remote meeting the number of members needed for a quorum is disrupted by a loss of simultaneous communication, the meeting will not continue until simultaneous communication is restored and if simultaneous communication cannot be restored, the meeting will be adjourned without further action.

E. Notice of Meetings Generally

1. Notice of advisory board meetings, including public hearings and appeals if applicable, and agendas shall be made available to all members and interested parties, and to any person who requests such notice, at least ten (10) days in advance of the meeting by e-mail and by posting on the Orange County government website.

2. All applicable notice requirements established by North Carolina law shall be followed.
3. Prior to January 5th of each calendar year advisory boards shall post their meeting schedules in a readily accessible location. Such schedule shall also be delivered to the Clerk to the Board of Commissioners for posting to the Orange County website.

F. Agendas

1. Board members and/or staff members shall submit agenda items to the Chair and staff for consideration at least fifteen (15) days prior to a scheduled meeting.
2. The agenda must provide a description of each item of business to be transacted or discussed so that interested members of the public will be capable of understanding the nature of each agenda item.
3. As a general rule, only those items appearing on the agenda will be discussed or voted on. However, if an item is raised by a member of the public, the advisory board may accept public comment and discuss the item so long as no action is taken until a subsequent meeting.
4. With the Chair's agreement, the designated staff will develop and distribute to each member an agenda listing the matters to be considered at upcoming advisory board meetings. Also, so far as practicable, copies of all written reports that are to be presented to the advisory board for members' review will be included in this package at least ten (10) days before the meeting.
5. All recommendations and reports of the advisory board, approved in the form of motions, shall be conveyed exclusively to the Orange County Board of Commissioners for consideration, approval or denial. Outcomes are reported back to the advisory board.

G. Minutes

1. Minutes shall be taken of all advisory board meetings and submitted to the Clerk to the Board of Orange County Commissioners for retention and distribution to the Orange County Board of Commissioners.

SECTION VII. SUBCOMMITTEES

A. Purpose and Formation

1. Subcommittees may be formed by the advisory board to research and make special recommendations on special issues or areas in order to carry out the duties of the advisory board.
2. All subcommittees shall be reviewed by the appointing body on an annual basis to determine continued need and realignment with the priorities of the advisory board.
3. Approved subcommittees must have documented goals, deliverables, and a timeline. The subcommittee will cease to meet when these are satisfied.
4. The advisory board Chair may request that the Orange County Board of Commissioners change the structure and/or operating procedures of the advisory board if he or she deems it essential for improving the board's productivity and effectiveness.
5. A subcommittee can be formed with the approval of the advisory board chair and majority vote of the advisory board.
6. Subcommittees shall operate as directed by the advisory board.

B. Procedure and Membership

1. A member of the subcommittee shall take responsibility for taking minutes of subcommittee meetings and shall report to the advisory board the subcommittee's progress toward its stated objectives, including dissenting viewpoints.
2. Subcommittees shall operate by majority vote.
3. Subcommittees may request a technical representative be approved by the County Manager.
4. Subcommittees shall operate openly as defined by applicable North Carolina State law and local ordinances and policies.
5. Membership on subcommittees shall be voluntary unless the specific advisory board policy dictates otherwise.

SECTION VIII. QUORUM AND VOTING

A. Quorum

1. A quorum for a meeting of an advisory board and any subcommittee thereof shall consist of a majority of the number of appointed members. Vacant positions are not counted when determining if a quorum is present.
2. Members who remotely attend a meeting may be counted present for purposes of a quorum.

B. Voting

1. Unless otherwise required by law, all decisions shall be reached by a simple majority vote.
2. All voting will be conducted in open meetings, except when in closed session where such closed session is permitted by North Carolina law.
3. No issues can be voted upon unless a quorum is present.
4. Only appointed members can vote at advisory board meetings.
5. Appointed members shall not delegate their vote to another member.
6. The Chair of the advisory board may participate and vote on all issues.
7. Voting by proxy is not authorized and shall not be allowed.
8. Members may not abstain from voting but where a member has a conflict of interest the member may be excused by majority vote of the advisory board.
9. Members of advisory boards must be present to vote. Presence may be accomplished through remote attendance or physical attendance.
10. Individuals appointed as ex officio members of the advisory board are not authorized to vote on any issue before the advisory board.

SECTION IX. ETHICS

- A. This section also applies to the Board of Adjustment, Board of Equalization and Review, and Animal Services Hearing Panel.
- B. Conflict of Interest
 1. During advisory board meetings, a member shall immediately disclose any potential conflict of interest and request to be excused from voting when he or she has a conflict of interest.

2. During appeal proceedings, the applicant has the right to question the interest of any voting member. The advisory board chair should consult with the County Attorney or staff attorney on any potential conflict of interest in appeal matters.
3. In determining from existing facts and circumstances whether a conflict of interest exists the determining party shall consider the facts and circumstances as would an ordinary and reasonable person exercising prudence, discretion, intelligence, and due care.

C. Gifts

1. An advisory board member shall not directly or indirectly ask, accept, demand, exact, solicit, seek, assign, receive, or agree to receive any gift or honorarium for the advisory board member, or for another person, in return for being influenced in the discharge of the advisory board member's official responsibilities.
2. This section shall not apply to gifts or awards authorized by Orange County Policies, Resolutions, or Ordinances.

D. Code of Ethics

1. Advisory board members should act with integrity and with independence from improper influence as they exercise the functions of their offices. Characteristics and behaviors that are consistent with this standard are:
 - a. Adhering firmly to a code of sound values.
 - b. Behaving consistently and with respect towards everyone with whom they interact.
 - c. Exhibiting trustworthiness.
 - d. Living as if they are on duty as appointed officials regardless of where they are or what they are doing.
 - e. Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner.
 - f. Remaining incorruptible, self-governing, and not subject to improper influence, while at the same time being able to consider the opinions and ideas of others.
 - g. Disclosing contacts and information about issues that they receive outside of public meetings, and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.
 - h. Treating other advisory boards and advisory board members and the public with respect, and honoring the opinions of others even when they disagree.
 - i. Being careful not to reach conclusions on issues until all sides have been heard.
 - j. Showing respect for their appointed office and not behaving in ways that reflect badly on the office, the advisory board, Orange County, or the Orange County Board of Commissioners.
 - k. Recognizing that they are part of a larger group and acting accordingly.
 - l. Recognizing that individual board members are not generally allowed to act on behalf of the board, but may only do so if the board specifically so authorizes, and that the board must take official action as a body.
 - m. Being faithful in the performance of the duties of their offices.
 - n. Acting as especially responsible residents whom others can trust and respect.

- o. Faithfully attending and preparing for meetings.
 - p. Carefully analyzing all credible information that is properly submitted to them, and when applicable, being mindful of the need not to engage in communications outside the meeting in quasi-judicial matters.
 - q. Being willing to bear their fair share of the board's workload.
 - r. To the extent appropriate, they should be willing to put the board's interests ahead of their own and shall avoid the appearance of a conflict of interest and shall, under no circumstances, use their position on any board for personal gain or profit.
2. Members of the Planning Board, Board of Adjustment, Economic Development Commission, and Board of Equalization and Review shall upon initial appointment, and prior to December 31 annually thereafter, disclose:
- a. Any interest he or she or his or her spouse or domestic partner has in real property situated in whole or in part in Orange County and the general description of that property.
 - b. Any legal, equitable, beneficial or contractual interest he or she or his or her spouse or domestic partner has in any business, firm or corporation, which is currently doing business with Orange County pursuant to contracts awarded by Orange County, or which is attempting, or has attempted in the past calendar year, to secure the award of a bid from Orange County or the approval of any Board or Agency of Orange County.
 - c. Failure to file a disclosure statement setting out the above required information shall result in immediate removal of the member from the applicable board.

SECTION X. COMPENSATION AND TRAVEL REIMBURSEMENT

A. Compensation

- 1. As a general rule advisory board service is voluntary and appointed members shall receive no form of compensation for their services.
- 2. However, should the Orange County Board of Commissioners determine, in its sole discretion, that an advisory board's members should be compensated, such compensation shall be addressed in that advisory board's specific policy and rules of procedure as adopted by the Commissioners.

B. Travel Expense Reimbursement

- 1. The Chair shall, to the extent practicable, schedule all hearings and advisory board meetings to minimize travel and per diem costs.
- 2. Payment of expenses to advisory board members shall occur only when travel has been approved by the County Manager prior to the time the expenses are incurred.
- 3. Orange County shall reimburse reasonable and necessary travel and incidental business expenses from pre-approved travel to advisory board members
- 4. Advisory board members shall be reimbursed in accordance with current local and/or state rules and regulations. Expense claims shall be submitted as required pursuant to the Orange County travel policy.
- 5. Transportation expense claims shall include charges essential for transportation to and from the meeting place. Reimbursement shall be made only for the local

government's standard mileage allowance. Travel should be via the shortest, most commonly traveled route.

6. Travel expense does not include hotel/motel expenses.

SECTION XI. LIMITATION OF POWER AND AUTHORITY

- A. Nothing contained in this Advisory Board Policy shall be construed to conflict with any North Carolina law or Orange County ordinance. Should there be an appearance of conflict, the appropriate North Carolina law or Orange County ordinance shall prevail.
- B. The activities of the advisory board shall, at all times, be conducted in accord with applicable Federal law, North Carolina law, and Orange County ordinances.
- C. Advisory Boards, the Board of Adjustment, Board of Equalization and Review, and Animal Services Hearing Panel, and any members thereof shall not (and shall not have the express or implied authority to):
 1. Incur expense or obligate Orange County in any manner.
 - a. Any expense incurred must have been pre-approved either through the department director overseeing the advisory board's budget, the Orange County Board of Commissioners, or the County Manager.
 - b. It is specifically acknowledged that no member of an advisory board has the authority, express or implied, to, contractually or otherwise, bind Orange County.
 2. Identify or release any draft document that has not been approved for release by the Orange County Board of Commissioners or County Manager.
 3. Take positions, in their capacity as an advisory board member, on any political issue or support or oppose any candidate for public office.
 4. Independently investigate resident complaints against Orange County, any department or any employee of a department.
 5. Conduct any activity that might constitute or be construed as an official governmental review of departmental or employee actions.
 6. Conduct any activity that might constitute or be construed as establishment of Orange County or departmental policy.
 7. Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.
 8. Engage in any act to impose or attempt to impose discipline on any advisory board member, department, or employee.
 9. Interfere, attempt to interfere or involve themselves in any way in staff personnel matters regardless of the nature of the matter.

INFORMATION ITEM

Tax Collector's Report - Numerical Analysis

Property Tax Collection - Tax Effective Date of Report November 17, 2022						
Tax Year 2022	Amount Charged in FY 22-23	Amount Collected	Accounts Receivable	Amount Budgeted in FY 22-23	Remaining Budget	% of Budget Collected
Real and Personal Current Year Taxes	\$ 172,417,590.00	\$ 89,759,757.27	84,032,590.85	172,417,590.00	\$ 82,657,832.73	52.06%
Real and Personal Prior Year Taxes	\$ 3,454,470.67	\$ 689,513.59	2,387,747.38	\$ 1,161,702.00	\$ 472,188.41	59.35%
Total	\$ 175,872,060.67	\$ 90,449,270.86	\$ 86,420,338.23	\$ 173,579,292.00	\$ 83,130,021.14	52.11%
Registered Motor Vehicle Taxes		\$4,870,562.76	\$4,989.21	\$ 11,451,880.00	\$ 6,581,317.24	42.53%
Tax Year 2021	Amount Charged in FY 21-22	Amount Collected	Accounts Receivable	Amount Budgeted in FY 21-22	Remaining Budget	% of Budget Collected
Real and Personal Current Year Taxes	\$ 165,001,124.00	\$ 86,407,866.66	82,018,588.74	\$ 165,001,124.00	\$ 78,593,257.34	52.37%
Real and Personal Prior Year Taxes	\$ 3,676,980.95	\$ 545,328.65	2,701,184.11	\$ 1,155,000.00	\$ 609,671.35	47.21%
Total	\$ 168,678,104.95	\$ 86,953,195.31	\$ 84,719,772.85	\$ 166,156,124.00	\$ 79,202,928.69	52.33%
Registered Motor Vehicle Taxes		\$4,530,207.63	\$4,881.38	\$ 10,770,627.00	\$ 6,240,419.37	42.06%
2022 Current Year Overall Collection Percentage - Real & Personal			51.65%			
2022 Current Year Overall Collection Percentage - with Registered Motor Vehicles			52.96%			
2021 Current Year Overall Collection Percentage - Real & Personal			51.30%			
2021 Current Year Overall Collection Percentage - with Registered Motor Vehicles			52.58%			

INFORMATION ITEM

Tax Collector's Report - Measures of Enforced Collections

-
Fiscal Year 2022-2023

Effective Date of Report: OCTOBER 31, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	YTD
Wage garnishments	56	47	34	21									
Bank attachments	12	2	8	25									
Certifications	-	-	-	-									
Rent attachments	-	-	-	-									
Housing/Escheats/Monies	8	21	25	34									
Levies	-	-	-	-									
Foreclosures initiated	2	8	7	5									
NC Debt Setoff collections	\$894.11	\$ 3,922.51	\$ 2,159.83	\$ 2,060.80									

This report shows the Tax Collector's efforts to encourage and enforce payment of taxes for the fiscal year 2022-23. It gives a breakdown of enforced collection actions by category, and it provides a year-to-date total.

The Tax Collector will update these figures once each month, after each month's reconciliation process.

NAME	ACCOUNT NUMBER	BILLING YEAR	ORIGINAL VALUE	ADJUSTED VALUE	TAX	FEE	FINANCIAL IMPACT	REASON FOR ADJUSTMENT	TAX CLASSIFICATION	ACTION	Approved by CFO	Additional Explanation	Submitted to CFO	CLERK	DATE
ADT LLC	3203884	2022	4,590	0	(42.51)		(42.51)	County changed to Chatham (illegal tax)	Personal	Approve	11/16/2022	Assets sent by Wake County, bill created, discovered assets were located in Chatham	11/02/2022	CC	11/02/2022
Burns, Amy Turner	66556804	2021	38,620	38,620	(77.59)		(77.59)	*Situs error (illegal tax)	RMV-VTS	Approve	11/16/2022		11/16/2022	DMM	11/04/2022
Burns, Amy Turner	66556660	2021	6,930	6,930	(13.88)		(13.88)	*Situs error (illegal tax)	RMV-VTS	Approve	11/16/2022		11/16/2022	DMM	11/04/2022
Byrne, Kevin	3203523	2022	3,450	0	(94.60)		(94.60)	Assessed in error (illegal tax)	Personal	Approve	11/16/2022	Gap bill: vehicle registered in Virginia during gap period	11/02/2022	KLW	11/02/2022
Hankins, Jack Lambert	3203489	2022	2,430	0	(74.66)		(74.66)	Assessed in error (illegal tax)	Personal	Approve	11/16/2022	Gap Bill: provided proof of 12 months registration in Texas	11/02/2022	DG	11/02/2022
Hinson, John	68937774	2022	4,300	500	(34.35)		(34.35)	Antique plate (property classification)	RMV-VTS	Approve	11/16/2022		11/02/2022	JMM	10/24/2022
Humphreys, Carol	53108078	2021	6,725	1,345	(58.79)		(58.79)	Condition (appraisal appeal)	RMV-VTS	Approve	11/16/2022		11/02/2022	JMM	10/24/2022
John Pope Farms LLC	3201345	2022	42,865	42,865	(4.14)		(4.14)	Assessed in error (clerical error)	Personal	Approve	11/16/2022	Late list penalty assessed in error	11/16/2022	KA	11/04/2022
Kellermeyer Bergensons Services LLC	1076948	2022	2,944	0	(33.26)		(33.26)	Assessed in error (illegal tax)	Personal	Approve	11/16/2022	Leased assets billed to incorrect account	11/02/2022	CC	11/02/2022
NC United Methodist Camp & Retreat Ministries	68474956	2022	1,130	0	(18.29)	(\$30.00)	(48.29)	Exempt (illegal tax)	RMV-VTS	Approve	10/19/2022		10/19/2022	JMM	10/06/2022
NCUM Camp & Retreat Ministries Inc	68475062	2022	1,290	0	(11.66)		(11.66)	Exempt (illegal tax)	RMV-VTS	Approve	10/19/2022		10/19/2022	JMM	10/06/2022
Prince, Thomas	3203950	2022	8,360	950	(73.98)		(73.98)	Assessed in error (clerical error)	Personal	Approve	11/16/2022	Value assessed incorrectly	11/16/2022	DG	11/08/2022
Shoemaker, Sarah	3203469	2022	2,290	0	(67.27)		(67.27)	Assessed in error (illegal tax)	Personal	Approve	10/19/2022	Gap Bill: vehicle registered in the state of GA during the gap period	10/19/2022	DG	10/07/2022
Taylor, Jennifer	3203862	2022	3,540	0	(74.82)		(74.82)	Assessed in error (illegal tax)	Personal	Approve	10/19/2022	Gap Bill: vehicle registered in GA, FL and Alabama during the gap period	10/19/2022	KLW	10/10/2022
Turner, Norman Philip	1076294	2019	1,860	0	(13.21)		(13.21)	Assessed in error (illegal tax)	Personal	Approve	11/16/2022	taxpayer deceased	11/16/2022	DG	11/10/2022
Zhao, Renyi	1073912	2019	1,210	0	(19.52)		(19.52)	Assessed in error (illegal tax)	Personal	Approve	11/16/2022	taxpayer deceased	11/16/2022	DG	11/09/2022
Zhao, Renyi	1073912	2020	1,170	0	(18.87)		(18.87)	Assessed in error (illegal tax)	Personal	Approve	11/16/2022	taxpayer deceased	11/16/2022	DG	11/09/2022
Zhao, Renyi	1073912	2021	1,170	0	(17.73)		(17.73)	Assessed in error (illegal tax)	Personal	Approve	11/16/2022	taxpayer deceased	11/16/2022	DG	11/09/2022
Zhao, Renyi	1073912	2022	1,170	0	(17.98)		(17.98)	Assessed in error (illegal tax)	Personal	Approve	11/16/2022	taxpayer deceased	11/16/2022	DG	11/09/2022
							\$ (797.11)	Total							
*Situs error: An incorrect rate code was used to calculate bill. Value remains constant but bill amount changes due to the change in specific tax rates applied to that physical location.															
Gap Bill: A property tax bill that covers the months between the expiration of a vehicle's registration and the renewal of that registration or the issuance of a new registration.															
The spreadsheet represents the financial impact that approval of the requested release or refund would have on the principal amount of taxes.															
Approval of the release or refund of the principal tax amount also constitutes approval of the release or refund of all associated interest, penalties, fees, and costs appurtenant to the released or refunded principal tax amount.															



FINANCE and ADMINISTRATIVE SERVICES

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To: Board of County Commissioners
 From: Gary Donaldson, Chief Financial Officer
 Date: November 25, 2022
 Re: FY 2021-22 General Fund Budget versus Actual Results and Fund Balance Classification

As additional supporting information to a forthcoming Budget Amendment and Audit Presentation on December 13, 2022, please find attached a summary of FY 2021-22 General Fund Financial results.

Fiscal Year 2022-General Fund						
	Original Budget	Revised Budget	Actual	Budget vs Actual Variance	Percentage %	Variance Explanation
Revenue						
40 - PROPERTY TAXES	\$177,399,692	\$177,399,692	\$180,701,712	\$3,302,020	102%	Reflects higher collection rate, natural growth and higher motor vehicle assessments
41 - SALES TAXES	\$28,952,047	\$28,952,047	\$37,996,379	\$9,044,332	131%	Reflects stronger performance from Articles 39, 40 and 42= \$5.6M and \$3M more in Hold Harmless
42 - LICENSES & PERMITS	\$274,550	\$274,550	\$268,824	(\$5,726)	98%	Reflects lower Gross Receipts from Franchise Fee
43 - CHRGS FOR SERV	\$11,470,907	\$11,961,766	\$13,811,583	\$1,849,817	115%	Reflects \$1.2 million in Register of Deeds and \$1 million Emergency Service billings.
44 - INTERGOVERNMENTAL	\$16,598,606	\$21,879,314	\$18,865,133	(\$3,014,181)	86%	Timing Variance on State Grant Awards
45 - BONDS & ALTERN FINAN	\$0	\$772,494	\$585,885	(\$186,609)	76%	Qualified School Bond Reimbursements and Cost of Issuance fro Financings
46 - INVESTMENT INCOME	\$10,300	\$10,300	\$84,805	\$74,505	823%	Reflects increasing Interest Rate environment
47 - MISCELLANEOUS	\$4,013,571	\$4,157,258	\$4,189,002	\$31,744	101%	Various items including Donaltions, Lease Rentals and Items subject to Audit reclassification
49 - APPROP FUND BAL	\$1,968,184	\$14,412,746	\$0	(\$14,412,746)	0%	No actual FB appropriation needed due to strong Budget versus Ac
48 - TRANSFERS OUT	\$74,504	\$95,552	\$106,691	\$11,139	112%	Reflects transfers- Article 46 (\$74K), Jail Inmate (\$11K), County Capital (\$20K) to support Facility Master Plan
Total	\$240,762,361	\$259,915,719	\$256,610,014	(\$3,305,705)	99%	
Expense						
40 - COMMUNITY SERVICES	\$13,621,295	\$14,465,523	\$12,966,062	(\$1,499,461)	91%	Reflects Salary Attrition and Non-Personnel Savings
25 - GENERAL GOVERNMENT	\$10,277,361	\$11,640,646	\$11,282,740	(\$357,906)	97%	Reflects Salary Attrition and Non-Personnel Savings
50 - PUBLIC SAFETY	\$28,528,552	\$28,683,878	\$27,822,848	(\$861,030)	98%	Reflects Salary Attrition and Non-Personnel Savings
30 - HUMAN SERVICES	\$40,547,146	\$44,188,765	\$39,736,329	(\$4,452,436)	90%	Reflects Salary Attrition and Non-Personnel Savings
20 - SUPPORT SERVICES	\$12,881,850	\$16,069,316	\$15,220,129	(\$849,187)	97%	Reflects Salary Attrition and Non-Personnel Savings
80 - TRANSFERS	\$1,044,002	\$9,256,798	\$9,320,892	\$64,094	101%	Reflects \$6.2M to County Capital, \$1.3M Lottery, \$790K Sportsplex, \$560K Visitors, \$339K Afford Housing
70 - EDUCATION	\$93,834,876	\$95,583,514	\$94,916,033	(\$667,481)	100%	Monthly fixed payments
90 - DEBT SERVICE	\$40,027,279	\$40,027,279	\$39,951,459	(\$75,820)	100%	Fixed costs paid on maturity dates
Total	\$240,762,361	\$259,915,719	\$251,216,492	(\$8,699,227)	96.7%	
Revenues over Expenditures	Revenues over Expenditures		\$5,393,522	\$12,004,932		\$2 Million added to Restricted by State Statute and \$10 Million added to Assigned Fund Balance

As indicated on the above, General Fund revenues exceeded expenditures by \$5.3 million for FY 2021-22. Additionally, the bottom line highlighted in green indicates a budgetary savings of \$12 million in FY 2021-22. This \$12 million is recommended to fund a December 13, 2022 Budget Amendment while achieving the County's current 16% Fund Balance Policy. The major budget versus actual variances are explained herein.

FY 2021-22 General Fund- Budget versus Actual Results

Property Tax

Property tax favorable budget versus actual variance is a result of higher than budgeted collection rate. The budget assumed a 98.7% collection rate, and the Tax Administration Office posted a 99.4% collection rate. The County took a careful posture as this budget represented a revaluation year. Programs like the Long-Time Homeowners Tax Relief is another example of Federal ARPA relief and the favorable impact on the local economic base. Additional budget versus actual factors included additional natural growth and higher Motor Vehicle assessments.

Sales Tax

Sales tax favorable budget versus actual variance is due to several factors including the higher pricing on goods and services. The 2% local option tax (Articles 39, 40 and 42) applies to food and the food price index has exceeded the consumer price index during the current inflationary period. This coupled with impacts from the Federal Stimulus relief to residents and sustained e-commerce are part of the favorable revenue variance explanation. Another factor is the Hold Harmless Sales tax which replaced the State Medicaid revenue. The Hold Harmless exceeded the budget by \$3 million with the remaining Articles 39, 40 and 42 accounting for \$5.6 million over the budget. The NC State Treasurer has previously stated that local governments exercise conservative forecasting on the Hold Harmless sales tax revenue.

General Fund Expenditures

All of the Functional Leadership Teams were within the Board authorized budgets. The Budget versus Actual variance was 96.7%. This variance was primarily attributed to salary attrition and secondarily due to contractual obligations and other related non-personnel savings. The FY 2021-22 Budget included a \$3 million attrition target which was exceeded. The 96.7% budget versus actual expenditure savings has been consistent with prior fiscal years.

FY 2021-22 Estimated Fund Balance Classifications

The FY 2021-22 Fund Balance classification has been reviewed with the County's Audit Managing Partner and should be consistent with the FY 2022 Annual Comprehensive Financial Report (ACFR) to be presented at the December 13, 2022 BOCC meeting.

FY 2022 Estimated Fund Balance Classifications			
Non-Spendable	\$	51,529	
Restricted by State Statute	\$	18,669,724	
Committed	\$	7,543,841	
Assigned	\$	14,608,888	
Unassigned	\$	40,445,676	16.7%
Total Fund Balance	\$	81,319,658	

Similar to the prior fiscal year, the amounts above the current 16% Unassigned Fund Balance provide additional funding opportunities for a mid-year FY 2022-23 Budget Amendments from the Assigned Fund Balance at the December 13, 2022 BOCC meeting. As part of the County's long-term financial planning, funding allocations for School Capital Reserves and County Capital Reserves are recommended for this year's prioritization. The recommended funding to these reserves supports a request by the School Capital Work Group to find additional funding for the Schools Capital Improvement Plan (CIP). Pay-As-You-Go (PAYGO) is an established funding mechanism for governments to support their CIPs. The use of fund balance above the 16% stipulated policy conform to the non-recurring nature of these revenue and expenditure streams. The mid-year Budget Amendment will include seeding funds for a new Debt Service Fund and reserve. The new Debt Service Fund reserve will serve as a rate stabilization fund to blunt a portion of the required tax rate to fund the Schools CIP requirements.

Finally, following future years financial audit results, we are recommending a formal fund balance flow of funds for funds above the unassigned fund balance policy target. This new policy is being drafted as part of the FY 2023-24 Budget development process.

cc: Bonnie Hammersley, County Manager
 Travis Myren, Deputy Manager
 Kirk Vaughn, Budget Director
 Rebecca Crawford, Deputy Finance Director